



Sattler Christian College

Parent Handbook

2022



Welcome to Sattler Christian College

Sattler Christian College offers quality education for all children from our Early Learning Centre to Year Ten. Dedicated Christian teachers work hard to offer engaging and challenging education based on the Christian faith and values, providing opportunities for each child to reach their potential through rich, purposeful and dynamic educational experiences. A key principle for Sattler is that this endeavour is undertaken in partnership with parents, assisting them in their God-given mandate and responsibility for the nurture and education of their children.

Office Hours and Contact Details

College Address	15 Sattler Crescent, Freds Pass NT 0822
Postal Address	PO Box 1138, Coolalinga NT 0839
Office Hours	7:30am – 3.30pm Monday – Friday
Phone No.	(08) 7922 1500
College Email	admin.scc@ntschoools.net
Teacher Email	firstname.lastname@ntschoools.net
Student Email	firstname.lastname@student.ntschoools.net
Website	http://www.scc.nt.edu.au

Learning Session Times

Period	Times
1	8.15am – 9.10am
2	9.10am – 10.05am
3	10.05am – 10.50am
Recess	10.50am – 11.20am
4	11.20am – 12.15pm
5	12.15pm – 1.10pm
Lunch	1.10pm – 1.40pm
6	1.40pm – 2.35pm

Term Dates 2022

Term 1:

Monday 31st January - Friday 8th April (10 Weeks)

Easter Public Holidays - Friday 15th April – Monday 18th April

Term 2:

Tuesday 19th April - Friday 24th June (10 Weeks)

Anzac Day – Mon 25th April

May Day - Mon 2nd May

Queen's Birthday Holiday – Mon 13 June

Term 3:

Monday 25th July - Friday 23rd September (9 Weeks)

Picnic Day – Mon 1st Aug

Term 4:

Monday 10th October - Thursday 15th December (10 weeks)



The Sattler Christian College Motto and Vision

Our College Motto is: **Growing in Wisdom – Learning to Love**. This motto exemplifies the College's vision to value one another and their learning and is an important frame of reference for curriculum development and implementation. Sattler uses a holistic curriculum which fosters reflection, discernment and making wise choices. The staff are committed Christians, significantly impacting on the way they love, nurture and teach the students in their care. We are committed to changing lives for generations to come.

Sattler Christian College is a member of NT Christian Schools. As well as striving to live out its own motto, Sattler seeks to fulfil the NT Christian Schools Vision and Mission Statements:

'To be Christian communities, learning together to live life as God intended, offering hope for the world'
(NT Christian Schools Vision Statement)

'To seek to provide education, training and care in faithful response to the Gospel of Christ'
(NT Christian Schools Mission Statement)

Sattler Christian College Governance

Sattler Christian College is a campus of NT Christian Schools. NT Christian Schools operates seven schools across the NT and is governed by a Board of elected NT Christian School members. The Board delegates its school cultural authority to the Sattler Christian College Council. Members of the Sattler Christian College Council are Christians, who come from all walks of life and belong to a wide variety of churches. The Sattler Christian College Council is responsible for the local culture of the school and to ensure that the day to day management of the school by the College Principal and staff is in keeping with the vision of the College. The Council reports to the Board and NT Christian Schools through the Board representative of Sattler Christian College.

Sattler Christian College is led by a team of experienced and professional teachers, who have a deep understanding and experience leading in their fields of Christian education.

Mr Michael Tooler – College Principal

Mrs Jo Wright – Early Learning Centre Director

Mrs Bronwyn Fahey – Teaching and Learning Support Co-Ordinator

Mr Mark Twine – Head of Primary School

Ms Linda Ormand – Head of Secondary School

History of Sattler Christian College

In the early 1990s, a group of parents in the rural area south of Darwin had been transporting their children to the Christian schools at Palmerston and Marrara. These families desired to have a Christian school in their own region. In 1996, with the assistance of the Northern Territory Christian Schools, Sattler Christian College was founded at Bees Creek, with three primary classes. It formerly was known as Litchfield Christian School at its inception. There was considerable parent input and new buildings of a special tropical design were constructed. In 2008, the school expanded its operation with a Middle School program and an Early Learning Centre. We now teach through to Year 10. In 2023 we will commence Year 11 classes and Year 12 classes in 2024.

2021 has seen a new Food Technology building delivered and we are seeking 6 hectares of adjoining land and a substantial amount of funds for capital works and infrastructure to expand specialist classrooms and facilities as we continue to grow throughout this present decade.



The School Structure

At Sattler, we have another structure that is designed to enable the teaching and learning to be more responsive to the developmental needs of the students. We have very stable staffing at Sattler Christian College with little to no turnover annually.

EARLY LEARNING CENTRE – Children aged 3 – 5 years old. The ELC provides school readiness experiences for children, focused on developing foundational skills in literacy and numeracy incorporated through a play-based program. The Early Years Learning Framework, in conjunction with the Walker Learning Approach, is the basis used for planning the educational programme.

PRIMARY SCHOOL – Transition to Year 6. The focus of the Primary School is for students to grow in a very stable learning environment where they develop great trust in their teachers and in the foundations of what they are being taught, particularly in Literacy and Numeracy.

MIDDLE SCHOOL – Years 7 to 9. The focus of Middle School relates to the change processes that young people experience at this stage of life. It is specifically designed to focus on the needs of these students as they transition from the Primary School method of learning with strong structures and clearly set work parameters, to the Senior School expectations of excelling through independent and open-ended assessments under the guidance and stability of a home classroom and core Middle School teachers.

SENIOR SCHOOL – Years 10 to 12. Current Year 10 students, although enrolled as students of NT Christian College, enjoy the relationship and connectedness as part of our Middle School cohort on the Sattler campus. These students undertake all necessary Year 10 curriculum requirements and attend elective subjects on set days, often at other campuses of NT Christian Schools. From 2022, Year 10 electives will be offered onsite at Sattler Christian College and students can elect to stay onsite all week if they choose those electives.

Additional Learning Needs

There is an emphasis on fundamental strategies and quality teaching for students who are challenged in their learning. Children are unique and may have differing needs.

Our Learning Support Team provides support for those students who have identified learning differences or disabilities. This support may include a combination of withdrawal for small group instruction, in-class support, adjustments with assessment and examinations, social and emotional support, and enrichment and extension activities. Teaching children with additional needs may require an Educational Adjustment Plan (EAP) or Student Support Plan (SSP), written with specific goals and outcomes. The EAPs or SSPs may be implemented as a result of careful planning and collaboration between the student, teachers and parents. Regular support meetings are held to monitor student progress and to adjust the plan where necessary. Providing documentation from outside agencies or specialists to the College is an essential part of how we cater to students with additional needs.

Sport and Carnivals

Students in Years 3-10 participate in whole-school competitive events such as Swimming, Cross-Country, and Athletics Carnivals. Students in Transition – Year 2 also participate in activities involving athletics, cross country and swimming.

Sattler participates in regional sporting events with all NT Schools in Athletics, Swimming and Cross-Country cluster carnivals. Primary and Middle School Gala Days also provided extra-curricular sporting opportunities, which invites students to individually trial.

Sattler regularly participates in the Sporting Schools NT program, where trained coaches attend onsite during regularly timetabled Sport and PE lessons to provide specialised lessons in their chosen sports. These typically include Tennis, AFL, Cricket, Volleyball and Gymnastics.



Index of Services

After School Care

Present providers of After School Care are Camp Australia. We regularly explore the best after school care arrangements with different providers for our school families.

Assembly

Regular assemblies are conducted on the College Basketball Court. These provide opportunities for celebrating our faith and for students to share achievements and class performances. Students take leadership responsibilities for aspects of Assembly services. Morning Tea is supplied for parents after the assembly to chat and connect with staff. Special Assemblies occur for special occasions throughout the year. Assembly dates and times are noted on our term school calendar and parents are notified if students are receiving an award.

Buses

Students from Sattler travel from many different areas, from the rural areas of Darwin to Palmerston. Buslink buses are available for students to travel to and from school. These buses are often shared with students from other schools along the routes. Refer to the Buslink website www.buslink.com.au for more information, including route maps. Permission forms are required for students travelling on the bus. Students cannot travel on the bus without consent. The Front Office need to be notified of any changes to bus transport before 2.15pm.

Canteen

Sattler Christian College uses the canteen of Bees Creek Primary School via lunch orders. Lunch orders are available on Mondays and Thursdays at present and days can change depending on whether there is sufficient parental interest. Canteen menus are available from the Front Office or online. Orders can be placed online using the QuickCliq website www.quickcliq.com.au, or correct change can be placed in a brown paper bag or reusable lunch order bags are available for purchase from the Uniform Shop (red bags for students with allergies are available).

Chaplaincy Program

With the support of the Scripture Union, Sattler provides the services of a trained school chaplain. The chaplaincy program allows children of all ages, their parents and staff to have spiritual, social and wellbeing support. Our trained chaplain provides a safe environment for people to share their feelings, are confidential and caring, and assist in times of crisis. Chaplains are not qualified counsellors. Our school chaplain runs specialised programs for set groups of students requiring wellbeing and social support, as well as mentoring the College student leadership team, assisting with school events, and lunch time clubs.

Classroom Support

Being able to offer support for teachers and students across the school is important. Sattler has a variety of auxiliary staff that support teachers for effective classroom learning. Teacher Aides work under the supervision of the Teaching and Learning Support Coordinator with teachers to support the programmes being taught in class, as well as providing specialised intervention, excursions and camps. Information Technology support is available within the schools, assisting with computers, iPads, interactive smart boards and TVs on the school's network, and the wider technology system.

Fundraising and Events

Parents and staff from the Sattler community join together to strengthen relationships and build strong community. Planned fundraising activities occur throughout the year, with goals that align with the school's values and charitable priorities. Other events and regular gatherings provide the opportunity for Sattler families to meet one another.



Library

Students will be encouraged to borrow from the Library to help enrich their reading and comprehension, and also to simply keep discovering the wonderful world of books and ideas. A waterproof library bag is required for borrowing, which are available for purchase from the Uniform Shop. The Library building is a multi-purpose space, often used a venue for assemblies or events, performing arts, and is also open at lunch times for students to read, play quiet games and enjoy the cool under teacher supervision.

Uniform

School uniforms can be ordered and purchased through the Front Office via an order form. Uniforms are required to be ordered and paid for prior to collection. Please allow up to two business days for your order to be available. Hats can be purchased over the counter. For students requiring to try on uniforms, please schedule an appointment with the Front Office to ensure sufficient time is allocated.

Uniform pre-order forms for the following year are sent home during Term 4. Please ensure your order form is completed and returned before the end of the school year so orders are ready for the start of Term One. Collection times will be advertised through our communication platforms. Payment will be required on collection for pre-orders only. Back to School Vouchers can be used towards the cost of uniforms. For new students to Sattler or students transitioning between Primary and Secondary sub-schools, we encourage families to make an appointment to try on uniforms for sizing.

Parents are encouraged to label all uniform items, including hats, jumpers and water bottles, and replace them when required. Any lost property is returned to the Front Office. After every effort has made been for items to be returned to their owner by the end of term, items will be donated to a local charity. Students and parents can check the lost property box at any time during office hours.

Communication

Compass

Sattler Christian College and NT Christian Schools use Compass as their School Management System and primary form of communication with families. This portal is available as an app on a personal device and also available online, providing parents with greater access and awareness of general information from the school such as weekly announcements, school events and changes to routine. It is also a place to access information pertinent to your child's schooling, including their timetable, teacher information, provide consent for excursions, schedule parent/teacher interviews, and monitor student absences. It is imperative that all parents and carers have access to Compass and the College has up-to-date contact details to enable effective communication between school and home. If you require assistance with setting up your Compass app, our friendly office staff will happily assist.

Sattler Facebook

The Sattler Facebook page is a public social media site where the College shares school events, achievements and community notices. This is a great way to stay up to date with future events and bookmark them for the calendar.

Canvas (Middle School)

Canvas is the Learning Management System for students in the NT Christian Schools network. This platform for students in the Middle and Senior Schools provides a landing page for each subject or course they are enrolled in. Students can access Canvas through an app or website on their device, providing a place to locate course information, class resources, forums, assessment task notifications and submissions, and contact their classroom teacher. In the event of remote or online learning, Canvas is the platform that would enable continuous learning to occur.



SeeSaw

Some primary classes may use an app called SeeSaw (downloaded from the Play Store or App Store) for continuous reporting to parents of student work samples, events and reminders. Our College Chaplain also uses SeeSaw to communicate with families for groups of students participating in small groups, such as the Student Leadership Team. Your child's teacher will communicate with you if they are using SeeSaw as a communication platform.

Student Reports and Parent Conferences

Your child's progress will be communicated to you regularly by informal means and formally at set times throughout the year. Written school reports are published through Compass at the end of Terms 2 and 4. Formal parent/teacher conferences are scheduled in Term 1 and Term 3, with bookings made through the Compass portal.

When available, your child's teacher will always be happy to talk to you informally about incidental matters. However, if you believe that your discussion will take more than 5 minutes, please make an appointment to see them. This can be done by contacting the class teacher directly. Teachers are unable to return phone calls or respond to emails during teaching times. Phone calls and emails are normally replied to within two business days.

Feedback

If you have any feedback or concerns, please let us know. Chat with the classroom teacher in the first instance. Contacting them first will help build trust in our community, as we understand we can learn from each other. If a disagreement arises, the Bible encourages us to seek to resolve differences between each other and to live in harmony with one another.

- **Do all you can to live in harmony with others** - Romans 12:16 says 'Live in harmony with one another'.
- **Resolve differences quickly** - Ephesians 4:26 emphasises the need to resolve differences before the end of the day.
- **Deal with any issue in the proper order** – Matthew 18:15-17 describes dealing first with the person who may have offended you, then if the person does not respond appropriately, to take the matter to a higher authority.

If the matter is unresolved, please speak with the College Leadership Team who will follow the conflict resolution process. The NT Christian Schools Conflict Resolution information is available at the Front Office.

Parental Responsibilities

Attendance

All students are expected to be in attendance on all College days except in the case of illness or special circumstances. All absences are required to have a written explanation by the parent/guardian and forwarded to the Front Office at admin.scc@ntschoools.net. If your family has planned leave for any reason, please notify the school in advance. If your child has been marked absent from school and notification from a parent has not been received, a text message will be sent in the morning notifying families of the absence.

Change of Personal Details

Notification of changes to family circumstances, change of address, emails and phone numbers (particularly mobile numbers) is important, especially if we need to contact a parent urgently. Furthermore, if your child has had any changes to or received a medical diagnosis or condition, it is important for our records to be updated to reflect this. These updated details need to be provided in writing to the Front Office.



Early Departures

If it is necessary for a student to leave school during the day, parents are requested to go to the Front Office to notify of the absence and sign out your child. A prior arrangement can be made to meet their child in the Front Office. It is requested that parents not approach the classroom directly to avoid disrupting the learning of others.

Late Arrivals

All students who arrive after the 8:15am bell must go to the Front Office to sign in late. Students must be accompanied by a parent with an explanation provided. Consistent lateness may result in a review with the parents.

Medicines

No medication of any sort, including paracetamol, is administered to students without prior parent permission. Parents must complete a Medical Authorisation Form. Prescribed medication is to be accompanied by a Doctor's Certificate/Letter and handed in to the Front Office in the original dispensed container showing the name of the medication, dosage and time required. All medication is safely kept and administered in the Front Office. This is for a specific period of time only and cannot be held in the Front Office on an ongoing basis. Each year, a new medical form is required, along with updated plans for students presenting with Asthma, Anaphylaxis, or other conditions. Parents will be contacted if students overly present to the office for further parental consideration to ensure our duty of care is met. Students are not to keep medications in their school bags.

Messages to Children

All parent pick-up arrangements must be made with your child before they come to school. However, we understand that family situations may change or emergencies occur throughout the day requiring changes to pick-up arrangements. In this situation, we ask parents contact the Front Office by 2:15 pm so there is sufficient time to run a message to their student(s).

Parents on College Premises

For the safety and protection of students, all parents, visitors and volunteers must report to the Front Office first and sign the visitors/volunteer's book before proceeding to any other area of the school. Parents assisting with the education of students need to supply a current Ochre Card, with a copy provided to the school. In COVID times we live in this is a key requirement of meeting our COVID safety plan.

Parent Pick Up/Parking

The 'Kiss and Drop' area is located behind the Transition classroom. As this is a thoroughfare, students are asked to arrive and move on promptly to assist in flow of traffic. Parents must remain inside their vehicles. If your child requires assistance getting in or out of the car, we recommend parking. Car parking facilities are available on Sattler Crescent and Bees Creek Road. Throughout the day, parents and visitors are welcome to park in the parking bays at the front of the school. However, from 7:30am – 3pm, parking is not permitted in the bus bay, directly in front of the Front Office. When parking, we ask parents to be mindful of our neighbours, including Bees Creek Primary School, the Sattler ELC, and GoodStart Daycare Centre.

School Fees

Parents will be billed for School Fees as outlined on the Sattler Christian College Fee Schedule, at the beginning of each year and statements issued each Term. It is expected that parents will pay school fees in advance termly, monthly, fortnightly, or weekly. Direct Debit arrangements can be made with our accounting department. Discounts apply for annual payments. Annual fees are fully paid by October of the calendar year.

School Service Hours and Volunteer Help

Sattler Christian College encourages parental participation in all areas of school life. Many opportunities arise throughout the year where assistance is necessary. Students and teachers alike benefit enormously from the experiences, expertise and talents our parents and other family members bring, and is vital in building a strong and caring school community. Please volunteer in class and on excursions and camps if you are able to.



Each family is required to complete **6 hours** of school service during the year. Discounts to the \$210 school fee levy apply to those families who fulfil their service hours. All volunteer hours are logged and recorded at the Front Office. Any family member volunteering with a school activity involving students is required to have a current Ochre Card. This is a government requirement and application forms are available at the Front Office or through Safe NT.

Student Meals

A healthy, packed recess and lunch provides a strong foundation for students to focus on their learning as hungry children find it difficult to concentrate. Please ensure sufficient food is packed for the day in a lunch box, clearly labelled. With the Territory heat and humidity, it is essential each student brings a water bottle to school that can be refilled throughout the day. Each classroom has a refrigerator to keep food and drink fresh and cool during the heat of the day. There are no facilities for students to reheat food and the College will not supply meals to students, unless under exceptional circumstances. Parents will be contacted if students overly present to the office for food.

Withdrawal of Enrolment

If parents desire to withdraw their child from the school, one full term's notice in writing and a withdrawal form is required to be completed. These are available from the Front Office. If one term's notice is not provided and the form not completed, parents will be charged one term's school fees.

Uniform Policy

The Uniform of Sattler Christian College is comfortable and climate-appropriate. It should be worn correctly with pride as it is the outward visible sign and representation of the College. It should fit neatly and be kept to a satisfactory standard. Unless specifically exempt, the full College uniform is to be worn on all excursions. If you have any questions regarding the Uniform, please speak to staff. A copy of the uniform requirements and policy can be found on the College website and is available at the Front Office.

Out of Uniform Days

- Out of uniform occasions will be indicated by a note home from a teacher via Compass and Facebook.
- Students are to wear modest clothing – for example, tops and shorts should not be more revealing than the school uniform.
- Jewellery, hair, make-up and cosmetic standards will be the same as for uniformed days.
- The same sun-protection standard of hat is to be worn if a College hat is not.
- There are to be no insignias or markings that are not in line with the Christian ethos of the College.
- Footwear is still to comply with Workplace Health and Safety regulations. For example, closed in shoes should be normally worn at the College, and leather closed in shoes when in technical areas of the College (Science, Art and Food Technology facilities).

Student Responsibilities

Sattler is a school community where student wellbeing is highly valued and where restorative discipline occurs within a pastoral context. Sattler Christian College aims to be a school community:

- Which is Christ centred.
- Which strives for excellence in all areas of learning, and challenges each child to reach their God-given potential.
- Where personal acceptance is never in doubt.
- Where relationship is based on love, affirmation and an attitude of serving one another.
- Where proper authority is established in action and is respected.
- Which is ordered and organised to be effective for learning.
- Where students grow to become responsible, respectful and reliable young people.



- Where response to student behaviour is age-appropriate and holistic, where consequences are just, consistent and restorative.

Anti-social behaviour of any nature, including bullying and harassment, is not acceptable and students should report any incidents to their class teacher, or the Primary or Secondary School Coordinator. Students are not permitted to use threatening, offensive or inappropriate language, at any time, or in any form.

Items Not Allowed at School

1. Chewing gum, bubble gum.
2. Illegal or dangerous substances.
3. Gaming devices.
4. Illegal or dangerous items.
5. Items or material that does not comply with the College ethos.

Student Device Usage

Students are helped to develop both skills and discernment concerning the use of digital technologies. Across the school, all students have access to computers and iPad tablets with keyboards as a natural part of the learning process. Students in Middle School are issued with a one-to-one device to enhance their learning. Sattler is the owner of all electronic devices issued to students, all emails sent via school's email addresses and any content posted or stored on the schools-owned digital resources.

The contents and usage of the school's computers, iPad tablets and other College resources may be examined by the school. This will include material sent to students or posted by students, both internally and externally. Monitoring may be undertaken through remote monitoring of the screens or physical audit of a device by a technician.

Middle School students and parents must sign a User Agreement prior to devices being issued. Excessive or inappropriate use of the school's digital resources for personal reasons is prohibited.

Home ICT Usage

Of the many things parents can do to protect their children online, the most basic measures include:

- Ensuring that technology with online access are used in open areas of the home.
- Banning computers from bedrooms and other secluded areas.
- Becoming a "friend" of your child on social media sites they use.
- Setting clear boundaries and regularly discussing online dangers.
- Having a list of the logins and passwords that your child uses for social media sites.

Mobile Phones

Primary students who bring mobile phones to school are required to hand in their phones to their classroom teachers. Phones are placed in class message bags and kept safely and securely at the Front Office during the school day. Phones are returned at the end of the day.

Middle School students can keep their devices in their school bag/locker in the classroom or with the Front Office for collection at the end of the day.

Phones should be turned off or on silent during the school day. Students that are found to have their phone on them during the day, or are using their phones inappropriately will have it confiscated. Contact with students through the day is to occur through the front office reception. Please do not call or text your child's mobile phone as it may lead to confiscation during class time.



Discipline System

Discipline involves communication and guidance towards what is right. It is based on mutual responsibility and is centred around relationships. Discipline and motivation are intertwined concepts. It is important for students to realise that is not just about doing or avoiding the wrong thing, but about striving to be the best they can in all situations. An individualised approach is taken to student discipline depending on the child and their needs, however, it is important to place overarching structures to help students achieve this.

Failure to meet expectations will result in a series of consequences, designed to help the student understand College expectations and take responsibility for their actions. For students with additional needs, modifications to the discipline system, such as Zones of Regulation, may be put in place to assist with their regulation of social and emotional needs.

Commendation System

The importance of encouragement and positive reinforcement cannot be over-emphasised. It could be as simple and immediate as a positive verbal comment or classroom reward system, or something more formal to assist in raising the academic performance and to encourage the students in the Sattler standard.

The Primary students earn mini-merit awards for positive classroom and playground interactions, serving others, and demonstrating faithfulness in their learning. Mini-merits accumulate towards Principal Awards, which are awarded at Assemblies.

The Middle School students earn merits towards five core values: Building Community, Demonstrating Responsibility, Faithfulness in Learning, Integrity, and Serving Others. These values are designed to shape culture in the Middle School. Students earn merits towards a reward system.

Homework

Primary School

Students are asked to have daily opportunities to read to an adult or be read to by an adult. Traditional busy-work homework is not part of the Primary School experience at Sattler, as research informs us that it has little effect on learning. Targeted homework that improves student outcomes will be provided to focus on repetition and consolidation of foundational literacy and numeracy skills.

Middle School

Traditional forms of busy-work homework have limited benefits, and that these benefits are more evident in the final years of schooling and less evident in the first years of schooling. Research suggests that the benefits of homework for Middle School students is minimal as cognitive function takes a backseat to physical, social and emotional growth during adolescence.

Skills-based subjects, such as Mathematics, benefit from small, regular revision activities. Content-based subjects, such as History, benefit from a few large projects. Homework has varying levels of impact on family life and each student has unique needs. Teachers in Middle School aim to improve student outcomes by providing authentic, meaningful and engaging home tasks ranging from regular, ongoing tasks to consolidate classroom learning, to formal assessment tasks to meet syllabus outcomes. Class teachers will send home relevant details regarding the amount of homework, which will vary class to class, and may depend upon tasks undertaken in class at the time.

Assessments (Years 7-10)

Students will receive a minimum two-week notification of any formal assessment tasks. Breaking up the task to complete it over the time allocated would be a helpful process in their organisation. Assessment notifications can be found on a student's class page on Canvas and may be emailed home to parents. Assessment guidelines and requirements can be found in the Assessment Guidelines document.