



PROVISIONAL HANDBOOK

2026

"Pursuing excellence for God's glory"



Cambridge Assessment
International Education

(022) 682 3251
cca.school.nz

MESSAGE FROM TRUST BOARD CHAIRMAN

At Covenant Christian Academy, we are committed to providing a Christ-centred education that nurtures the hearts and minds of our students. Our vision is to raise children who recognise and pursue their chief end: to glorify God and enjoy Him forever.

In response to the growing concerns about declining numeracy and literacy rates, we are establishing a private school that utilises the internationally recognised Cambridge curriculum. This curriculum has been in operation since 1858 and is implemented in over 10,000 schools across more than 160 countries, providing a high-quality education that prepares students for success in school, university, and the global workforce.



James Cunningham Snr

Trust Board Chairman

We believe that children are made in the image of God and are created for more than mediocrity. Our desire is to serve our community by helping parents in the noble task of raising their children, fostering an environment where students are motivated to pursue excellence in God's service, love their neighbors as themselves, and become good and productive citizens in our communities.

We invite you to join us in this exciting journey as we lay the foundation for a school that seeks to honor God in all aspects of education.

In His service,

James Cunningham Snr.
Chairman, Covenant Christian Academy
Email: chairman@cca.school.nz



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SECTION 1: GENERAL MATTERS

OUR SCHOOL

As Christians, our motivation for establishing a school is rooted in our desire to understand God, His creation, and our role within it. We aim to nurture those entrusted to us to love the God who created us and our neighbours as ourselves. Our primary calling is not to entice young people with the promise of material wealth, such as bigger cars, larger houses, or early retirement. Instead, we encourage them to prioritise the needs of others and to use their God-given gifts to uplift and support one another.

To achieve this, it is essential to teach children respect for authority figures, including their parents, and the values of politeness, self-control, kindness, and effective collaboration with others.

This perspective does not diminish our commitment to excellence. We are motivated to enhance our work because we are created in God's image and aim to utilise His gifts in service to Him. As stated in Colossians 3:23, "And whatever you do, do it heartily, as to the Lord and not to men." This understanding encourages students to recognise that God equips us to serve others and care for our neighbours (Philippians 2:4).

Moreover, the Bible encourages us to find contentment even when facing challenges in our abilities. God's love for us remains steadfast despite our weaknesses, and it is essential for children who may struggle academically to remember their inherent value in His eyes. They can pursue their goals joyfully, knowing their grades do not define their worth.

In summary, our mission is to create a school environment where children can learn about the God who loves them and the creation entrusted to them. We aim to guide students toward academic and behavioural success, preparing them for a productive and fulfilling future as they serve their King.

CAMBRIDGE CURRICULUM

We are delighted to offer Cambridge at our school. The Cambridge qualifications for Primary and Secondary education are widely respected worldwide. Established in 1858, this program is now utilised by over 10,000 schools across more than 160 countries. It provides a high

standard of education designed to prepare students for success in school, university, and the global workforce.

Establishing a strong educational and academic foundation during the early years is vital to excelling in Cambridge examinations in later years. By integrating the Cambridge curriculum and utilising the Cambridge Checkpoint system at the primary level, we are well-equipped to deliver a comprehensive education that enables students to thrive as they progress into senior school and their future.

STATEMENT OF FAITH

The statements below summarise the core of our belief structure in the Christian faith.

- We believe in the Triune God, eternal in three persons: Father, Son and Holy Spirit, One God, the Creator of Heaven and Earth.
- We believe that the Holy Scriptures, the Old and New Testaments, as originally given, are the only inspired and infallible record of God's revelation to man and are the supreme authority in all matters of life and faith.
- We believe in the sovereignty of God in Creation, providence and redemption.
- We believe God's acts of creation, not evolution, are responsible for the origin of all things and that creation, according to the Biblical record, is a historical event.
- We believe gender is a function of God's created order and that there are only two genders, male and female, as determined by male and female chromosomes.
- Marriage is a mutually exclusive relationship between a man (genetically male) and a woman (genetically female).
- We believe in the Providence of God whereby He upholds the universe, governs the world, supplies the needs of His creatures and brings His will to pass.
- We believe that man was created in God's image and likeness to have dominion over the earth and to do all things to God's glory.
- We believe in man's universal fall into sin through Adam's transgression and in his subsequent guilt, depravity, judgment and condemnation.
- We believe in Jesus Christ, the only begotten Son of the Father; that He was conceived by the Holy Spirit, born of a virgin, crucified as a ransom for many, died and was buried, was resurrected from the dead and ascended into Heaven in the same body in which He was crucified; that He is presently at the right hand of God the Father as Prophet, Priest

and King and will personally return to earth in power and glory to judge the living and the dead.

- We believe in the free offer of salvation to all men and the necessity of faith in the Lord Jesus Christ to be saved.
- We believe that to those who believe, God imputes righteousness, not because of their faith but because of God's grace.
- We believe in the necessity of the work of the Holy Spirit to apply the benefits of Christ's redemption in individual sinners, working in them regeneration, faith, repentance, sanctification and glorification.
- We believe the Holy Spirit's indwelling of the believer begins at regeneration and enables the believer more and more to die unto sin and to live unto righteousness.
- We believe in the bodily resurrection of all mankind, the unjust being raised to everlasting dishonour and the just unto everlasting honour being made conformable to Christ's glorious body.
- We believe in one holy universal Church, the Body of Christ, to which all God's redeemed people belong and in which they are united through the Spirit.

We also stand by the faithful summaries of biblical truth found in:

- The Apostles Creed,
- The Westminster Confession of Faith, and
- The Heidelberg Catechism.

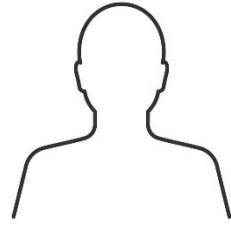
OUR TRUST BOARD



James Cunningham Snr
Chairman



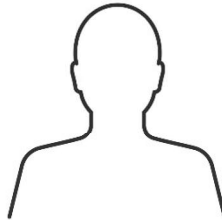
Arlene Bam
Marketing and Fundraising



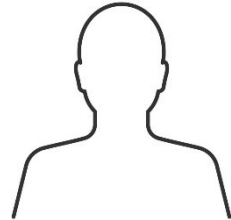
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Lawyer



John Hayles
Business and Site Management

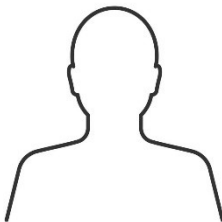


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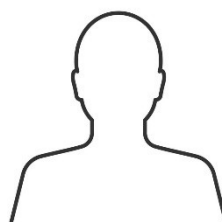


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Education

OUR STAFF



tbc
Principal



tbc
Primary Teacher Yr 1-3



Hannah Flinn
Executive Administrator

In addition to our quality staff, we are very thankful for the support of a host of other volunteers and parents.

HOW TO CONTACT US



ADDRESS



PHONE
(022) 682 3251



EMAIL
admin@cca.school.nz



WEBSITE
cca.school.nz

If you have any questions, please feel free to reach out.

You can contact your child's teacher by writing a note, sending a message in your child's homework book, emailing the staff member directly, or arranging a meeting through the school office.

Please keep school-related inquiries to school hours. It's best to avoid approaching staff with questions about school matters on Sundays or during their personal time.

SCHOOL FEES

It is our delight as a school to serve this community. Without financial support, we would be unable to pay for our staff, facilities, or any of the other myriad needs your children require.

To this end, we ask that you be prompt in your payments and communicate in good time if there is going to be a disruption.

School fees will be reviewed by the Trust board in Term 3, for the following year.

Our fee structure is varied depending on how you choose to pay.

For 2026 the fees are as follows (GST inclusive):

	Each Payment
Annual Fee	NZ \$7950.00
Per Term (divided over 4 terms)	NZ \$1987.50
Per Week (divided over 52 weeks)	NZ \$152.88

We also have a discounted payment model for larger families:

	Each Payment
First Child	100%*
Second Child	90%
Third Child	70%
Each Additional Child	60%

*this is a % of the annual fee

Please note that your child's enrolment will not be confirmed until the one-off non-refundable Administrative Fee of \$500 has been paid.

We recognize that people's financial situations vary. If you expect to have any challenges meeting the payment deadlines, you must raise this with the Principal before your fees come due.

Quality education comes at a cost, and we strive to keep our fees as accessible as possible (significantly lower than those of most private schools). If the fees become unmanageable and no suitable arrangement can be made, it may be necessary to consider alternative schooling options that better suit your financial circumstances.



SECTION 2: COMMUNITY

ABSENCES

If your child will be absent for the day, please inform us. You can do this by calling the office and leaving a message on the answering machine or by emailing admin@cca.school.nz.

In cases where a child is absent and we have not been notified, we will ring to confirm that your child is at home. As we are responsible for the children in our care, we must account for

all absences. Ultimately, however, it is the parents' responsibility to keep us informed. We kindly request your cooperation in this matter to ensure the well-being of your children. Any assignments missed during an absence should be completed as soon as possible after consulting with your child's teacher.

SIGNING IN AND SIGNING OUT

If students are to be picked up from school during school hours, they **must** be signed out at the main office and signed in again at the office if/when they return to school.

Visitors to the school must also sign in at the office and receive a health and safety briefing.

UNIFORM STANDARDS

We will have a basic school uniform for the first couple of years. We intend to roll out a full uniform for the 2028 school year.

Nevertheless, parents must ensure children are dressed neatly, suitably and cleanly. Hats or beanies may not be worn in classrooms. Clothes must be clean and in good repair without holes.



Boys

Hair must be natural (not dyed, spiked or excessively gelled), tidy, well-groomed, and cut in a short masculine style—no extreme styles (including mohawk, shaved hairstyles, braided/matted hair or long hair). No jewellery, bangles or threads may be worn. Clothing must fit neatly and be of modest length—no singlet tops. High school boys must be clean-shaven. No henna, tattoos or skin adornments are allowed.

Girls

Hair must be natural (not dyed) and tidy, well-groomed and feminine. Long hair is to be tied back from the face—no half ponytails. No jewellery, bangles, threads or make-up (this includes nail polish) are to be worn except one plain stud no bigger than 4mm diameter per ear in the lower lobe. No henna, tattoos or skin adornments are allowed. Clothing must fit neatly and be modest. Skirts, dresses or shorts should be loose and ensure a modest covering of a girl's thighs. Tops should likewise ensure modest covering.



Shoestring tops are not suitable. No singlet tops or tight leggings. Leggings may only be worn if they are underneath a skirt or shorts.

Where a staff member and a student or parent disagree about the application of the dress code policy, the student must follow the staff member's guidance.

LOST PROPERTY

Please label your child's clothing and items. Unclaimed items will be stored in the office and, if not matched with owners, will go into the recycled uniform store. All other items will eventually be donated to charities.

STATIONARY

Parents are responsible for purchasing the listed stationery, and children are responsible for bringing it to class. A list of the new year's stationery is sent out with the end-of-year report. Class teachers will send a note home if additional items are required during the year.

The stationary is available through the school office, but it must also be purchased before it can be used.

BIRTHDAYS

Please do not organise birthday parties during the school day. Student's birthdays are acknowledged and celebrated in the classroom.

We ask parents not to send loot bags, lollies, cakes, etc, to school.

"FRIENDS OF CCA"

"Friends of CCA" is a group of invested people who support our school. All parents of our children are automatically part of this group but many members are also from outside of New Plymouth. All of us together are engaged in helping our students pursue excellence for the glory of God.

Members may simply desire to keep up-to-date with news and are subscribed to our newsletter. This enables them to pray and at times (as they are able) to give financially to meet certain needs and keep fees down. Many of them have volunteered to support in other ways such as:

- Assistance with written language
- Reading programmes
- Supervision at break times
- Administrative support
- Repairing and making resources
- Sharing hobbies and interests
- TransportSupervision for Class trips
- Coaching sports
- Specialist classes

Training for parent helpers is provided as required. Certain roles require an up-to-date police check.

If you would like to find out more about how you might help, please contact the school office.

SOLVING PROBLEMS

At Covenant Christian Academy, we recognise that fostering open and respectful communication between families and the school is essential for creating a positive educational atmosphere. We encourage parents to voice any concerns as soon as they arise, allowing us to address them effectively and swiftly. The Bible instructs us to approach challenges with reconciliation and understanding (Matthew 18:15-17). If we make an error, we are committed to rectifying it. Even in this, we pursue excellence for the glory of God.

Step 1: Reach Out to the Class Teacher (Matthew 18:15)

If you are concerned about your child's education or behaviour, the first step is to schedule a meeting with the classroom teacher. Please contact the office and briefly outline the issue you wish to discuss. Most concerns can be resolved at this stage through constructive conversation. By addressing issues early and directly with the teacher, we can often avoid misunderstandings and achieve a quick resolution.

Step 2: Escalate to the Team Leader or Senior Leadership (Matthew 18:16)

If the issue remains unresolved after your discussion with the class teacher, the next step is to bring the matter to the attention of a member of the Senior Leadership Team. This stage involves another party facilitating the conversation and offering guidance towards a fair resolution.

Step 3: Submit a Written Complaint to the Board (Matthew 18:17)

If the concern is still unresolved after engaging with both the teacher and senior leadership, parents can submit a formal written complaint to the Board of Trustees. This process ensures that the issue is examined at the highest level of school governance. Formal complaints should be directed to the Secretary of the Board and can be sent via email to admin@cca.school.nz. The Board will review the complaint by school policies.



SECTION 3: TIMETABLE AND IMPORTANT DATES

Students are required to attend several school events outside of normal school hours. Of particular importance is the end-of-year prizegiving ceremony, which celebrates and acknowledges student achievement and progress.

Other events (e.g., the CCA School Picnic and Parent-teacher interviews) will also be confirmed throughout the year.

Please note that we do not close early during the term for wet days or such (although we may have to do this in an emergency!). Nor do we close early before statutory holidays that occur during a term. The single exception here is that the school closes at 12.30 pm on the last day of each term.

TERM DATES

The Term dates for 2026 are proposed as follows:

- **Term 1:**
 - Starts: Tuesday 23 January
 - Ends: Thursday 2 April
 - Public holidays:
 - Waitangi Day: Friday 6 February
 - Taranaki Anniversary: Monday 9 March
 - April school holiday: Friday 3 April to Sunday 19 April
- **Term 2:**
 - Starts: Monday 20 April
 - Ends: Friday 26 June
 - Public holidays:
 - Anzac Day: observed on Monday 27 April
 - King's Birthday: Monday 1 June
 - July school holiday: Saturday 4 July to Sunday 19 July
- **Term 3:**
 - Starts: Monday 20 July
 - Ends: Friday 25 September
 - Public holidays: None
 - October school holiday: Saturday 26 September to Sunday 11 October
- **Term 4:**
 - Starts: Monday 12 October
 - Ends: date to-be-confirmed, but no later than Friday 18 December
 - Public holidays: None
 - Summer holidays: December 2026 and January 2027

REPORTS AND PARENT-TEACHER INTERVIEWS

We plan Parent-teacher interviews in Term 1 and Term 3 to discuss any matters regarding your child. At these times, the school will close at 12.30 pm.

Written school reports are issued at the beginning of Term 3 and the end of Term 4 and are addressed to the parents. The Term 3 report is discussed at the Term 3 Parent–Teacher Interviews.

Please do not hesitate to contact the school anytime if you are concerned about your child or their progress.

NEWSLETTERS

Newsletters are sent out twice a term, both in hard copy and via email. Please inform the office if you would like the school to forward a copy of the newsletter to family members. Please ensure the office has a current email address.

Newsletters are also available on the school website.



SECTION 4: HEALTH AND SAFETY

POLICY DOCUMENTS

As a school, we have established several important policies, including our child protection policy, student distress policy, and physical restraint policy. These policies are designed to create a safe and supportive environment for all. Parents can request access to any of these policies at any time.

PERSONAL HYGIENE

Germ spread disease, and these germs are passed from person to person through poor hygiene. Students need to:

- Wash their hands with soap and dry them after using the toilet and before eating
- Sneeze into their elbow
- Use their own drink bottle or cup

MEDICINES AT SCHOOL

As a general policy, students cannot bring medications onto the school premises. Teachers are not authorised to administer or oversee the administration of drugs to students unless prior arrangements have been made, as outlined below. Following guidance from health authorities, aspirin will not be given to students at school. Medications will only be allowed for students with chronic illnesses or conditions.

Students recovering from infections or illnesses are not permitted to bring medications to school for ongoing treatment. Typically, students should refrain from returning to school until they have either completed their treatment or can take necessary medications when they are not present at school. The school is not authorised to administer antibiotics to students.

However, students with chronic illnesses must have their medications available at school and should have access to them. This includes conditions such as asthma, severe allergies, or long-term illnesses. In these instances, a medication advice form must be filled out, which can be obtained from the school office.

- All medications must be labelled with the child's name and dosage.
- Parents must sign our standard indemnity form and provide written instructions detailing the condition and dosages to be administered.
- No medications are allowed to be stored in students' bags or desks.
- Medications must be taken under the supervision of a staff member.

If your child has asthma, please supply an inhaler and any necessary medication to be kept in the sick bay.

LUNCHES AND ALLERGIES

We encourage students to bring and enjoy a healthy morning tea and lunch each day, as food is not provided on-site.

Please ensure your child comes to school each day with both morning tea and lunch, along with a drink bottle containing water only.

We kindly ask that you do not pack lollies, chocolates, or fizzy drinks.

Please also be aware that many young children have allergies. We ask you to be reasonably accommodating to the needs of our school community. Speak to the child's teacher if you have any questions.

The office will have epi-pens available in case of emergency.

IF YOUR CHILD GETS SICK OR HURT AT SCHOOL

If your child becomes unwell during the school day, we will contact you and ask that they be taken home.

We can offer rest and comfort while you make arrangements, but please note that we do not have the facilities to provide nursing care.

In the event of an injury at school, our staff will administer appropriate first aid. If further care is needed, we will phone you to discuss the next steps.

In serious situations where we are unable to reach you, we will seek medical assistance or arrange for an ambulance as needed. If first aid is sufficient, we will inform you via phone or a written note so you can follow up at home.

To help prevent the spread of illness, please keep your child at home if they are unwell, particularly if they have been vomiting or had diarrhoea. In such cases, children must remain at home for **at least 24 hours after the symptoms have stopped**.

If your child contracts a contagious condition such as head lice, scabies, or another communicable disease, please notify the school as soon as possible.

Finally, it's essential that we have your **current contact details** on file. Please let us know immediately if your phone number, address, or emergency contact information changes.

BULLYING

Both emotional and physical safety is vital in our school. We ensure that every student, parent, and staff member feels secure and valued. We strive to create an environment where individuals can express their thoughts and feelings without fear of judgment or harm.

We encourage open dialogue to promote emotional safety. If students feel uncomfortable or unsafe, they should contact their teacher or another trusted staff member for support.

Parents also play an essential role in this process. If your child shares any concerns with you, we encourage you to discuss them with their teacher, approaching the conversation with an open mind. We can cultivate a caring and supportive atmosphere for everyone in our school community.

Bullying in any form is completely unacceptable. Our school fosters a culture of honour and respect, and we do not tolerate bullying. Our teachers are trained to support vulnerable children in line with our Child Protection Policy.

If your child mentions any instances of bullying, please alert us immediately. Your cooperation is essential in maintaining a safe environment for all students.

SMOKING AND VAPING

Smoking and vaping are forbidden on school grounds. This rule applies to all visitors to campus, including staff and children.

VANDALISM

All those who are welcomed onto our campus ought to care for the environment they are in.

Any acts of vandalism or intentional damage of property will be referred directly to the principal. If it is done by a student their parents will be notified.

Depending on the nature of the offense, appropriate disciplinary measures will be taken and repairs may have to be made at the student's expense.

We also ask that all students and visitors use the assigned bins for their rubbish.

DISASTERS AND EMERGENCIES

In the event of a civil emergency or significant disaster, the school is legally designated as a Disaster Centre. In addition to our responsibility to offer care and shelter to students and residents, strict regulations govern the release of children from our supervision. During an emergency, no individual is allowed to remove children from the school without the authorisation of the Controller. Furthermore, all entries and exits of individuals at the school must be documented to ensure that authorities and family members can locate the children.

SOCIAL MEDIA AND INTERNET

Because of the nature of teaching, teachers should not have social media contact with students. We also advise against social media interactions between parents and teachers unless it's through official channels.

We encourage parents to limit their children's social media and internet use. We highly suggest you do not give your child a smartphone; a simple phone for texting is sufficient while at school.

Research shows that many young adults today are less physically active due to too much screen time during childhood. Excessive screen time is linked to increased anxiety and depression. Additionally, there are dangers like cyberbullying and online predators. Parents, please stay alert. Students have been known to misuse the internet outside of school hours. It's important to establish clear rules about your child's online activities.

SEXUALITY EDUCATION

It is our policy to avoid teaching about sexual reproduction or sexual issues in Years 1 to 6. Where questions on sex or sexuality arise in class, teachers will give truthful but age-appropriate answers. We believe that parents need to teach their children about sexuality by Year 7 or younger if their children are watching a lot of television or spending time on devices regularly. The school office has books designed to help you do this.

As we progress into high school, students will cover sexual reproduction in their science courses, in Bible classes, in worldview courses and some literature. They will investigate ethical issues in sexuality from a Christian perspective.

To meet the prominent need for safety and education in this area, we will be running age-appropriate evening events to explore online safety, sexual purity in the home, and sexuality from a biblical perspective. We encourage parents (and older children) to attend these events.



SECTION 5: SCHOOL RULES & HOMEWORK

GENERAL SCHOOL RULES

The school's discipline will be fair but firm, always guided by Biblical principles.

- Students are expected to behave in a manner that demonstrates respect and care for others and the school community.
- Honesty and integrity are essential and must be upheld at all times.
- Students should arrive at school on time (thanks to parents for helping).
- School bags should remain closed and organised when not in use.
- All personal belongings must be clearly labelled.
- Every student must follow the dress code.
- After breaks, when the bell rings, students must stop playing immediately and line up quickly and quietly for class. By the second bell, students should be in their classrooms.
- Cyclists are required to walk, not ride, while on school property.
- Prohibited items at school include toys, chewing gum, radios, music players, phones, correction fluid, bright markers, tobacco, e-cigarettes/vaping devices, alcohol, drugs, drug-related items, narcotics, chemicals, knives or weapons, matches, lighters, fireworks, and large amounts of cash.
- No violence is tolerated.
- Students cannot leave the school grounds during school hours without written or emailed permission from their parents.
- Students in Years 1 to 6 cannot have cell phones to school. They are, however, able to deliver it to the school office during school hours and pick it up again at the end of the day. Please ensure in these cases that cell-phones are named.
- Smartwatches are not permitted at school.
- Students must follow the rules regarding computer and internet usage.

Stand down, or suspension shall be considered by the Principal where:

- A student's gross misconduct or continual disobedience is a harmful or dangerous example to other students at school.
- Because of a student's behaviour, it is likely that the student, or other students at the school, will be seriously harmed if the student is not stood down.

PHONE USE AT SCHOOL

Students in Years 1 to 6 are prohibited from bringing cell phones to school. All phones must be turned off and submitted to the office at the beginning of the school day. Students can retrieve their cell phones and put them in their bags instead of carrying them around on school property.

Phones are not allowed to be used on school grounds unless a teacher gives permission, and they should not be visible before or after school while students are on campus. Teachers must actively enforce this policy.

If students violate the cell phone rules, their phones may be confiscated for the night.

School phones are reserved for official school matters. Students are not permitted to use these phones and cannot receive calls to speak with anyone. If there's an urgent situation, we can take messages for students and help them make necessary calls in emergencies.

HOMEWORK

For many parents, homework is a simple and appreciated part of their child's education. There can, however, be some uncertainty regarding how to best help them at home. If anything is unclear, please get in touch with your child's teachers for clarification.

The homework assigned to your child plays a crucial role in their development of fluency in learning objectives. It also helps parents stay informed and engaged with what's happening in school.

Parents of younger students should check their homework notebook every night, help supervise the assignments, and sign the notebook once the work is done. If you have any questions or something isn't clear, feel free to talk to the teacher about it.

As a guideline:

- Year 1 to 3 children are generally expected to complete 20-30 minutes of homework each night.
- Year 4 to 6 children are generally expected to complete 30-45 minutes of homework each night.

It's important to remember that homework is intended for students, not their parents. While there may be occasions when parents are asked to assist with practice or drills, the primary teaching occurs at school. Homework serves as an opportunity for you to engage with your child's learning and to review what has been taught. If your child encounters difficulties with their homework, please reach out to us for support.

For our primary students, homework expectations are outlined in their homework books. Regular assignments, such as spelling lists, math tables, and memory verses, can be completed gradually throughout the week, while other tasks will have specific due dates.

Students in the phonics program should articulate each letter and letter combination in every word, whether reading from a sheet or a book. Encourage them to sound out the letters before blending them into words, even if they are familiar with the word. This practice is essential for their phonics development.

When drilling math tables, please start with the sequences in order, then mix them up for variety. You can also cover the answers with a piece of paper and have your child attempt to write them down. They can check their answers independently and repeat this process while you attend to other tasks.

It's crucial to include the reference and punctuation along with the words for memory verses. Begin by reciting them aloud, but all memory work (except for Year 1 and 2 students) should be written down to enhance memorisation. Remember that Bible-memory is not simply a mental exercise, but we desire students to reflect on them, internalise their meaning, and allow them to shape their thoughts and actions.

When preparing for tests, revision should go beyond merely reading notes. Children should cover key points with paper and practice identifying and elaborating on them. Regular practice is beneficial!

Nevertheless, it's essential not to be overwhelmed! Children require a well-rounded family life that includes time for themselves, quality moments with parents and siblings, and socialising with friends. If your child is spending too long on their homework please write a note to your teacher.

TESTS, ASSIGNMENTS, EXAMS AND FEEDBACK

Tests and examinations are an essential part of teaching and learning. All teachers regularly assess students individually and in class.

- Every Friday, our primary students are tested on spelling, tables, and the memory verse for the week. Their test book and one subject book are sent home and must be returned again on Mondays. Weekly report cards are also sent home to parents.
- **Subject Tests:** Testing is carried out at the end of each block of topic study. The results will be in your child's test book.
- **Parent Meetings:** These are held in Terms 1 and 3 and allow teachers and parents to discuss your child's progress. You do not have to wait until a meeting to talk to your child's teacher.
- **Progress and Achievement Tests (PAT):** We use these standardised tests to assess your child's reading, vocabulary, listening, and comprehension skills. Other PATs include Maths. The results of these tests are given to parents, but be aware that they are diagnostic assessments, not summative assessments. PAT tests apply to students in Years 3 and up.
- **Assignments and projects:** If a child is absent on an assignment due date, they need to ensure their assignment is delivered to the school either electronically or as a hard copy by 9:00 a.m. Grade deductions of 10% per day will occur for late assignments.

HANDBOOK RETURN SLIP

It is imperative that each family reads through this handbook each year and that all students and parents are familiar with the main headings. Please discuss any issues that this handbook raises. We ask that parents sign the slip included and return it to their child's class or form teacher.