

CAREY COLLEGE

Limited

2010

Parents' Handbook



Carey College

"In your light we see light" Psalm 36:9

This Parents' Handbook is a short guide to help you, as parents of pupils in the school, with the day to day things that you need to know about us. We see the school as a way of helping parents with the wonderful responsibility of raising a new generation for Christ. We help with the education of your children – we don't take over from you.

Because of that we want to work as closely with families as possible. The Handbook is the first place to check if you want information. You should also look at our current Prospectus for information – we will give you a new copy if you need one. Secondary Students, Adult Students and International Students are also issued with specific handbooks or guide-lines.



HOW TO CONTACT US

Phone: 570-5873

– messages can be left (at any time) if we can't talk to you.

Phone for Emergencies

(Only): 021-2175-990

Mr Drake can be reached on his mobile phone 021-66-9796 in an emergency when available, or you can leave a message for him at that number. Or you can **email** Mr Drake at principal@carey.school.nz

You can write a note, or write a message in a Course Record.

And, of course, we are happy to talk to you!

Staff are always available after school and can often talk briefly before school. But if you need to do more than make a passing comment it helps if you phone first to make an appointment.

Postal: 21 Domain Road, Panmure, Auckland 1072.

ONLY IN SCHOOL TIME

One of the conditions of enrolment is that you do not approach staff about school issues out of school hours or any where else apart from at school. It isn't un-

usual for our teachers and school families to meet at church or in homes – please respect our privacy and leave school things for school time. Staff are not permitted to take phone calls about school matters at home, or to discuss school business out of school hours.

Of course, if in an emergency contact cannot wait until school time, we will do everything we can to help.

USE OUR WEBSITE

www.careycollege.com

All the information we can give you is posted on our website! Each term we produce a Diary entry telling you what special events are happening that term. We also have a devotional each term that relates to Christian Education, heaps of articles about schooling and raising children, and the lesson plans children are working on (at present we only have secondary lesson plans posted but hope to soon have the primary ones up too).

ARRIVAL AT SCHOOL

Primary pupils may not enter the school grounds before 8:30 am on school days. Because we cannot supervise children before then we cannot make exceptions.

Secondary pupils are able to begin school studies in their room from 8:00 am.

LATE ARRIVALS

School starts punctually at 9:00 am each day – pupils who arrive late disrupt classes and miss out on lessons. All pupils arriving late will be given a detention after school the same day 15 minutes for Primary pupils and 30 minutes for Secondary.

COLLECTING CHILDREN

Primary and Junior Secondary children are released from class at 3:00 pm although Senior College Pupils continue to work until 4:00 pm. We do not supervise the collection of children, so if you are unexpectedly held up, please phone the school to make sure your children are safe.



“STRANGERS” COLLECTING CHILDREN

If we see someone we don't know taking children from the school however, we will stop them. If we cannot establish to our satisfaction that your children should be with them we will not let them go. *Please let us know therefore, if you*

arrange for someone else to collect your children.



WHERE TO STOP & PARK

You will sometimes find parking in the street near to the school gate. But there is always plenty of parking in the public car park in Basin View Lane.

The school drive and car park is too small to accommodate cars dropping-off or picking-up pupils so it is restricted for staff and official visitors' use. Park in the street or public car park.

Please don't use our neighbours' drives or parking areas, or stop illegally in the street.

What may appear safe or convenient for you may pose real danger for others, especially the small children coming in or out of school.

It is especially important when it is wet to consider children's safety first: primary children need to be collected from the school and escorted to cars.

STUDENT DRIVERS

Special conditions apply to students who drive themselves to school. Please ask for a copy of the notice about this if you need it.

ABSENCES

We must have an explanation in writing for every absence: a

suitable form is supplied at the back of this booklet or you can supply us with a simple note. Your explanation must state the dates of the absence *and* the reason for it. (Please note that we do not phone you to check on absences.)

TRUANCY

Truancy is an absence for anything other than illness or emergency. Parents have contracted with the school to ensure children attend when the school is open. In any case, we are required by the Education Act to enforce attendance laws – this includes reporting and prosecuting parents who condone absences without valid reasons.

Of course there are legitimate reasons for taking children away from school, but in general planned absences, including early leaving or late returns on weekends and holidays, can only be condoned for activities that genuinely enhance children's education. Where possible please use school holidays for family activities – there are more than 10 weeks of holidays each year. Condoned truancy is not fair on children or the school.

DENTAL NURSE

Most parents like to use the School Dental Service while their children are at Primary School. We don't have a clinic here, but there is a Nurse attached to our school, and she can be found at Stanhope Road School (579-6902), Sylvia Park School (570-9310) or Panmure District School (527-7591).

HEALTH NURSES & TREATMENT

In some schools Health Services give treatment to children.

We do not believe the school is the right place for treating children – so medical staff will not normally come into the school. This does mean however that if you want some services traditionally administered at school you need to approach your GP or the nearest clinic. This includes five year old checks and inoculations – such as the Rubella inoculation for grade 7 pupils.

IF YOUR CHILDREN GET SICK OR ARE HURT AT SCHOOL



If your children get sick at school, you will be asked to take them home. We can give them rest, and comfort them, while you get organised, but we do not have facilities for nursing children.

If your children are injured at school, we will give first aid treatment only. If anything else is needed we will phone you to make arrangements. If the situation is serious we will try to reach you, but for medical emergencies and injury accidents we will normally call for an ambulance. If first aid is enough, we will write a note or phone you to tell you what has happened so you can check that all is well.

MEDICINES AT SCHOOL

As a normal rule children may not bring medications to school – that includes cough lollies. Teachers are not permitted to administer or supervise the admini-

stration of medicines to children unless arranged beforehand as explained below.

On the advice of medical authorities, aspirin will not be administered to children at school.

Medications will only be permitted at school for chronic illnesses or conditions. Children recovering from infections or illness may not bring medications to school to complete treatment: as a general rule children should not return to school until they have either completed any course of treatment or can take required medications at times they are not at school.

Children with chronic illnesses however, must have medications at school and have access to them. This applies for such conditions as asthma, acute allergies or long-term illness. In such cases:



- Arrangements must be approved before any medicines are brought to school
- Medications must be labelled with the child's name and dosage required
- Parents must sign our standard indemnity form and provide written advice detailing the condition and dosages to be administered
- Medications must be kept in a designated kit in the pupil's classroom and carried on field trips
- No medications can be kept in children's bags or desks
- Medications are to be taken under the oversight of a staff member

DISASTERS & EMERGENCIES

In a civil emergency or major disaster, the school becomes (by law) a Disaster Centre. Apart from our need to provide care and shelter for the pupils and anyone else



in the neighbourhood, special controls are applied to the release of children from our care. No one is permitted to take children from the school during an emergency without the permission of the Controller. All movement of all people into and out of the school has to be recorded so that the authorities and relatives can trace where children can be found.

SAFE HEALTH PRACTICES

Students are required to use appropriate and safe personal hygiene practices.

PARTIES AT SCHOOL

Parties are not permitted at school. We know it is fun to send a birthday cake or some sweets to school to share with classmates, but because it can create pressures on other families and pose health issues for some children, we have to ask that you don't send such things to school.

HOLIDAY CLOSING TIMES

We do not close early during the term for wet days or such like. (Of course, in an emergency we may have to do this!) Nor do we close early before statutory holidays that come during a term. But we do close early before school holidays.

At the end of terms 1, 2 and 3 we close at 2:00 pm.

At the end of term 4 we close at 12:00 mid-day.

PUPILS CANNOT USE SCHOOL TELEPHONES

School phones are kept busy on school business. Pupils are not normally allowed to use school phones, and they cannot be



called to the phone to speak to callers. We can take messages for pupils if it is urgent, and of course in emergencies will assist pu-

pils to make any necessary phone calls.

CHILDREN'S PROPERTY

All children's personal property and clothing should be named. If it can be lost it will be if it hasn't got a name on it!

We have adequate recreational play areas – and children can bring suitable play or sports equipment to school providing they use it sensibly and accept the risk of damage.

PARENTS' MEETINGS

We usually have at least one Parents' Meeting each term. One of those will be our *Science & Technology Fair* and another will

be our *Final Assembly*. Details are given on a term by term basis.

CELL PHONES ETC

Pupils with cell-phones must have them turned off during class times and at intervals. Other electronic aids such as spell-checkers and translation dictionaries may be used if approved by the class teacher before

SHOES OFF INSIDE

Pupils are required to remove shoes at the doors to classrooms. Racks are provided for shoes which are to be stored neatly. Students may wear slippers or designated "inside shoes" inside, or socks; but bare feet are not permitted.

SECONDARY STUDENT GUIDES

Secondary students are issued with their own Guide giving details about the management of their courses, qualifications and special procedures, including appeals against assessments. Additional notices are issued regularly.

Students are responsible for following the directions in the Secondary Guide and any additional notices issued.



EXAMS AND OTHER QUALIFICATIONS

The school gives detailed guidance about entry for the range of qualifications it makes available, and students are encouraged to ask for help with selection and entry issues. Students are responsi-

ble for ensuring they complete proper entry procedures for the qualifications they seek.

A separate booklet gives advice on *Cambridge International Examinations* at Carey College.

INTERNATIONAL STUDENTS

International Students (and others not living at home with their parents) are issued with their own *Living Away from Home Guide* and are visited regularly in their Home-stays by school staff.

INTERNET SAFETY

We operate an "Internet Safety Policy" which includes requirements that

- Primary pupils are directly supervised by staff when using the internet; primary pupils may not have their own email account at school
- Secondary pupils must have an international "Safe Surfing Licence" before they can use the internet independently
- All computer access is in the class where staff and other pupils can be aware of what is happening
- All websites visited, and all incoming and outgoing email is audited to ensure safe and appropriate use
- Students are given explicit instruction in safe use of the internet and are limited as to what use they can make without direct supervision.

Please ask for more information if



you have any concerns.

PUBLISHING PUPILS' WORK, IMAGES, AND NAMES

Pupils' school work, details of honours earned and awards achieved, and photographs of children in the school environment, and their names, may be published by the school for education purposes and in publishing information about the school.

We will normally only use first names for internet publications unless the pupil's name is already in the public domain associated with the work published or event reported, or if the age of the pupil and the nature of the report makes publication of the full name appropriate.

YOU ARE WELCOME!

Parents are welcome in the school at any time during school hours. You can sit-in on your children's classes or just observe how we go about things. No appointment is needed. (Of course, without an appointment we may not be able to spend time in discussion with you.)

SCHOOL RULES

We keep rules to a sensible minimum. Our basic rules, printed below, are displayed for children in each room.

1. **Conduct:** Children must always act in a way that shows they care for other people and for the school. Children are to be quiet and orderly in and around the buildings. Children should walk and not run in classrooms, on the deck or on paths. All children must be seated whenever they are eating. At lunch time children must remain seated until dismissed. Among items prohibited are: chewing gum, bubble gum, rubbers, radios and players, correction fluids, medications, and computer games. (Secondary pupils may use rubbers and water-based correcting fluids as required. Pupils with chronic medical conditions may have specified medications at school with permission.)
2. **Dress & Property:** Children must be dressed tidily at all times in accordance with the school Dress Code. All personal property, including stationery issued by the school, must be clearly named. School bags must be kept closed and stored tidily when not in use. Coats must be stored in bags or hung on the hooks provided. School books being carried between home and school must be carried in a school bag.
3. **Arrival & Departure:** Children should use the pedestrian gate or the back gate when entering or leaving the school. Secondary pupils may begin work in their room from 8:00 am, but all other pupils must wait until classrooms are opened by staff. Bicycles may not be ridden in the school grounds and are to be stored neatly in the space provided
4. **Play:** Children are normally free to use classrooms, the deck and sealed areas outside at intervals and lunch times. The playground may be used when it is dry. Children may not wait or play in toilets. All other areas are out-of-bounds (unless given special permission). Sports equipment may only be issued by a monitor or authorised senior pupil and is to be returned at the end of each play period. Ball games may only be played on the playground and the terrace. There must be no rough body contact. When the bell is rung all play must stop, and children should go quietly to their desks and prepare for the next lesson.
5. **Lagoon Stadium Court:** Secondary pupils have access to the Lagoon Stadium court in fine weather at intervals and lunch time. Grades 7 - 8 pupils may be permitted to go to and return from the Lagoon Stadium court under the supervision of the Senior Duty Pupil at lunch times. Appropriate sports' equipment may be used at the court.

The following notices also contain rules that may apply: **Pupils Driving Motor Vehicles to and from School, Internet Safety, Use of the Computers, Privacy of Personal Information, Dress Code, Emergency Evacuation, Medicines at School, Adult Students, Students Not Living at Home with Parents.**

HOMework

For most parents Homework is straight forward and welcome. However, there can be confusion at times, so here are some basic guidelines. Please talk to class teachers about anything unclear.

1. Homework is for pupils not parents! Sometimes you will be asked to help students with practice or drill, but we are willing to do the teaching at school. This is a time for sharing in your children's school work, and drilling or reviewing what we have taught. If your child can't do something set for homework, check with us.
2. For Primary Pupils, homework requirements are explained in their Term Records. If it is not written down it is not set by us. Regular work (such as spelling lists, tables and memory verses) can be done progressively through the week: other work will have a required date.
3. Secondary Pupils plan their own homework linked to module plans, but they should be working to their timetable.
4. Pupils on the WORD Programme (Phonics) must sound out each letter and combination in each word, whether reading from a WORD Programme sheet or a book. Sound the letters out, before blending them into words, even if they know the word. *It is phonics practice your child needs.*
5. Drill tables firstly in order then in a random mixed order. Also cover the answers with a scrap of paper and have the child try writing the answers down. They can check for themselves and repeat this while you get on with other things!
6. Memory verses need the reference and the punctuation as well as the words. It's a good idea to start by saying them aloud, but all memory work (except for grade 1 pupils) needs to be written to learn it and to be sure of it.
7. Spelling, from grade 2, also must be written down: children who can say the spelling aloud have made a start but writing practises and checks: children are taught to use the rule
Say, copy, write, check
Repeat if incorrect
Ask them to explain and show it to you.
8. Revision for tests should be more than reading through the notes: children should cover the main points with paper and see if they can identify them. Practice helps!
9. Don't over-do it! Children need a balanced family life that involves time on their own, time with parents and time with friends.

PROBLEMS: ASKING QUESTIONS, LOOKING FOR SOLUTIONS & MAKING COMPLAINTS

This is a small school, and we are blessed with godly staff and families, and a great deal of harmony. For that we thank God. But Satan's endeavours and the weakness of our faith mean that we share with all God's people – great and insignificant alike – the ability to be and do wrong. Problems can arise simply from natural inability and error, and from sin. If you have something you are unsure about, have hesitations about or simply don't like, or if you believe something is wrong, please talk to us! We want to do what we can to put things right and make sure any such problems don't arise again.

1. Don't wait for things to get serious. Sometimes people don't raise their concerns in case they have it wrong. But then by the time they do raise them the problem has moved from "easily solved" to "seriously threatening"! If you are concerned about something that proves to be no problem, we don't mind spending the time on it to make sure we are working together in the love of Christ. We will talk to you as soon as we have a concern: we ask you to do the same with us.
2. Please talk to the right person. As a general rule the classroom teacher is the best person to talk to about lessons, course content or class management. Senior staff are the right people to discuss school policies with. The Bible is clear that we must not talk to people about things that are none of their business, and a great deal of harm can be done to a school by talking to the wrong people.
3. If for any reason you want to talk to senior staff that is OK. Mr Drake or Miss Eastwood will give time to any parents who have concerns about anything at school.
4. We ask that you be willing to seek information or explanation before forming a judgement. People do misunderstand each other, especially when most of the information is transmitted by children!
5. When you talk to any of us about concerns you have we will listen. If we know the answer we will talk to you about it straight away. If we don't we will ask for time to find all the information and look for a solution. We will then get back to you to talk to you about what we have found and propose to do, or to seek your advice or more information.
6. We cannot tell you about other children and families, unless the complaint cannot be resolved any other way. Other families will expect to be given the same standard of privacy and confidentiality you expect from us.
7. Some concerns relate to relatively minor matters or matters of personal judgement. Others may involve matters of law. We will treat all your concerns seriously. We will explain to you policies we have for handling complaints and solving problems. If the complaint relates to possible criminal behaviour by anyone we may have to involve the appropriate enforcement agency.
8. You can have a friend or counsellor to help you if you want this. We can also bring in other people to help solve problems if this is appropriate. But the Bible does instruct us to first go privately in most situations.
9. Please pray for everyone involved in the school. God's protection and God's solutions are our best help.

OUR CHRISTIAN FAITH

A Statement of our Faith for the Guidance of Pupils, Parents & Staff

Carey College is a Christian school that has been established to help parents raise a new generation for Christ. This means that we acknowledge the supremacy of Christ as the living Saviour and Lord over all of life. Because of this he is given the central place in every aspect of the life and work of this school. *“For by him all things were created: things in heaven and on earth, visible and invisible, whether thrones or powers or rulers or authorities; all things were created by him and for him. He is before all things, and in him all things hold together. And he is the head of the body, the church; he is the beginning and the firstborn from among the dead, so that in everything he might have the supremacy.”* Colossians 1:16-18

Carey College is named after William Carey, pioneer missionary and outstanding example of Christian faith applied to practical living and useful service. He exemplifies the Christianity to which the College is committed.

Important though academic progress is, the school's primary concern is with helping parents nurture Christian faith and life in each of its students. For this we are totally dependent upon the Holy Spirit.

College Motto

Our College motto is Psalm 36:9 *“For with you is the fountain of life; in your light we see light.”* The Bible is God's Word to guide and direct every part of the Christian's life. We use it to shape our teaching methods and the content of lessons. Our courses teach children to look to the Bible to shape their studies and to help them be discerning as they confront the varied fields of knowledge that make up the school curriculum. In this way we aim to help parents train children in faithful service to Christ.

Key Principles

- The Bible is the Word of God
- God, eternal in three Persons, is the Creator and Sovereign of Heaven and Earth
- The Lord Jesus Christ became man (while remaining God), died to save his people from their sins, rose, is alive forevermore and will return in glory
- The fear of God is necessary for true knowledge and wisdom
- Teaching is a spiritual activity

Doctrinal Summary

1. The Bible is the Word of God. The Scriptures of the Old and New Testaments are the Word of God given by divine inspiration to the Apostles and Prophets and are not expressions of the ideas of men. Being the Word of God they are infallible and inerrant. They set out all that God has to reveal about faith and practice. No new revelation, human tradition or reasoning is to be accepted in their place or added to them.

2. God, Eternal in three Persons, is the Creator and Sovereign of Heaven and Earth. God is the one living and true God, a Spirit who exists in three distinct persons: three not to be confounded and of one substance not to be divided.

God has created the whole universe (visible and invisible). All things were created by and are sustained by the word of his power. Nothing evolved. God so rules his creation that all things that happen are the result of his sovereign rule, yet he is without responsibility for the sins of men. God is almighty, unconquerable, all powerful and totally sovereign.

3. The Lord Jesus Christ became man and died to save his people from their sins, and is alive forevermore. The Lord Jesus Christ is God, and is through faith the only access we have to God. He existed with God in eternity before anything was created and is in all things one with God. Yet he took on human flesh, without in any degree ceasing to be God, to become and remain a perfect man.

In his free grace God entered into a covenant with his Son, from eternity, to redeem from their just condemnation under the law, a chosen people from every nation, kindred and tongue. The redemption of his people he has fully, infallibly and irrevocably accomplished by the substitutionary and propitiatory work of the Lord Jesus Christ in dying for the sins of men. Faith in the Lord Jesus Christ is necessary for salvation.

The Lord Jesus Christ has been physically raised from the dead and is now at God's right hand. He will come again and will judge all men, living and dead. Those judged righteous through Christ will be received into Heaven forever, while all other men, on account of their sin, will be justly cast into hell forever.

4. The fear of God is necessary for true knowledge and wisdom. Knowing God, and serving him with reverence and submission is the only way in which anything can be known truly. As God is the creator and sustainer of everything, nothing can be seen or understood properly without reference to him. Things are true and constant because he makes them true and constant.

Every attempt to know or to understand anything while at the same time denying God or denying his immediate involvement is an idolatrous exaltation of man's mind over God, and by leaving man without a true focus leaves him without true knowledge or understanding.

God requires that every thought be made captive to Christ: by which we understand the need to make Christ the focus of every thought, subjecting all thinking to God's Word, the Bible. The Bible alone is able to give light and truth to knowledge.

All study is a work of faith and must be undertaken in faith in Christ, dependent upon the inward working of the Holy Spirit and the illumination of the Scriptures.

5. Teaching is a spiritual activity. Teaching involves the proclamation of the Gospel by word and example and the application of God's Word to every part of pupils' lives. The teacher must therefore be a Christian, living faithfully and obediently in submission to Christ the Lord. Teaching requires the exercise of faith and prayer, a dependence upon the Holy Spirit and the practice of a holy life.

Doctrinal Foundation

The College is committed to the *1689 Baptist Confession of Faith* as its doctrinal foundation. This statement of biblical Christianity was written by elders from English Baptist churches, and is also known by the titles *The Old London Confession* and the *Philadelphia Confession of Faith*. We use a modern English version entitled *A Faith to Confess*.

Writing of the 1689 Confession began at a time of severe persecution, and care was taken to ensure clear expression was given in it to the Christianity of the Reformers and Puritans. As Baptists the writers desired to demonstrate the necessity of faithful submission to the Bible in matters such as church government, membership, and of course baptism. But they also took great care to demonstrate a unity with other Christians by making this Confession as close as possible to the earlier *Westminster Confession of Faith*. Although there have been times when it has not been widely known, it has been the definitive statement of Baptist Christianity for over three centuries in Europe and North America. Its present recognition is due partly to promotion of it by C H Spurgeon in London in the late 19th Century, and more recently its widespread adoption by churches throughout the world.

In the introduction to *A Faith to Confess* the publishers state that the Confession “is not, of course, to be held as an infallible and authoritative rule. Believers are bound by Scripture, by the whole of Scripture, and by nothing but the Scripture. At the same time, however, it is highly necessary and undeniably useful to have a clear statement in modern language of the Faith we believe and practise and commend to all men.” This is the function of the Confession in Carey College. Its 32 chapters explain the basics of Christian faith and practice, and while some sections of it do not bear overtly on the day to day life of the school, taken as a whole it defines the doctrinal foundations upon which the school works and serves.

Copies of the Confession may be borrowed or purchased from the school.

FOR HELP

We have a range of books and other resources about the Christian faith, Christian education, and family issues we can lend or sell to you. We can also put you in touch with a Church, appropriate agencies, or godly people for help with understanding the Christian faith or meeting family needs. We welcome enquiries.

Absence Note

It is a condition of enrolment at Carey College that a pupil attend school whenever it is open. Obviously there are valid reasons for an absence, such as the pupil's illness or an unavoidable emergency. Under Section 29 of the *Education Act 1995* every child enrolled must attend whenever the school is open. Failure to attend may lead to a prosecution. We are required by the Act to enforce attendance requirements. Accordingly we ask that you advise us (in writing – by note, by filling in this form, or by email) the dates and reason for every absence of a pupil.

Pupil's Name:

First Day of Absence: Last Day of Absence:

Reason for Absence:

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Parent's Signature: Date:

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