



Westmead Christian Grammar School  
**STUDENT HANDBOOK**  
**2024**

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*School Motto: To grow in Wisdom and Stature in Favour with God and Man. Luke 2:52*

## Mission Statement

Westmead Christian Grammar School has as its mission to bring people to the saving knowledge of Jesus Christ, through the provision of Christ-centred education.

## School Details

Website: [www.wcgs.nsw.edu.au](http://www.wcgs.nsw.edu.au)  
Email: [admin@wcgs.nsw.edu.au](mailto:admin@wcgs.nsw.edu.au)  
Telephone: (02) 96891138  
Postal Address: Westmead Christian Grammar School  
2-14 Bridge Road  
Westmead  
NSW 2145

## School Information

Westmead Christian Grammar School is located on the corner of Great Western Highway and Bridge Road Westmead, only minutes from Westmead Hospital and Parramatta CBD and walking distance from Westmead Station.



## School Profile

Westmead Christian Grammar School is a Christian Primary school, which has been in operation since 1983. Westmead Christian Grammar School is a caring school proud of its tradition of promoting academic excellence and Christian principles. The school is fully registered and accredited based on syllabus documents provided by the NSW Educational Standards Authority. The school has a small family atmosphere across all areas of the school community.

Quality academic programs addressing the six Key Learning Areas are enriched by the provision of a wide variety of educational experiences designed to enhance well-rounded student growth and development so that all can achieve full potential. Opportunities are also available for students to enjoy a range of extra-curricular activities.

Student welfare is a major concern of the school with emphasis on developing self-discipline, self-esteem, and Christian principles such as reverence, acceptance, dignity, faith, peace, respect, care, commitment, kindness, truth, loyalty and contentment.

Our Mission is to provide education for each child through a Christ-centred curriculum. Every member of staff is committed to seeing your child become all that they can academically, socially, physically and spiritually.

Our school has an enrolment policy that states that we accept children whose parents accept our Statement of Beliefs, which is written in the school's application form, and want their children to be taught according to the beliefs and values. A condition of enrolment is that students participate in all school activities appropriate to their age and abilities.

If you would like to find out more about our school, do not hesitate to phone the school to arrange a visit or ask for an enrolment form to be sent to you.



## Enrolment Information

### *Enrolment Procedure*

Once an application form has been completed and returned to the school, our Deputy Principal will interview all new families. Upon acceptance, families are contacted by email and given the opportunity to accept the placement offered. Payment of an enrolment fee is required to secure the place. Appointments can be arranged through contacting the school office (Phone 02 9689 1138).

### *Interviews*

Normally the interview will take 30 minutes and parents must come with the prospective student(s). You may receive a school tour on completion of the interview. The purpose of the interview is for the school to get to know the family and give us the opportunity to understand the particular needs of the applicant.

### *Kindergarten Enrolments*

Children who turn five years of age prior to 31<sup>st</sup> July may be enrolled at the beginning of that school year. Documentary evidence of date of birth, citizenship status or visas and an immunisation certificate are required.



## OSHC

### *Out of School Hours Care*

Before and After School are available onsite from 7:00am – 8:30am and from 3:20pm – 6pm. Students signed into Before and After School Care participate in a range of activities. Further information about Out of School Hours Care can be collected from the office.

## Curriculum and Policies

ACARA is currently in the process of the development of the New Australian Curriculum. There are NSW versions of the syllabus documents, which have been created. The New South Wales Educational Standards Authority (NESA) is responsible for developing the syllabus documents, which contain the curriculum all schools in NSW must cover.

These mandatory documents have implications for schools. Each school must translate the documents into teaching and learning programs. At Westmead Christian Grammar School, the school staff develops and evaluates school policies that state expectation and provide guidelines for the operation of the school, which complement the New Australian Curriculum (NSW version) and the NESA syllabus documents and other policies set out by the Department of Education.



Primary subjects are organized into six Key Learning Areas:

1. English
2. Mathematics
3. Human Society and its Environment
4. Science and Technology
5. Creative Arts
6. Personal Development/Health/Physical Education

## Other Curriculum Areas and Policies

### *Library*

The School Library is an active and vital part of the school. It is not merely for the storage of books, audiovisual hardware and software and other resources, but it is a centre of learning. All students have access to the Library for borrowing and research.

### *Support for Students with Additional Learning Needs*

All teachers at Westmead Christian Grammar School are committed to creating suitable programs for all students including those with additional learning needs. Individual Learning Programs are designed in all areas based on a student's individual needs.

### *English as an Additional Language*

At Westmead Christian Grammar School, all of our teachers are trained in catering for students from non-English speaking backgrounds. Suitable programs are developed for each student to assist in intensive language acquisition.



## **Chapel**

Chapel (assembly) is held weekly. Parents/guardians are encouraged to come along. In this time, weekly class awards are issued to students who have performed well throughout the week. Students perform from time to time during Chapel.

## **Technology**

Computers and other forms of technology are an important component in our education programs. Our goal is for all students to be aware of the application of computers and other technology for individuals and society. The school utilises a range of technologies to assist students with gaining practical experience. This includes learning basic coding and word processing.

## **Music**

Music is a vital part of Westmead Christian Grammar School. Each year the students work hard to prepare and perform a whole school musical. The School Choir represents the school throughout the year at different events.



## **Homework**

Homework is given to assist in the development of good study skills and habits. Homework is given to complete or revise class work, to encourage research and to extend the capabilities of the students. The amount of homework given and the time required to complete this work increases gradually with each school year. A guide is provided below:

### **Primary**

*Kindergarten: 5-10 minutes (per week)*

*Years One to Two: 20 minutes (per week) – including 10 minutes reading per night*

*Years Three to Four: 30 minutes (per week) – including 10 minutes reading per night*

*Years Five to Six: 40 minutes (per week) – including 10 minutes reading per night*

## **Health**

The NSW Department of Health reminds parents that it is important for every child to be fully immunised before starting school. The school fully supports this encouragement from the Department of Health and requires a full immunisation certificate upon enrolment. Basic First Aid is administered by school assistants when an injury occurs at school. In all cases where any injury is more than minor, we try to contact parents so further treatment can be arranged.



## Fee Schedule 2024

**Application Fee** (non-refundable) \$40.00

**Enrolment Acceptance Fee** (non-refundable) \$400.00

### Fees for Australian Citizens & Permanent Residents

First Child \$1090.00 *per term*

Second Child \$950.00 *per term*

Third and Subsequent Child/ren \$780.00 *per term*

### Fees for Temporary Visa Holders

Visa 500 & Visa 582 \$8800.00 *per annum*

All other temporary visas (e.g. V457) \$5000.00 *per annum*

### Building Fund – Optional tax-deductible donation

In addition to the regular school fees, parents/guardians are encouraged to make tax-deductible contributions to the School Building Fund. These contributions are used to maintain and upgrade the school facilities.

Fees are due and payable within the first seven (7) days of the school term. Notice must be given to the Business Manager if this is not adhered to at any time. Fees for the ensuing year are set by the School Board each year. This information is available from the School Office.

**In the case of withdrawal from Westmead Christian Grammar School, a full term's notice must be provided in writing to the Principal prior to withdrawal. In default of such notice, a full term's fees are payable.**





## Uniform

All students are required to wear the correct school uniform every day. Parents are responsible for ensuring their child is in correct uniform at all times. If this is not possible a note of explanation must be sent to school. School uniforms can be purchased through Lowes Menswear at Westfield Parramatta, 159-175 Church Street, Parramatta, 2150, [\(02\) 96871912](tel:96871912).

All clothing items must be clearly labeled. The regular uniform is worn Monday, Wednesday and Friday. Sports Uniform is worn Tuesday and Thursday. No sandals are permitted to be worn.

### **School Hat**

Students are expected to wear a school hat to school every day all year round. This is to protect them from the damaging effects of the sun. It is essential that hats be labelled. School policy is 'NO HAT, PLAY IN THE SHADE'.

### **Girls Uniform**

Summer:	Dress:	White, blue and maroon check dress
	Socks:	White fold down (no ankle socks or stockings)
	Shoes:	Black leather Girls may wear lace up or buckle shoes
Winter:	Pinafore:	Dark grey and maroon check
	Skirt:	Same check – seniors only
	Blouse:	Long sleeve, sky blue with rounded collar
	Tie:	Solid maroon K-4, Check for Seniors
	Socks:	Sky blue fold down (not ankle socks)
	Stockings:	Grey stockings may be worn
	Jacket:	Navy fleece jacket with school logo
Sport:	T-shirt:	Navy, sky and white polo shirt with school logo
	Shorts:	Navy with school name
	Tracksuit:	Navy with school logo
	Shoes:	White leather sneakers
	Socks:	White fold down (not ankle socks)
	Swimming:	One piece costume and swim shirt



## **Boys Uniform**

Summer:	Shirt:	Sky blue, short sleeves with school logo
	Shorts:	Grey school shorts
	Socks:	Grey with maroon and sky blue trim
	Shoes:	Black leather Boys may wear lace up or velcro shoes No sandals
Winter:	Shirt:	Long sleeves, sky blue with school logo
	Trousers:	Grey school trousers
	Tie:	Maroon with blue diagonal stripe
	Jacket:	Navy fleece with school logo
Sport:	T-shirt:	Navy, sky and white polo shirt with school logo
	Shorts:	Navy with school name
	Tracksuit:	Navy with school logo
	Shoes:	White leather sneakers
	Socks:	White fold down (not ankle socks)
	Swimming:	Board shorts and swimming shirt



## Statement of Faith

That the Holy Bible is the inspired Word of God (2 Timothy 3:16; 2 Peter 1:19-21)

That God is Triune - Father, Son and Holy Spirit (1 John 5:7; John 1:1,2 & 14)

That man fell through disobedience (Romans 5:12-19)

That Christ died to redeem us (Titus 2:14; Galatians 3:13)

That salvation is through grace (Ephesians 2:8-10; Romans 3:23-24)

That repentance and acceptance are vital (1 John 1:9; John 6:37b)

That new birth must be experienced to become a child of God (John 3:3; 2 Corinthians 5:17)

In a daily Christian life (1 Thessalonians 5:23; Hebrews 6:1)

In water baptism through immersion (Romans 6:4; Acts 2:41)

In the institution of the Lord's supper (1 Corinthians 11:23b-28)

In the Baptism of the Holy Spirit (Acts 1:5,8; 2:4)

In the Spirit-filled life (Romans 12:1-2; Galatians 5:16-25)

In the gifts and fruit of the Holy Spirit (Romans 12:6-8; Galatians 5:22-23; John 15:8)

That we must be moderate in all things (Philippians 4:5)

In Divine healing (James 5:14-16; Matthew 8:17)

That the Second Coming of Christ is both imminent and personal (1 Thessalonians 4:16-17)

In Church relationship and in civil government (Hebrews 10:24-25; Romans 13:1-3)

In the final judgment (Matthew 13:41-43)

In heaven and hell (1 Corinthians 2:9; John 14:2; Revelation 20:10,15)

In tithes and offerings to support the Lord's work (Malachi 3:13; 2 Corinthians 9:7)

That the Church is responsible to evangelise all nations (Mark 16:15; John 4:35-37)



## School Vision

To bring people to the saving knowledge of Jesus Christ.

## School Motto

To grow in wisdom and stature and in favour with God and man. Luke 2:52

## School Pledge

I will with God's help obey Him in all things follow Him and be an example to those about me

I will live pure, speak truth, right wrong and follow my King the Lord Jesus Christ

I promise to be faithful and loyal to God, His people, my Church and my Country.

I promise to be a witness for God by sharing the Good News of Jesus Christ.

This is my pledge.

*This Handbook supersedes any previous version. This handbook serves as an overview of policy and procedures for parents and guardians of Westmead Christian Grammar School. Executive Staff and/or School Board Members reserve the right to change the details and contents of the school handbook at any time.*

**Revised November, 2021.**



WESTMEAD  
CHRISTIAN  
GRAMMAR  
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