K - 6

INFORMATION
to think
to dare
to dream
In K-6 we want that world to be a place of welcome, wonder and wisdom for all; a place to think, to dare and to dream.

In K-6 we don’t have as much of a past as the rest of Oxley College, in fact we are only four years old so we know what it is like to be young and full of promise! We’re at the beginning of our journey, much like the students we welcome every year.

In 2016, we are excited to be welcoming you and your family to be part of that journey!

We are really proud of the founding mission of Oxley College and proud of its history and we are excited about the future too. Education is all about the future. It is about hope for our world and the audacious dreams of its people. Schools however must be lived in the
Although the school began only thirty years ago, it feels like it has been a part of the Southern Highlands landscape for much longer than that—perhaps founded in 1883, not 1983. This is partly due to the graceful main building, Elvo, and the grounds. It is also, however, something deeper than that. I think it is because it seems necessary, indeed inevitable, that a community such as ours should have a school such as Oxley.

The Southern Highlands is a community that has high expectations and wants its children to be able eventually to bristle their world, be it Madrid or Mittagong, Beijing or Bundanoon. Oxley has similar high expectations of its students and will let them see that, with rigor and hard work, almost anything is possible. We aspire to give the students the advantages of a “big city” school, without parents having to send their children away to the boarding houses of Sydney or Melbourne.

At the same time most people in our community have made the conscious choice to raise our children in a local setting—one with forty thousand people, not four million. People want a school that reflects that. Our beautiful grounds and relatively small size mean that every student is known and cared for. I know most students in the School by name (and know their birthdays) and many of the teachers have deep and long-lasting connections with each child. At the same time we are large enough to offer a strong variety of subjects, sports, activities, bands and social groups.

Many people in the Highlands want a school that is co-educational and non-denominational. This reflects their own world views about gender and the role of tolerant, ecumenical spirituality in a school setting. We respect the unique contributions of men and women and know the importance of them working together. We also respect the profound, personal nature of each individual’s journey with regard to the ‘big questions’ of life. This respect is deep in Oxley’s soil.

So I think this is why it feels that Oxley has been here for much longer than thirty years: we should have been here in the Southern Highlands since 1883. We are proud to reflect and bring out the best in this community. We are proud to educate the sons and daughters of those who choose to live here. We are proud to be the type of school we are.

On a more personal note, we look forward to meeting the most precious things in your life. We look forward to caring for them and look forward to exposing them to all of the amazing things that this world has to offer. We look forward to being a part of the miracle of their journey from childhood to adulthood. We have encyclopedias in our library (figuratively), band aids in our sick bay, basketballs in the gym and violins in the music centre. We are ready to go. Welcome aboard.

Michael Parker
Headmaster
OUR VISION

To be a school whose unique combination of **ENLIGHTENED ACADEMIC RIGOUR, CARE FOR THE WHOLE CHILD** and **CULTURAL RICHNESS IN A UNIQUE SOUTHERN HIGHLANDS SETTING** makes for an education which is not surpassed in NSW.

**ACADEMIC RIGOUR:**
This means making sure that students strive, stretch themselves and stick to their tasks. It means having high expectations, working hard and rewarding effort. It means making students ‘battle ready’ for their lives in the highly competitive twenty first century.

**ENLIGHTENED ACADEMIC:**
This means an inspirational, liberal and non-denominational education based on critical thinking, creativity and open engagement. Not merely a narrow ‘marks driven’ education.

**CARE FOR THE WHOLE CHILD:**
This means valuing and caring for each child emotionally, ethically and socially, as well as academically. It means us really knowing every child who dons an Oxley uniform.

**CULTURAL RICHNESS:**
This means students receiving a high quality cosmopolitan experience in the arts and sport while still retaining the benefits of life in a caring, intimate setting away from the frenetic pace of a major city.
AS YOUR EDUCATORS
WE WILL:

Excite you with the richness of what is known and inspire you with the possibility of what is yet to be discovered. Also help you think clearly, creatively and with passion.

Care for you emotionally so you feel that school is a safe harbour where you are secure and respected for who you are.

Engage you as often as possible about values, ethics and the biggest spiritual questions in life. This will be non-denominational, informed by the christian tradition and will also draw from wisdom wherever it is found. Also give you opportunities to serve others.

Help you discover a rich variety of opportunities so that you can experience what it is to really strive and work hard at what is important. These opportunities will be inside and also outside the classroom - on the sporting field, in performance spaces and in the outdoors.

Help prepare you for the future in the exciting, dangerous and uncharted twenty first century.

AS YOUR EDUCATORS
WE EXPECT YOU TO:

Seize each day at school. Approach learning with enthusiasm, open minded curiosity and real wonder.

Care for the others within our school and respect their individual personalities and talents.

Seek to develop a well-founded ethical, moral and spiritual world view which will sustain you throughout your life. Also to ‘give back’ to others in our region, our country and our world.

Commit to stretching yourself and tenaciously finishing what you start. (To strive, stretch and stick).

Approach your life in the twenty first century with optimism, resilience, passion and wisdom.
It first opened its doors to students in 1983 with an initial enrolment of twenty-four. Oxley is consciously small and personal enough for students to feel that their uniqueness and individuality matter, yet large enough to offer a wide range of academic subjects.

Oxley aims to develop in its students the virtues they will require to lead a happy and fulfilling life. This involves a spiritedness and sensitivity in all that they do, think and feel. It is hoped that Oxley students will carry a sense of challenge, an acceptance of their responsibilities, an awareness of the needs of others and a compassion in meeting those needs. The College seeks to develop the mind, the body and the spirit, recognising that in harmony they contribute to wholeness of being. Above all, it hopes to engender in its students an understanding that ‘being’ is more important than ‘having’ and that it is the quality with which one thinks and feels and believes and strives which is paramount.

All educational policies and practices have been established to develop the fundamental principles of this philosophy. High standards of dress, courtesy, conduct and involvement in Oxley activities are expected from students to help them identify with and be loyal to the principles for which Oxley stands. Oxley provides opportunities for every student to achieve. The highest achievement of all – a noble quality of person – is believed to be within reach of everyone.
We want to know about the thoughts and actions of the wisest people from across place and time and we want to become wise ourselves. We want to be able to learn how to use this wisdom to enhance our planet and its people, now and in the future. We seek to foster this aspiration and capacity in each child through an experience of learning that is dynamic, innovative and child-centered through the provision of high quality learning and teaching.

Our dedication to preparing students for their futures inspires us to follow best practice in learning. Our commitment to maximising student achievement is informed by educational research that shows the strategies that make the most difference in the classroom. A Visible Learning framework allows us to use evidence to enhance the learning progression of each child, working in partnership with them as they become equipped and skilled in the articulation of their learning. This approach to transforming learning is based on Professor John Hattie’s internationally acclaimed research in Visible Learning: A synthesis of over 800 meta-analyses relating to achievement (2009) and his book Visible Learning for Teachers: Maximising impact on Learning (2012).

Our teaching staff are dedicated to providing engaging and enriching experiences that will nurture thinking skills, creativity and a love of life-long learning. We see the education of your child as a privilege and seek to build a partnership of school, home and community.

Our curriculum, while firmly grounded in the NSW Board of Studies and the Australian Curriculum requirements, offers scope for the discovery of the ‘Big Ideas’ of life, personal passions, abilities and talents. Each student has the opportunity to grow through inquiry, discovery and exposure to a myriad of experiences designed to optimise learning.

Our day is a mixture of core learning experiences, enriched by time spent in specialist facilities. We believe that experience with the arts, language and physical activities is crucial to this development and therefore have deliberately built in exposure to these as a fundamental part of a child’s learning journey each week.

At Oxley we want to be a place of wisdom.
STUDENTS IN EACH STAGE UNDERTAKE CORE EXPERIENCES IN THE KEY LEARNING AREAS OF

• English
• Mathematics
• Science and Technology
• History
• Geography
• Personal Development, Health and Physical Education (PDHPE)
• Creative and Performing Arts (CAPA)

AS AN ADJUNCT TO THIS CORE CURRICULUM WE HAVE PROGRAMMED THE SPECIALIST STUDY FOR ALL YEAR LEVELS IN

• Drama
• French Language and Culture
• Music
• Visual Arts
• PE
• Science

OUR STAGE GROUPS
In keeping with our vision to equip our students for the future, digital skills and technology are increasingly embedded as part of everyday learning for all stages. Students have access to interactive white boards, computers and tablets to enrich their learning.

Our commitment to each student is honoured through a range of personalised programmes to support or extend their current level of development. Our Learning Support team, works in collaboration with classroom teachers to enhance our early screening and assessment schedules to inform the design of data driven programmes in literacy and numeracy and the continuous monitoring of student progress. This team of expert practitioners are also available to support and advise parents and guardians in understanding their child’s current learning profile and needs.

The David Wright Library forms part of the resources for all students. Classroom teachers team teach with the Head of Library to facilitate research skills, reading programmes, technology skills and time management. Significant reading resources are also based in the K – 6 classrooms.

COMMUNICATION

At Oxley we believe that a partnership between home and school is vital for a student’s success. Therefore we value the opportunity to have meaningful conversations with students, parents and teachers at pertinent times throughout the year.

We commence each academic year with an information session where parents receive an overview of that particular year’s focus and outline. This is also an excellent opportunity to meet with other parents and ask questions. Formal reporting occurs twice a year for all year groups.

The usual pattern of communication is as follows:

**SEMESTER 1**

**TERM 1**
- Information Night
- Parent/teacher Interviews

**TERM 2**
- Curriculum Newsletter
- Formal Report

**SEMESTER 2**

**TERM 3**
- Curriculum Newsletter
- Student Led Interviews

**TERM 4**
- Curriculum Newsletter
- Formal Report
At Oxley we want to be a place of welcome for all. We know that through a deep trust in our students and the power of positive role models we can achieve our aim to be the friendliest school in the world.

Our students know that we might not be friends with everyone but we can always be friendly. Our teachers know that wellbeing, engagement and expectation are all vital factors in the development of each child.

Pastoral Care has always been a strength at Oxley College. The size of the school enables students to become known and cared for by all members of staff. The focus of Pastoral Care within the K-6 environment is with the classroom teacher. The classroom teacher is the adult with whom students most closely connect and to whom parents speak as a first point of call for both academic and social matters.

**KIDSMATTER**

KidsMatter is a mental health and wellbeing framework for primary schools and is proven to make a positive difference to the lives of Australian children. KidsMatter informs the design and delivery of the many aspects that comprise our approach to Pastoral Care in K-6.

**BUDDY PROGRAMME**

Our K-6 Buddy Programme has provided a great sense of belonging for all. Our youngest students adore and admire their older buddies who in turn take great responsibility for the wellbeing of the younger buddies and friends. Throughout the year there are a number of ongoing activities and some special events that nurture and celebrate the buddy relationships.

Buddy groupings exist between the following year levels as they journey through K-6:

- K, 3 and 6
- 1 and 4
- 2 and 5

Students have the chance to develop deep and lasting connections with each other as they progress through the school with the same buddy. Each year to accommodate new students and differing student numbers in each year level, new buddies may be needed or in some cases a change is desired and is negotiated between child and teacher.
CARE FOR THE WHOLE CHILD
Our College Values are based on the Positive Psychology movement to provide a framework for student aspirations and reflection with regard to all aspects of endeavour; academic, social, emotional, physical and spiritual.

**THE FIVE OXLEY VALUES ARE:**

**WISDOM AND KNOWLEDGE**
Cognitive strengths that entail the acquisition and use of knowledge
- Creativity
- Curiosity
- Open-mindedness
- Love of learning
- Perspective
- Reflection

**FORTITUDE**
Emotional strengths that involve the will to succeed in the face of adversity, external or internal
- Integrity
- Courage
- Persistence
- Enthusiasm
- Resilience
- Optimism
- Confidence

**HUMANITY**
Interpersonal strengths that involve caring for others and provide meaning
- Kindness
- Love
- Respect
- Social awareness
- Appreciation of beauty and excellence
- Gratitude
- Humour
- Spirituality
- Respect for our natural environment
JUSTICE
Civic strengths that support a healthy community life
- Fairness
- Leadership
- Teamwork
- Service

MINDFULNESS
Character strengths that protect against excess
- Forgiveness
- Humility
- Self-discipline
- Patience

Adapted from Peterson & Seligman, 2004
BEHAVIOUR EXPECTATIONS

All students and staff at Oxley College have the right to be treated fairly and with dignity in an environment free from physical and verbal disruption, intimidation, harassment and discrimination.

To achieve this, Oxley College will maintain high standards of student behaviour at all times. Respect for Self, Respect for Others and Respect for Oxley College replaces individual rules and acts as our guide in supporting students under our care.

RESPONSIBILITIES AND RIGHTS

<table>
<thead>
<tr>
<th>RESPECT FOR SELF</th>
<th>I have a responsibility to be honest, kind, courteous and ethical.</th>
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<tbody>
<tr>
<td></td>
<td>I have a right to feel safe and valued at Oxley College.</td>
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<thead>
<tr>
<th>RESPECT FOR OTHERS</th>
<th>I have a responsibility to co-operate, be respectful, kind and not distract others from learning.</th>
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<tbody>
<tr>
<td></td>
<td>I have a right to be treated with kindness and compassion and free to learn.</td>
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<tr>
<th>RESPECT FOR OXLEY COLLEGE</th>
<th>I have a responsibility to be well dressed and be a positive role model within the school and community.</th>
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<tr>
<td></td>
<td>I have a right to be proud of my college.</td>
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The purpose of rules and guidelines is twofold: first, to educate students towards an understanding of the need for order and towards a desire to comply with reasonable regulation: second, to assist the smooth running of the school in all its operations. Discipline should therefore be caring, positive and educative rather than negative, uncaring and repressive. We recognise that mistakes are part of learning and growing up and therefore, when it is necessary to address a student’s behavior, it is treated as a problem solving or learning opportunity. We expect that when appropriate, students will respond with humility, honesty and sincerity when reflecting on or apologising for the specific behavior.

Under the Pastoral Care umbrella our policies ensure a safe and caring environment with clear rules and responsibilities in place. Programmes of proactive pastoral care run by classroom teachers and our Educational Psychologist aim to help develop good relationship skills in our students. The achievement of these aims is only possible with the full support and co-operation of parents. As our Year 12 students exit the school gates for the last time we want to develop the whole child who has academic rigor, compassion, integrity and true sense of who are and where they are heading.

As in Years 7-12, the principles of Restorative Justice form the basis for policies in this area. Restorative Justice is a model for resolving conflict, repairing relationships and building strong healthy communities. Further information is available on the website.
The House system provides opportunities for students to become involved in a broad selection of sporting, cultural and service learning activities. This enables students to feel a sense of belonging and achievement across various year groups and outside of the curriculum areas.

Each K – 6 student is allocated to a House. To continue the Oxley theme, the K – 6 Houses are named after Australian pioneers in various fields:

**CHISHOLM (WHITE)**
Caroline Chisholm (1808-1877) was known as ‘the emigrant’s friend’. She earned this title for her work with poor migrants to Australia last century. She graced the $5 note for more than 20 years and is remembered as a social activist and philanthropist.

**FLYNN (GOLD)**
Rev John Flynn (1880-1951) was the Presbyterian minister to the outback. He founded the Royal Flying Doctor Service, School of the Air and many other services to outback people. He wanted to create a ‘mantle of safety over the inland’. His face is on the $20 note.

**WALTON (BLUE)**
Nancy Bird-Walton (1915-2009) was a pioneering woman aviator who was the youngest woman to hold a commercial pilot’s licence at 19. She worked for the Royal Flying Doctor Service becoming known as the angel of the Outback.

New students are allocated to their House as they commence at Oxley.

Students participate in Inter-House Swimming, Cross Country and Athletics carnivals and other House competitions including Poetry.
STUDENT LEADERSHIP

Student leadership in Oxley K-6 has a number of manifestations.

In Term 4, Boy and Girl K – 6 Captains and Service Learning captains are appointed. Each student is also allocated to a House and this forms a vertical strength to the weave of the College. Each House has a Girl and Boy Captain. These students are representatives of the House at different functions such as the carnivals (Swimming, Athletics, Cross Country) as well as other Intra-school Competitions. As part of the Leadership of their fellow students, the Year 6 students also take part in a programme to aid in the development of Leadership skills.

SERVICE LEARNING

The Oxley College Service Learning vision is for our students to support local, national and international communities and make a difference to the lives of others.

Students are fortunate to attend Oxley College and we believe our students should give their time, energy and skills to build a better future.

Students are fortunate to attend Oxley College and we believe our students should give their time, energy and skills to build a better future. Service Learning is not only about giving money and donations it is about investing time in helping those less fortunate than themselves and displaying a true sense of compassion towards others.

During their time at the College our students will be exposed to different Service Learning opportunities and to a variety of programmes.
EXAMPLES OF CURRENT SERVICE LEARNING PROGRAMMES INCLUDE:

YEAR 1 HARBISON CARE
Regular visits to our classroom where our Senior Citizens are part of the lesson and contribute to discussions and activities.

YEAR 6 KIVA
Year 6 have each raised $25 to loan to Micro Finance Companies around the world. These loans allow people in third world countries to become self-sufficient while also repaying the loan.
CULTURAL RICHNESS
Our learning environment celebrates childhood, our students and the natural connection between the internal and external spaces. We are proud of the sounds of joy, innovation and collaboration that echo through our campus each day. The co-curricular life of Oxley College is rich, broad and inclusive. From Kindergarten onwards, students are encouraged to extend their learning beyond the doors of the classroom into a world of experiences specifically designed to enrich their lives. The aim is to provide opportunities where every child can discover their passion, interest and talents, particularly as part of a team, group or ensemble.

The Co-curricular Programme is offered within the broad areas of the arts and spoken word, sport and outdoor education.

Students have the opportunity to be involved in:

**THE ARTS**
Music Tuition
Music Ensembles: Choir, Band, Strings
Performance Assemblies
Drama and Music performance opportunities
Dramatic Productions
Public Speaking

**OUTDOOR EDUCATION**
Other Learning Experiences (OLE!) and a camping programme occur across the College in K-12. Specifically camps and overnight experiences are built in from Year 2 – 6.

**SPORT**
Local team sport
Heads of Independent Co-Educational Schools (HICES) carnivals: Swimming, Cross Country, Athletics.
SHIPS (Southern Highland Independent Primary Schools) carnivals.

There are also numerous other school activities including Robotics, Gould Club, Art Club, Bike Skills, Big Ideas for Growing Minds etc. An example of all K-6 Co-Curricular activities can be found in a booklet that is issued each term.
College staff are honorary members. Friends of the College may join by applying to the P&F Secretary.

The aim of the Oxley P&F is to be a forum and means to implement the P&F’s objectives: to promote the educational interests of the Oxley College school community, to assist in the provision of teaching equipment and other amenities for the College and cultivate a sense of community at Oxley College.

The Oxley P&F Executive meet as required in the David Wright Library to discuss key events throughout the year. The P&F elects an Executive Committee and confirms Year Representatives at the AGM in the last term of each school year.

Events held throughout the year are designed to be social or to raise funds. In reality the latter often become social as well, as this is a great way to meet and get to know other parents and members of the Oxley community. Events planned for 2016 include parent year group social functions, the Trivia Night, Oxley Equestrian Day and the inaugural Pin Oak Fair.

A Contact List is produced each year and is a great resource for having the contact details for other families at the College. All P & F enquires should be directed to the P & F President.
OXLEY COLLEGE DIRECTORY

BOARD OF GOVERNOR

Chairman
Mr Frank Conroy AM
Deputy Chairman
Mr Tony Norris
Board Members
Dr Stephen Barnett
Mrs Linda Emery
Mr Eugene Joubert
Mrs Mandy Lawson
Mrs Julie Naughton
Mr John Rapp
Mr Dennis Mudd OAM

EXECUTIVE

Headmaster
Mr Michael Parker
Deputy Head, Learning
Mrs Kate Cunich
Deputy Head, Pastoral
Mr Peter Ayling
Head of K – 6
Mrs Justine Lind
Business Manager
Mrs Beverley Harris
Community Relations Officer/
Registrar
Mrs Emma Calver

K-6 STAFF

Ms Jane Kearins
Ms Lara Sheils
Mr Gareth Loveday
Mrs Kathy Cupitt
Mr Jonathan Hunt
Mrs Kristina Landrigan
Mrs Kelly Facer
Mrs Shona Apostolatos
Mrs Jo Ismay (Pastoral Leader)
Ms Kirrily Hope (Student Services)

We also have specialist staff in the areas of Drama, French, Music, Visual Arts, PDHPE and Learning Support.

To email staff please use: firstname.surname@oxley.nsw.edu.au.

A full staff list is available on the website via the following link:

http://www.oxley.nsw.edu.au/about/staff/
THE SCHOOL YEAR
Term Dates 2016

<table>
<thead>
<tr>
<th>TERM 1</th>
<th>FROM Wednesday 27 January TO Thursday 7 April</th>
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<tr>
<td>TERM 2</td>
<td>FROM Tuesday 26 April TO Thursday 23 June</td>
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<tr>
<td>TERM 3</td>
<td>FROM Monday 18 July TO Friday 23 September</td>
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<tr>
<td>TERM 4</td>
<td>FROM Monday 10 October TO Thursday 8 December</td>
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IMPORTANT GENERAL INFORMATION

THE K-6 SCHOOL DAY

<table>
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<tr>
<th>TIME</th>
<th>Activity</th>
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<tr>
<td>8:55AM</td>
<td>Morning Bell – students meet in lines</td>
</tr>
<tr>
<td>9:00AM</td>
<td>K – 6 school commences (Periods 1&amp;2)</td>
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<tr>
<td>10.30 - 10.55AM</td>
<td>Recess: K-2 in play area, 3-6 to the oval</td>
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<tr>
<td>11.00AM - 12.40PM</td>
<td>Middle Session (Periods 3&amp;4)</td>
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<tr>
<td>12.40PM - 1.25PM</td>
<td>Lunch: supervised eating, play for K-6 in play area or oval</td>
</tr>
<tr>
<td>1.30PM - 3.15PM</td>
<td>Afternoon classes (Periods 5&amp;6)</td>
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<tr>
<td>3.15PM</td>
<td>K – 6 finish school day</td>
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The Kindergarten transition to school will occur during Week 1, 2016.

Each K – 6 year group will have an allocated day for Physical Education (PE) and they will wear their PE uniform to and from school.
ASSEMBLIES
There is a K – 6 Assembly every week to celebrate children’s performance and achievement. Parents are welcome to attend.

MAJOR COLLEGE DATES
A list of Major College dates can be accessed via our website.

PIN OAK
Each fortnight, Oxley produces Pin Oak – our newsletter. This is uploaded onto our website on Friday. This is an important communication tool for our community and we will send you a weekly email reminder.

BEFORE AND AFTER SCHOOL
We have clear and dedicated supervision of K – 6 students at all key drop off and pick up areas including bus stops, school roundabouts etc.

All details for supervision before and after school, pick up, drop off and bus arrangements will be outlined in a letter which will be sent to all K – 6 parents early in the New Year. Oxley College’s traffic management can be found on our website.

FINANCIALS
All Oxley College families are required to submit the Oxley College Enrolment Agreement at the time of enrolment confirmation. As per the terms and conditions of this Enrolment Agreement, withdrawal from Oxley College at any time requires one term’s written notice to the Headmaster in advance. Please refer all issues regarding fees and accounts to our Business Manager, Mrs Beverley Harris on 4861 1366.

ABSENCES
If your child is ill please email office@oxley.nsw.edu.au or call phone: 4861 1366 K – 6 Student Services as soon as possible. On the day of your child’s return they should bring a note explaining their absence and give this to their Class Teacher.

If a child is unable to take part in any school activity for some reason, a note is also required. It is a requirement of the Department of Education and Training that children not be absent from school without the approval of the school. Absence for reasons other than sickness is actively discouraged. Requests for leave should be made to the Head of K-6, in writing, well in advance of the leave.

LATE ARRIVALS/EARLY DEPARTURES
If your child is late please take them to K – 6 Student Services office to sign in. If your child is leaving the College before the end of the day they must be signed out by their parent/guardian at the K – 6 Student Services office.

STATIONERY
Stationery packs and set texts will be distributed to students in Kindergarten to Year 6 and charged to the parents’ school account. A supplementary list will be provided to guide students in items that they may wish to purchase individually.

NAMETAGS
Everything must be named, including all items of clothing, sports equipment and books. Unmarked items are difficult to return to the owner when sent to lost property. Students are expected to take care of possessions or have as few as possible at school.
Canteen
Oxley College has an excellent canteen which operates each day. Fresh produce from the Oxley College vegetable garden is used whenever possible. Canteen price lists are available on the website. K – 6 children/parents need to write lunch orders on separate paper bags containing the correct money and then on arrival at school they are placed in the canteen basket. Children receive their lunch orders delivered to the K-6 classrooms.

Illness
If your child becomes ill during the school day, they will be looked after in K – 6 Student Services until their parents can be contacted. All parents will have completed a First Aid and Medical Management Form and medication will be administered accordingly.

Bus Pass Applications
Bus Pass Application Forms are given out early in the term and at Orientation Day. Bus passes are mailed directly to the families from the bus company after Bus application forms have been returned to Oxley College.

Messages to Teachers
Our teachers may be contacted via email or phone and some classes operate a Communication Book that travels between home and school each day. When contacting your child’s teacher, please allow at least 24 hours for them to reply. Our teachers are dedicated to their classes and on some days may teach back to back lessons with duties or extra activities during their breaks. If you need to send a time-critical message, please do so through K-6 Reception.

Messages to Students
Please ensure that phone messages during the day are kept for urgent matters. If you need to give your child a message regarding pick up arrangements you will need to call Student Services before 2.30pm at the latest. Please make sure your child knows what the pick up arrangements will be at the end of the day.

Sun Safe Policy
Throughout the year, students are required to wear their hat whenever they are outside. Sunscreen is provided in all classrooms.

Accident Insurance
Students are covered for injury and associated expenses resulting from accidents. This cover relates to accidents occurring within and beyond school time. Full details may be obtained from the Business Manager.

Emergency Procedures
In the event of an emergency the following will occur:

Evacuation – Notification given through the bell system. “A fire has been detected; please proceed to your evacuation route”. (Message says fire but is used for any emergency that requires evacuation). All students and staff are to assemble on the oval. K-6 in classes and 7-12 in Houses.

Lock Down - Notification given through the bell system. “The school has been placed in lock down; please follow lock down procedures.” All staff are to lock external doors, if it is safe to do so. All staff and students are to remain inside the building until three short bells signal the end of the Lock Down.

Severe Weather – Notification given through the bell system. “Lightning has been detected in the area; please proceed to a safe location”. (Message says lightning but is used in any severe weather emergency that requires evacuation). All students and staff are to move under cover or indoors.
THE OXLEY SHOP
The Oxley Shop is located in the first demountable on the right, along the second Oxley driveway and operates on Tuesdays, Wednesdays and Thursdays from 8:30am - 4:00pm. The Shop is open the first Saturday of the month from 10:00am – 12noon. Eftpos facilities are available during these hours. Special arrangements/appointments will be made to assist new parents (Please call the Oxley College office).

DRESS AND APPEARANCE
All students are to wear their uniform properly on all school days and on special occasions. Blazers must be worn to and from school every day. Students may arrive or leave in their full sports uniform on allocated sports days. All uniform items must be clearly named. Girls with hair longer than shoulder length are to tie their hair back. Boy’s hair should not be below their collar. No jewellery is to be worn to school other than a watch and small plain sleeper or stud earrings for girls.
# Oxley College K-6 Uniform

## BOYS YEARS K-6
- College Blazer
- College Tie
- College Hat
- Trousers (Terms 2 & 3) - mid grey
- Shorts (Terms 1 & 4) - mid grey
- Chambray Blue Shirt (sleeves rolled up)
- Navy V-Neck Jumper or Vest
- College Sock (long grey)
- Black Shoes (strong leather – lace-up)

## GIRLS YEARS K-6
### Summer Terms 1 & 4
- College Blazer
- College Hat
- College Straw Hat (optional)
- Summer Dress
- Navy V-Neck Jumper or Vest
- College Sock (short white w stripe)
- Black Shoes (leather – lace-up K-6 or buckle K-2). Ballet style shoes are strictly forbidden

### Winter Terms 2 & 3
- College Blazer
- College Hat
- College Tie
- Winter Tunic
- Chambray Blue Shirt
- Navy V-neck Jumper or Vest
- Navy Tights or Navy knee-high socks
- Black Shoes (leather – lace-up K-6 or buckle K-2). Ballet style shoes are strictly forbidden

## PE and Sport
### Girls and Boys
- College Track Suit
- College Blue Sports Top
- College Sport Shorts
- White Sport Socks
- Athletic Shoes
- Swimming Costume (Years 3 – 6)
- College Hat
- Sports Jersey (optional)

### Bags
- Oxley College Back Pack

### House Events
- House Polo Shirt must be worn to College carnivals and House events – K – 6 colours are Gold, Blue and White.

### Optional Items
- College Scarf (Winter only)
PLEASE DO NOT HESITATE TO CONTACT US IF YOU HAVE ANY QUERIES OR CONCERNS.

WE LOOK FORWARD TO WELCOMING YOUR FAMILY TO OXLEY COLLEGE IN 2016.