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Welcome to Thomas Hassall Anglican College! We are delighted to have your family join our College Community and feel privileged to work with you in the nurturing and development of your child.

We are dedicated to providing a positive and engaging learning community, an environment where our students excel not only academically, in sport and the performing arts but also in their development of social skills and personal understanding of Christian faith. This all-rounded learning will enable your child to reach their full potential and be ready to make their way serving others and serving God.

This Handbook contains information that you will need to know in preparation for your child’s commencement at the College. I would also encourage you to look at the Parent & Student Handbook (located on the College website) for more information about College life.

If you require further information or clarification, please contact our Enrolment Coordinators, Mrs Merrett (Junior School) or Mrs Perkins (Senior School), on 9608 0033.

We look forward to working with you in 2015 and beyond as we seek for your child to ‘grow in excellence, wisdom and service’.

Ross Whelan
Principal
Key Dates and Times for 2015

You are encouraged to visit the College website www.thac.nsw.edu.au for current information and all matters relating to events for 2015, including Term Dates.

Publications such as the Parent & Student Handbook and our fortnightly College newsletter - The Way are also available on our website for more specific information on College life and current briefings. College families receive an email as current publications of The Way are made available.

Commencement Dates for 2015

<table>
<thead>
<tr>
<th>Date</th>
<th>Events Commencing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday 27 January</td>
<td>Years 1 to 6</td>
</tr>
<tr>
<td></td>
<td>Years 7, 11, 12</td>
</tr>
<tr>
<td>Wednesday 28 January</td>
<td>Years 8, 9, 10</td>
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<tr>
<td>Thursday 29 January</td>
<td>Kindergarten</td>
</tr>
<tr>
<td>Monday 2 February</td>
<td>Prep 3 Day</td>
</tr>
<tr>
<td>Tuesday 3 February</td>
<td>Prep 2 Day</td>
</tr>
</tbody>
</table>

School Hours

- Prep School (4 years by 30 April): 8.30am to 2.30pm
- Junior School (Kinder to Year 6): 8.20am to 2.40pm
- Senior School (Year 7 to Year 12): 7.55am to 2.40pm

Communications with the College

The College Office is open between 7.30 am – 4.00 pm

Tel: 9608 0033

Email: admin@thac.nsw.edu.au
Edumate (the College database) has the facility for parents to log on and see information about their child or children and to update some of the data held in the database. This facility is called the Parent Portal.

What can you see and do via the Parent Portal?

- Edit and update personal details including changes of address, phone number, email and medical information
- See and verify your child’s absences from College
- View College Calendar
- View upcoming assessment details
- View assessment results
- View Academic Reports
- View merits and detentions

Prior to your child’s commencement at the College, you will be sent your logon and password to enable you to activate the Parent Portal. Instructions will be provided as to how to use the facility.

We encourage you to log in to Edumate to get a sense of the Parent Portal. The first time you log in you will be asked to change your password, please ensure you do this, write it down and keep it safe for future reference.

We would like to encourage all parents, on their first log in to the Parent Portal, to update all personal details. Current and correct email addresses are critical to ensure that you receive our regular communication. Some parts of the Parent Portal will not function without a current and correct email address.

The College uses an automated attendance reporting tool which forwards a text to parents (around 9.30am) and an email to parents (late afternoon) to advise if their child has been marked absent. Parents have a maximum of 7 days to be able to verify these absences via the Parent Portal. Instructions on how to carry out this procedure will be forwarded to you at the time of issuing your username and password.

Should you have any query at all regarding your access to the Parent Portal or information on the Parent Portal, please do not hesitate to email full details of your query to parentportal@thac.nsw.edu.au and we will endeavour to assist you as quickly as possible.
Medical and Personal Matters

It is important that you complete the enclosed **Student Personal Data, Medical Information & Consent Form**. This is the information we use when we have to contact you day or night about your child. It is kept secure. The onus is on you to keep it up to date.

Please update and review any changes on a regular basis via the Parent Portal.

**Allergy Awareness**

**An Important Message for All Parents Regarding Allergies**

We have a number of students in the College who have serious allergies.

One of the most significant of these is allergies to nuts which causes a serious reaction called anaphylaxis. This can be caused by the student coming into contact with nut products.

Anaphylaxis is a life threatening condition that may be fatal.

Therefore our College is ‘Allergy Aware’ and the following strategies have been implemented:

- All staff are provided with training to manage anaphylaxis
- Students with this condition have a management plan
- Our canteen does not knowingly sell anything which contains nut products
- We inform our College community not to send students to College with any food containing nut products such as peanut butter, nutella and nut bars.
- Please check food labels, particularly snack foods.

The integrated nature of our College means that any student who brings these items to College could inadvertently contribute to a crisis for these students. Whilst all care is taken to ensure this policy is adhered to, if your child has a known nut allergy, please provide the prescribed antihistamine/epipen.

**Chemotherapy**

There are students at the College who are receiving chemotherapy for cancer. If these students come into contact with measles or chickenpox, they can become seriously ill.

Therefore, **if your child (whatever Grade) contracts one of these conditions, please notify the College Office immediately so we can inform relevant families. Names will be kept confidential. Please keep your child at home until he/she has been cleared by a doctor to return to College.**

Thank you in anticipation of your co-operation.
Medical and Personal Matters

Asthma
If your child suffers from Asthma, please visit your family GP and have them complete an Asthma Action Plan and ensure that it is received by the College Nurse. Please provide your child with a puffer to carry with them at all times.

Medications
If your child requires the College to administer regular medication, a separate Medication Consent Form must be obtained from the College Office.

The College Office cannot administer analgesics such as Panadol or Aspirin medication to students unless parents/guardians have completed the Medication Consent Form and supplied the medication which will be kept at the office. Medications are not to be carried with the student.

Ministerial Council on Education, Employment, Training & Youth Affairs (MCEETYA)
It is a government requirement for the College to collect student background information. Please complete the enclosed MCEETYA form.
**Transport**

**Car**
A significant number of students are driven to and from the College by their parents.

Senior School students may be dropped off via the gate on Flynn Avenue.

Junior School students may be dropped at the Junior School Drop-Off area in front of C Block (refer College map). Vehicle access is for drop off and pick up via Kingsford Smith Avenue. Pedestrian access is available from Kingsford Smith Avenue and Southern Cross Drive.

Junior School students (Prep – Yr 4) must be collected from their teachers by their parent/guardian unless other arrangements are given by College staff.

**Drop-off and pick-up is not permitted in front of the Administration Block**

**Public Bus**
The College is served by two bus companies: Transit Systems and Interline.

Buses drop-off and pick-up students on Kingsford Smith Avenue. Students who live the requisite distance from the College may be eligible for a Travel Pass for bus or train.

The **Bus Application Form** is available from Reception and the onus is on the family to request this form if required. The application must be completed and returned to the College Office prior to the end of the 2014 school year to ensure processing before the commencement of the College term.

Note: you are encouraged to contact the relevant bus company or visit its website in January to obtain details of bus routes and times that will apply for the first few weeks of the College year.


**College Bus**
To assist with reducing travel times the College operates an optional bus service to the areas of; Chipping Norton, Moorebank, Wattle Grove, Holsworthy, Hammondville and Voyager Point.

A nominal fee is charged to assist with the running costs. **You will need to complete a booking form** (refer College website under ‘College’ tab) and we will advise if seating is available due to the popularity of this service.

**Student Drivers**
The College has a strict policy on students’ driving to and from College. Students must apply for permission from the Head of Senior School. Further information can be found in the **Parent & Student Handbook**.
Uniform Requirements

For each student P-12 there are three uniforms, Summer, Winter and PE Sport.

Most items (with the exception of College Uniform shop items sold exclusively – refer section *‘College Uniform Shop’) can be purchased from Lowes at Westfield Liverpool.

Our College adheres to a strict uniform code, details of which can be sourced in the Parent & Student Handbook (refer website).

On the first day of 2015, students are required to wear the summer uniform. Winter Uniform change over occurs after Mother’s Day each year and we revert to Summer Uniform after Father’s Day each year. Senior School students will not be required to wear the blazer in Term 1 except on designated special occasions.

Footwear

Please note the following when purchasing school shoes:

• Black leather, lace-up shoes that must be kept polished are the only footwear that may be worn with the summer and winter uniforms (K-12). Black leather, buckle up shoes are permissible in K – 2 only. For safety reasons, the total height of the heel for all year levels must not exceed 30 mm.

• White joggers are worn in Prep.

• Joggers are not permitted with the formal uniform (Year K-12).

• For safety reasons, students who are not wearing the regulation black shoes will not be admitted to Science, Art and Technology lessons.

• Predominantly white and sturdy sports shoes only may be worn with the sports uniform. Students who breach this rule may be barred from participating in PE and Sport and will not be permitted to represent the College. Dunlop ‘Volleys’, slip on shoes and skate shoes are not permissible footwear.

Socks must be above the ankle and should be of the turn down variety. Socks worn below the ankles are not acceptable. Socks for PE/Sport are to be plain white in colour only with no logos.
The College Uniform Shop is open on **Wednesday and Friday between 12pm and 3pm** during term time.

Our College Uniform Shop is located in 'J' Block.

**Second Hand Uniform Items:** Parents may donate good quality pre-used uniform items to the College Uniform Shop for re-sale to other parents. The proceeds of the sale are used to purchase teaching and learning materials.

The College Uniform Shop payments can be made by cash, cheques and credit card/EFTPOS. Cheques are to be made payable to Thomas Hassall Anglican College.

### Mandatory Items exclusively available for purchase from the College Shop

<table>
<thead>
<tr>
<th><em>College Backpack</em></th>
<th>Prep, Kinder, Yr 1</th>
<th>$50.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small</td>
<td>Yrs 2 – 5</td>
<td>$55.00</td>
</tr>
<tr>
<td>Medium</td>
<td>Yrs 6 – 12</td>
<td>$75.00</td>
</tr>
</tbody>
</table>

*Library Bag* Prep – Year 6 $10.00

*Akubra Hat* Senior School boys $90.00

Calculator Years 8 – 12 $25.00

### College Uniform Shop

**Extended Opening Hours**

**Wednesday 21 - Friday 23 January**

10.00am – 2.00pm

**Tuesday 27 - Wednesday 28 January**

7.00am – 10.00am
Stationery and Other Equipment Requirements by Grade

All Senior School booklists will be made accessible on the College website

• Students in Prep to Year 6 will be supplied with stationery and a Bible or Bible Story book by the College.

Prep – Year 2 students need to provide:
• A paint shirt
• * Library bag (from Uniform Shop)

Students in Years 3 to 6 need to provide:
• *Library bag (from Uniform Shop)
• Set of mathematical instruments, compass, protractor, etc (Years 5 & 6)
• Pencils, plastic or wooden ruler, eraser, pencil sharpener, etc
• Access to an appropriate English Dictionary and Thesaurus (in-class for Years 5 & 6)

Students in Years 7 to 6 will be provided with:
• A Bible, College Diary, basic consumables in practical subjects and writing paper for examinations. They will also be given a number of textbooks on loan. Loss or damage of these books will incur a penalty.

Students in Years 7 to 10 need to provide:
• Items listed on the Booklist list for your child’s Year. These may be purchased privately or online through the College with our supplier, Staples. Information will be sent to all College families directing them through the online purchasing option.
• USB
• Students who choose a practical elective will be provided with basic materials but if they choose to make or cook something that is more expensive, they will be required to contribute the additional cost.
• A set of personal earphones for use with College computers and Music subjects.

Students in Years 11 and 12 will need to provide their own stationery including:
• *Calculator Casio FX82AU Scientific Calculator, or a similar model with the same functions.
• Earphones (IST/IPT and/or Music)
• Dictionary (paper or electronic)

Note: The items marked with an asterisk can be purchased from the College Uniform shop

iPad Policy
iPads are required for all students in Years 7-10, with Year 11-12 students having the option of either an iPad or laptop computer. Where available textbooks are uploaded onto the student’s device and they are also used for interactive learning across a range of subjects.

The College website contains further information regarding our iPad policy and requirements. Please take some time to review the information on our site http://www.thac.nsw.edu.au/ipad-home
Extra-Curricular and Optional Activities

The College offers a range of extra-curricula activities (not limited to these):

- Concert Band
- Chapel Band
- Stage Band
- Junior School Band
- Private Instrumental Tuition
- Senior School Vocal Group
- Junior School Performing Choir
- String Ensemble
- Various Rock Bands
- Small Ensemble Groups
- Drum Circle
- Debating
- Public Speaking
- Reading clubs
- Creative Writing
- Drama
- The “HUB”
- Dance
- Duke of Edinburgh (Year 9 and older)
- Kokoda Trail
- Robotics
- Study Centre
- Thomas Hassall Mountain Bike Club
  Occurs on a weekly basis after school hours for students hoping to ride recreationally or train for competitions throughout the year.
- JAM (Jesus And Me)
  A Junior School group for Years 4-6 students that is run by teachers with the assistance of student leaders during a Friday lunchtime. Students that attend have the opportunity to play fun games with their peers, listen to a bible talk given by teachers and attend a yearly camp.
- Revolution
  A Senior School lunchtime group that is run by student leaders with the support of College staff. Students engage in fun activities, listen to bible-based discussions, participate in small bible study groups and attend inter-school events.

Some of these conduct out of hours or weekend activities for which an additional fee is charged. Details will be advised.

Throughout the year students are encouraged (but not compelled) to contribute voluntarily to a limited number of Christian charitable and missionary projects.
**Weekly Sport for Years 3 to 6**

All students in Years 3 to 6 must participate in one of the following programs.

Students in Years 3 to 6 may participate in an inter-school weekly sporting competition through a body called IPSSO (Independent Junior Schools Sporting Organisation). There are seven schools in the competition. Matches are held on Wednesdays in College time after an early lunch. Students are invited to trial for places in College teams. Students selected for these teams are expected to commit to training for the duration of the term. There is an IPSSO Participation Fee payable at the end of the preceding term which contributes to meeting the costs of travel and insurance.

Students may choose to participate in a College Sporting Program on Wednesday afternoons. This is conducted by College staff with assistance from parents and outside experts. There is no extra charges.

Students are also given the opportunity to take part in a weekly Sports Elective Program conducted off-site at the same time as the other sports programs.

The students are supervised by College staff. The full costs of these electives including bus travel, venue entry or hire and coaching/tuition where it is provided is met by the students participating. Minimum numbers are required to make these activities financially viable.

Towards the end of each term, students are required to make a choice for the coming term. Students may choose a different program each term.
Weekly Sport for Senior Students
All Students from Years 7 – 11 participate in one of the following weekly programs held on a Tuesday:

MISA
Students may trial to gain a place in a team to represent the College in the Macarthur Independent Schools Association competition. There are four seasons in the year that correspond to the academic terms where a range of sports are offered across multiple age groups. Trials are held at the end of the preceding and the start of the next season. All students chosen to represent the College must commit to regular training (during and/or after school hours) and pay a MISA Participation Fee, which helps to meet the cost of transport, referee fees and insurance. Sports offered at MISA level include: - football (soccer), rugby league, oztag, netball, AFL, basketball, cricket, dance, softball and volleyball.

COLLEGE SPORT
Students not selected for MISA teams and others who choose to do so may participate in a targeted sports program. This is conducted on the College site or on nearby sporting facilities. Students are allocated specific sports according to their year group and are supervised by College staff or expert sports coaches.

CO-CURRICULAR SPORT OPTION
In addition to the weekly sport program students also have the option of engaging in regular competitive or recreational activity through the following programs:-

- NASSA: representing the College in the New Anglican Schools Sports Association held mostly in a series of gala days or carnivals. Sports include swimming, track/field athletics, football (soccer), AFL, netball, volleyball, touch football, cross-country running, cricket and others.

Opportunity for students to excel further up the representative chain in:-

- AICES
- CIS

TARGETED SPORTS PROGRAMS
The College is committed to developing comprehensive sports programs for boys and girls, offering our facilities to external providers to run quality programs to allow students to be involved in a range of sports. In 2015 THAC has committed to running a Football program. The College has a strong relationship with the Greater Western Sydney Giants and is developing a comprehensive program in AFL for both boys and girls. We have already had some success at local, zone and state levels and most notably, the statewide Giants Cup.

Students in Year 12 are given the option of representing the College at MISA or staying at the College in an organised study session, under the supervision of College staff.
**Student Banking**

Each Thursday during term, P-6 students have the opportunity to participate in student banking. This is an excellent way for the College to assist parents in teaching their child the benefits of saving. If your Prep child attends the three day program, they can bring their banking into the school on Wednesday.

To apply, please ask at the office at the beginning of term for an information package.

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**Reports**

Twice each year the College prepares a Progress Report on each student. The report is distributed to the student’s parent or guardian.

In some cases, the non-custodial parent requests a copy of the report as well. The College is happy to make a second copy available so long as the custodial parent gives us permission to do so. A letter to the College Principal giving such permission and the address to which the reports should be sent may be brought to the Admin Office.

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**National Testing and Competitions**

The College participates in a number of national testing programs. Some are compulsory such as NAPLAN, for which the cost is covered by College fees. Participation in other competitions is voluntary for which an additional fee is charged.

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**Students in Publicity**

From time to time, students may be photographed in the course of their participation in College activities. Sometimes they may be photographed in a small group or as part of a larger group. The photos may be used by the College for marketing and educational purposes. Often the College cannot contact each individual parent before some of these photos are taken.

**If you do not wish your child to have his/her photograph taken for these purposes, please submit written notification to the Director of Marketing & Community Relations.**

In the absence of same, we will assume you have no objections to your child’s photograph being taken.
Parent Partnership

We regard our College families and friends as partners in the process of educating the children at Thomas Hassall Anglican College.

We provide many opportunities for you to be involved in College life, including Parent Information Evenings, Special Assemblies, Book Fairs, Concerts, Musicals, Events, Carnivals, the South West Festival and more.

The College is very appreciative of the many ways in which parents, grandparents, family and friends assist by offering time and expertise or donations of goods and services.

Class Parent Network
The Class Parent Network is a new initiative for 2015 and will consist of self-nominated year group representatives from Prep to Year 12. The charter is very simple. Class Parents will provide social networking opportunities throughout the year by organising gatherings such as morning teas, lunches, holiday activities and casual get-togethers etc. Most events will be held off-site and are a great way for families to get to know each other outside school hours.

The Class Parents also provide support to staff by getting involved in various activities such as helping in the canteen, reading and literacy groups, assistance at sport carnivals and creative arts events, exam supervision and writing, focus group discussions etc. Class Parents also assist and support the Parents & Friends Association key fundraising activities.

Class Parents will meet termly at the College with the Director of Marketing and Community Relations to discuss ideas and upcoming activities. A guest speaker from the College, together with the Principal, will also attend these meetings to provide information and discuss new programs at the College.

Parents & Friends Association – P & F
Every parent of Thomas Hassall Anglican College belongs to the Parents & Friends Association which is led by an Executive Committee who are elected annually in February. The P & F Committee meets monthly and aims to provide a variety of social functions, parent education forums and fundraising opportunities for all families, Prep to Year 12.

We welcome and encourage all parents to attend and get involved in our activities which are fun and rewarding and add to the sense of community at our College.

All funds raised contribute directly towards student resources and enhancing the learning environment.

At the beginning of each year, the College conducts a short Induction Program for Voluntary Helpers. This Program informs helpers about our policies and practices in respect to Work, Health and Safety, Child Protection, Responding to Emergencies, Professional Standards, Privacy and Confidentiality.

We look forward to your involvement and partnership.
After College Care Program

Thomas Hassall Anglican College, in partnership with Bambinos Child Care, offer an After College Care Program for those parents who cannot pick up their children immediately after College, either on a regular or occasional basis.

The program is accredited with the Department of Community Services and is registered with Centrelink therefore some families may be entitled to a rebate. For information on your eligibility, please contact FAO direct 131 650.

Contact Bambinos by phone 4647 8932 or visit their website www.bambinoskindergarten.com.au

Hours: Monday – Friday 3.00 pm – 6.00 pm

Places are available for children in Prep to Year 8. Bookings are essential.

Fees include a nourishing afternoon tea and activities.
College Map

Junior School
Senior School

Excellence
Wisdom
Service