Emerald Christian College

Student Handbook
Edition 15
As at February 2009

Emerald Christian College
Springsure Road
PO Box 1993
EMERALD QLD 4720

Phone: 07 4982 0977
Fax: 07 4982 0244
Email: office@ecc.qld.edu.au
Website: www.ecc.qld.edu.au

Principal: Mrs Lorraine Grierson
<table>
<thead>
<tr>
<th>Contents Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome to Emerald Christian College ........................................... 3</td>
</tr>
<tr>
<td>College Governance ................................................................. 3</td>
</tr>
<tr>
<td>Statement of Purpose ..................................................................... 4</td>
</tr>
<tr>
<td>Vision Statement ......................................................................... 4</td>
</tr>
<tr>
<td>Mission Statement ....................................................................... 4</td>
</tr>
<tr>
<td>College Values ............................................................................ 4</td>
</tr>
<tr>
<td>Philosophy of Middle School ...................................................... 5</td>
</tr>
<tr>
<td>Student Fees .............................................................................. 6</td>
</tr>
<tr>
<td>Newsletter .................................................................................. 6</td>
</tr>
<tr>
<td>Student Counseling Process ........................................................ 6</td>
</tr>
<tr>
<td>Admissions Policy ........................................................................ 7</td>
</tr>
<tr>
<td>Enrolment Procedure ..................................................................... 7</td>
</tr>
<tr>
<td>Curriculum .................................................................................. 8</td>
</tr>
<tr>
<td>Teaching Staff ............................................................................ 9</td>
</tr>
<tr>
<td>Contacting Teachers ..................................................................... 10</td>
</tr>
<tr>
<td>Homework ................................................................................... 10</td>
</tr>
<tr>
<td>Lunch &amp; Afternoon Tea .................................................................. 10</td>
</tr>
<tr>
<td>Educational Outings ..................................................................... 10</td>
</tr>
<tr>
<td>Student Library Borrowing .......................................................... 10</td>
</tr>
<tr>
<td>Birthdays .................................................................................... 11</td>
</tr>
<tr>
<td>Behaviour Management Policy &amp; Principles .................................... 11</td>
</tr>
<tr>
<td>Attendance .................................................................................. 12</td>
</tr>
<tr>
<td>Nut Free Zone ............................................................................. 13</td>
</tr>
<tr>
<td>College Uniform .......................................................................... 14</td>
</tr>
<tr>
<td>Working Bees ............................................................................... 16</td>
</tr>
<tr>
<td>Grievance Policy ......................................................................... 16</td>
</tr>
<tr>
<td>Accident/Sickness ......................................................................... 16</td>
</tr>
<tr>
<td>SunSmart Policy ........................................................................... 17</td>
</tr>
<tr>
<td>Technology Awareness ................................................................... 17</td>
</tr>
<tr>
<td>Mobile Phones ............................................................................. 17</td>
</tr>
<tr>
<td>Reporting to Parents ..................................................................... 18</td>
</tr>
<tr>
<td>Prep—What we need ....................................................................... 18</td>
</tr>
<tr>
<td>Treasures from Home ..................................................................... 19</td>
</tr>
<tr>
<td>Beginners Alphabet ....................................................................... 19</td>
</tr>
</tbody>
</table>
Welcome to Emerald Christian College

Emerald Christian College (ECC) exists to support families in the education and training of their children. The College recognises and promotes the concept that learning is a partnership involving students, parents, teachers and the community.

It is the intention of the College to work in partnership with families by supporting them and reinforcing Biblical values, morals, discipline and standards of conduct. College staff are committed to providing individual attention and personal care to ensure all children have the maximum opportunity to achieve their full potential. We recognise that education plays an important role in developing and preparing children as tomorrow’s citizens, to be responsible and positively contribute to society.

The College is committed to continuous improvement in all aspects of its operation, continually striving to provide a caring learning environment that exceeds your expectations. We believe each child is unique and precious in God’s sight and that each member of our College staff must provide a worthy example and model for the children under their care.

In summary, we recognise that education will assist each child to establish a safe secure life and prepare them to contribute to their family, community and nation. It is our firm belief that students attending Emerald Christian College will experience not only academic success, but also spiritual, social, mental and physical blessing.

College Governance

Governing Body of the College
Emerald Christian College is a company limited by guarantee. The College is sponsored by Christian Covenant Community Inc.

Administrative Structure
The Principal is the first in authority and responsibility within the day-to-day running of the College. The Principal will be supported by administrative staff.
Statement of Purpose
Emerald Christian College is committed to providing a balanced education for the development of the whole person. This is accomplished by creating a learning environment that supports the development of each student in the academic, spiritual, social, personal and sporting aspects of their life. We recognise and promote the concept that learning is a partnership involving students, parents, teachers and the community.

Vision Statement
To provide a Christian education for the students of Emerald.

Mission Statement
To educate individuals in a Christian environment enabling them, through a stimulating and dynamic curriculum, supported by the teachings of Jesus Christ, to participate meaningfully in contemporary society by providing “learning for life”.

College Values
Emerald Christian College values:
G God- His truth, His purposes, His character
E Excellence- In every thought, word and action
M Members- Of the college – relationship, attitude and commitment
S Service -To God, family and Community

The core values, which are the heart of the College ethos, are ‘Gems’. When these ‘gems’ are established in the heart of an individual, the individual students develop ‘facets’ which cause them to shine with brilliance and beauty in the world around them.
F Friendly
A Appreciative
C Compassionate
E Encouraging
T Truthful
S Self-Controlled
Philosophy of Middle School

Our Middle School recognizes the importance of the development and educational needs of this age group. Positive student-teacher relationships are central to our middle schooling philosophy. Students are kept together as a class for most subjects and have the same teacher for more than one subject.

There is no particular way to 'do' middle schooling. Instead, there are a set of values and principles which underpin middle schooling practices. The curriculum of the Middle School is designed to be specifically sensitive to the developmental needs of young adolescents in the 11-15 years age group. The College strives to foster an environment based on harmonious working relationships, responsibility and mutual respect while endeavouring to interest and stimulate students towards the notion of life-long learning and dealing with change.

The Middle School curriculum aims to provide students with the opportunities to develop the skills that will enable them to meet future challenges with confidence, successfully deal with change and continue to learn throughout their lives.

The middle years of schooling are of crucial importance to the lives and futures of Australia’s youth. In a context of economic, social and technological change, it is vital that young adolescents are provided with the kinds of learning experiences that will enable them to understand themselves, the world and their place in it.

The education of young adolescents, within the middle years of schooling, has increasingly become a focus of concern and interest in Queensland. The middle years of schooling is defined as encompassing early adolescence (ages 11 to 15, recognizing that there is a significant transition at either end of this range). Queensland schools, both government and non-government, have initiated and been the focus of many attempts to rethink learning and teaching in this area of education.
Student Fees

Below is a table outlining student fees for both preschool and primary school children. The standard arrangement for payment of student fees is for the College to invoice families each term.

<table>
<thead>
<tr>
<th>Fee Schedule 2009</th>
<th>Prep—Yr 6</th>
<th>Yrs 7—10</th>
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</thead>
<tbody>
<tr>
<td>Yearly Rate</td>
<td>Per Term</td>
<td>Yearly Rate</td>
</tr>
<tr>
<td><strong>First Child</strong></td>
<td>2300</td>
<td>575</td>
</tr>
<tr>
<td><strong>Second Child</strong></td>
<td>2000</td>
<td>500</td>
</tr>
<tr>
<td><strong>Third Child</strong></td>
<td>1700</td>
<td>425</td>
</tr>
<tr>
<td><strong>Fourth Child +</strong></td>
<td>FREE</td>
<td>FREE</td>
</tr>
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Please Note: Fees may change without notice. Slight fee increases occur each year.
Concessions are available to ensure accessibility for families who genuinely desire a Christian education for their children.

Newsletter

The College newsletter is published every Thursday. It contains general news and announcements, items of interest, College news, sporting results, and student achievements. Any member of the College community wishing to have information included in the newsletter should have it at the College administration office by Monday morning for Principal approval.

Student Counseling Process

Concerns or difficulties with children are brought to the Principal’s attention by class teachers or concerned parents. The Principal seeks to solve these problems or address the concerns through the avenues available within the Behaviour Management Policy.
The Principal, after consultation with the parents, may deem it necessary to advise the need for counseling in the process of helping the child overcome their difficulty.

Admissions Policy

Those students who will enhance the fulfillment of the College’s purpose will be admitted to the College. The College will admit students of any race, gender, national or ethnic origin to all the rights, privileges, programs
and activities generally accorded or made available to its students. It does not discriminate on the basis of race, gender, national or ethnic origin, or financial hardship in administration of its educational policies, admissions policies, athletics and other College-administered programs.

**Enrolment Procedure**

1. Parents wishing to enroll their children at Emerald Christian College must submit a completed Enrolment Form and supporting documentation for EACH STUDENT in the family.

2. Applications will be acknowledged and assessed to discern whether the College has the resources, programs and personnel to support the student. If the family is granted an interview a time will be made. This interview will allow the Principal to become acquainted with the parents and student/s and discuss how the College can use the resources, programs and personnel to support the student. The interview also seeks to ensure prospective families and students are in harmony with the purpose and aims of the College. The interview process also provides the opportunity for a detailed explanation of College policies.

3. The student may be required to attend the College to undertake an assessment of literacy and numeracy to gauge whether the College has the necessary facilities, resources and personnel to meet the student’s needs.

4. Offer of a place at Emerald Christian College will be advised by mail or phone as soon after the interview as practicable. Parents / caregivers will be required to return a form to accept the place at Emerald Christian College.

5. Alternatively, where a place is not available, parents will be advised by mail and may be provided with the option of being placed on a waiting list for a place at a future date.

6. If application is accepted, a pack for newly enrolled students will be given to parents, uniforms may be purchased and any specific requirements or individual concerns will be addressed at this stage.

**Re-Enrolment**

Each year, at the beginning of Term 3, a re-enrolment form is sent home to all families. Parents are asked to indicate their willingness, or otherwise, to continue their children’s education at the College.

**Curriculum**

**Prep Curriculum:**

Emerald Christian College follows the Education Queensland Early Years Curriculum to ensure a comprehensive program, which covers five
foundation learning areas. These areas are: Social & Personal Learning; Health & Physical Education; Language Learning & Communication; Early Mathematical Understandings and Active Learning Processes.

**Primary Curriculum:**
The curriculum comprises the total educational experience offered to the students by the College. It is organised on the basis of involvement in a wide range of subject areas including Mathematics, English, Science, Studies of Society and the Environment, Technology and the Arts, Christian Education, Health and Physical Education, and Languages Other Than English – Indonesian.

The College’s approach to curriculum is that the student is assisted in realising his or her potential as created by God, implying personality development in the physical, emotional, social, aesthetic, moral and spiritual spheres.

No arbitrary distinction is made between “educational” and “spiritual” perspectives, education being for the total person – spirit, soul and body. An integrated curriculum which is student-oriented maintains a balance between educational tasks and each student’s individual development.

Christian teaching and experience are built into and permeate the whole life of the College community.

**Middle School Curriculum:**

*Year Long Core Subjects*
- English
- Mathematics
- Studies of Society and the Environment
- Science
- Sport

The academic elective curriculum is developed in Key learning Areas (KLA’s). Units of work will be offered in the following KLA’s and will incorporate the traditional subjects as listed. Units may be a term or semester in length. To facilitate the development of an exciting and challenging curriculum some units may run across more than one KLA.

**The Arts**
- Visual Arts
- Music
- Drama
Technology
- Home economics
- Manual Arts
- Computer Studies
- Enterprise Education

Health & Physical Education:
- Home economics
- Health
- Nutrition
- First Aid
- Deportment & Grooming
- Parenting

Science
- Agricultural Science

LOTE (Languages other than English)
- Indonesian

Subject to enrolment numbers and availability of venues and personnel the above subjects may be offered.

Teaching Staff
The College teaching staff are registered with the Queensland College of Teachers holding tertiary qualifications. Students are grouped into multi-aged classes: Prep-Year 1, Years 2&3, Years 3/4, Years 5&6, Years 7/8, and Years 9/10.

A supportive Christian environment is maintained by teachers who are dedicated, genuine Christians. Our approach, as teachers, is pastoral as well as educational, focusing attention on the young person and their needs rather than just on programs and organization.

Contacting Teachers
If necessary contact administration during school time and then the teacher can be contacted if an emergency exists. Please make a time suitable to both teacher and yourself if you wish to discuss any aspect of college life. Before school is important preparation time so this is not a suitable time for interviews.
Homework
At the discretion of the individual teacher, homework may be set. The purposes of homework are basically to complete work commenced in class, to consolidate and revise class work, to extend students’ interests in all key learning areas, to prepare projects and written assignments, and help develop correct study habits. As parents/caregivers encourage their child/children to complete set tasks, the partnership between home and school is established.

Lunch & Afternoon Tea
We advise that a nutritious lunch be packed to ensure your child is equipped to achieve their full potential. Medical, nutritional and dental advice recommends that no lollies, chips, nuts or roll-ups be included in children's lunch boxes. Your child's lunch box should be clearly named and be a simple rectangular shape so that it stacks easily in the fridge provided.

Lunch break is from 11am—11.30am
Afternoon Tea break is from 1.30pm—2.00pm
Brain Break will be at approx 10am for a quick snack.

Educational Outings
At times the teacher may see the educational benefit in going on an excursion. Written permission will be sought before a student may participate in such an outing. It is necessary to keep adult/student ratios appropriate for the activity, so parent help may be sought.

Student Library Borrowing
All students will be able to borrow books once a week from the college library. The children will be encouraged to treasure and protect books and so a named library bag (35 x 40cm) will be required to carry books to and from home. If no library bag comes, then the students will not be able to borrow for that week. A library day will be decided upon and you will be notified.

Birthdays
By prior arrangement, your child's birthday may be celebrated at school with a simple iced cake or patty cakes to share with the other children.

Behaviour Management Policy and Principles
The College values and portrays courtesy and consideration, safety and care of the environment. The purpose of the Behaviour Management Policy is to establish appropriate non violent, non discriminatory and non coercive measures that are necessary for effective teaching and learning to take place. The Behaviour Management Policy will be annually reviewed to maintain relevance. *A full copy of the Behaviour Management Policy can be obtained from the College administration. Please call 4982 0977.*

The Behaviour Management Policy includes:
- Principles of behaviour
- Definitions and consequences for inappropriate behaviours
- Rights and responsibilities of all members of the College community.

If a student does not comply with any reasonable and clearly communicated instruction of College staff, or infringes College rules, then disciplinary action will be taken. Disciplinary action is graded in severity with the emphasis on students being accountable and learning to take responsibility for their behaviour.

**Principle 1**
Students have the right to feel safe and secure in the College environment, free from intimidation, bullying and harassment, and to be treated with love, justice and equity according to the Scriptures. Students have the responsibility to behave in a considerate and thoughtful manner, and to treat others with love, justice and equity.

**Principle 2**
Students have the right to work and play in an environment free from interference or damage to personal property. Students have the responsibility to respect all property including that of other students, and to do nothing that would harm another’s well-being.

**Principle 3**
Each student has the right to receive Biblical counsel and correction in love when needed from members of Staff. Each student has the responsibility to receive Biblical counsel and correction when needed from members of Staff.

**Principle 4**
Each student has the right to be valued and treated with respect. Courtesy,
consideration of others, cooperation and honesty are essential to the proper functioning of a Christian community. Each student has the responsibility to treat others with respect and courtesy, to be honest and cooperative in all aspects of College life, and to respect authority.

**Principle 5**
Each student has the right not to be exposed to harmful substances, influences or immoral behaviour in the College environment. Each student has the responsibility not to behave in a manner that could negatively influence others.

**Principle 6**
Parents have the right to expect that their child will be treated fairly, reasonably and consistently by the Principal and staff in the implementation of the Behaviour Management Policy. Parents also have the right to expect that their children will be educated in a loving and disciplined environment, in which love for God and others is encouraged. Parents have the responsibility to support the College in its efforts to maintain a positive teaching and learning environment, and to provide a loving and disciplined home environment.

**Principle 7**
Each teacher has the right to be able to teach in an orderly and cooperative environment. Students have the right to learn in an orderly and cooperative environment and to be able to develop their God-given talents and abilities. Each teacher has the responsibility to maintain an orderly and cooperative environment. Students have the responsibility to develop their God-given talents and abilities for His glory and to do nothing that would prevent others from learning.

**Attendance**
Students are encouraged to be in regular attendance unless unavoidable. Excessive absences negatively impact on a child’s progress. A written note, signed by a parent or guardian, must be presented to the student’s teacher on return from any absence. Alternatively, parents may telephone the College to advise of the child’s absence, for each day the child is not at school. If the absence is foreseeable, or will be for an extended period of time, a note should be sent in advance, or as soon as the length of the absence is known.
No student may leave the College during the day without permission. Before permission is granted, a note stating the reason and signed by a parent, must be brought to the teacher.

The College will call parents if a student is absent for an extended period without explanation to ensure the well-being of the student.

**Punctuality**
All students are required to be on time for the start of class. Students who are late to College should bring a note from parents explaining the lateness. Continued lateness will necessitate a conference with parents and the Principal.

**Delivery and Collection of Children**
Students must not arrive at the College before 8:20am and must be collected by 3:30pm. When collecting your child, if an unavoidable delay is experienced, if possible, let the teacher know when you will be there, or arrange for another responsible adult to collect your child and inform the teacher of this change.
The College cannot assume responsibility for the safety of children in College grounds outside the times specified above. However, if an occasion should arise when it is necessary to request an exception to the requirements, parents/guardians should make prior arrangements with the College.

**College Days & Times**
The College runs for five days per week.
First bell 8:40am. Classes begin 8:45am. Classes finish 2:45pm.
A term calendar is available from the school office with relevant student free days and holidays specified.

**Nut Free Zone**
Emerald Christian College encourages all staff, students and visitors to be nut free in the food they bring to the college. We cannot guarantee that the College is totally nut free.
College Uniform
Students are required to wear the College uniform while in attendance at the College. The uniform has been chosen to uphold gender equity, health and safety, and sun safety for students. Uniforms may be worn outside College hours, but they must be complete. Students in incorrect uniform are required to present a signed note from their parent to their teacher, explaining the reason for being out of College uniform.

Sunscreen
Sunscreen will be provided at the College and all children will be encouraged to apply it before going outdoors to play.

Jewellery
- Necklaces, bracelets and/or anklets are not to be worn by any students
- For girls with pierced ears, plain gold or silver studs or sleepers may be worn-only one sleeper or stud per ear.
- For boys no form of earring or stud is permitted.
- A maximum of one signet ring is allowed.
- A watch and/or medic alert bracelet may be worn.

Makeup and Nail Polish
Makeup and nail polish are not to be worn by students at the College.

Hair
Hair is to be worn neat and tidy in a conservative manner with no extreme styles.
Boys: A minimum of half the ear showing. Hair is to be worn off the collar and fringes above the eyebrows. Hair must be evenly layered. No shaving. Extreme dyeing of hair is not permitted.
Girls: Fringes are to be worn off the eyebrows. Shoulder length hair and longer must be drawn back off the face and worn up in ponytail/s or plaits. Extreme dyeing of hair is not permitted.
If in doubt of the College’s standard, please consult the College Principal before changing existing hair style.

Prep & Primary:
Summer Uniform
The summer uniform for students consists of navy shorts (not basketball shorts), college polo shirt, wide brimmed navy hat, black closed in sneakers or leather shoes (with no other colours on them) and black short socks.
Winter Uniform
The winter uniform consists of navy track suit pants and College jacket, which is worn over the top of the summer uniform. (A plain navy pull-over, no zip, is also acceptable instead of the college jacket).

Navy shorts (boys and girls), college polo shirts, college jackets, navy tracksuit pants and wide brimmed navy hats are all available at Administration.

Middle School:

Boys Day Uniform
Formal Blue Shirt
Formal Navy Shorts
Formal Navy Trousers (optional)
Formal Hat with Band
Formal Navy Socks
Black Leather School Shoes (not available at the college)
ECC Jacket

Boys Sports Uniform
Sports Shirt (original ECC polo shirt)
Navy Basketball Shorts
White Sports Socks
Mainly White Sports Shoes (not available at the college)

Girls Day Uniform
Formal Blue Blouse
Formal Navy Skirt
Girls Navy Slacks (optional)
Panama Hat with Band
Girls Tie
Formal Navy Socks
Black Leather School Shoes (not available at the college)
ECC Jacket

Girls Sports Uniform
Sports Shirt (original ECC shirt)
Navy Basketball Shorts
White Sports Socks
Mainly White Sports Shoes (not available at the college)
Working Bees
To assist in keeping fees to a minimum, a parent from each family is asked to attend working bees.

Grievance Policy
Emerald Christian College is committed to providing a fair, safe and productive work environment where grievances are dealt with sensitively and expeditiously. An essential part of developing that environment is ensuring that staff members and parents are encouraged to come forward with their grievances in the knowledge that the Principal will take appropriate action to address those grievances. Grievances that are not addressed have the potential to grow into major problems that can cause tension, low morale and reduced performance and productivity.

Accident/Sickness
Parents are requested not to send children who are unwell to College. Apart from the child feeling miserable in class, the child’s learning capacity is greatly diminished. Children with infectious or communicable diseases must be excluded from the College for short periods to allow full recovery. Please enquire at Administration for the length of exclusion periods for particular infectious diseases.

At times it is necessary for children to take medication during College hours. We are aware of this need and are willing to assist you in this situation. Prescribed medication, essential for a child’s well being, can be dispensed by College staff. Parents are asked to complete an Administration of Medication form. The medicine must be in the original chemist dispensing container with the doctor’s instructions clearly marked. Non-prescribed medication, including Panadol, cannot be administered by College staff. At all times parents are welcome to make arrangements to visit the College to administer the medication themselves.

Students involved in a minor accident will be administered First Aid by suitably qualified College staff. Parents will be notified immediately of anything requiring more than minor First Aid. In the event of emergency, the College will use the Ambulance service.
**SunSmart Policy**

Emerald Christian College is a registered SunSmart School, with the Queensland Cancer Fund. Queensland has the highest rate of skin cancer in the world. Research suggests that at least two-thirds of all melanomas occurring in Australia could be prevented if children were protected from the sun during their first 15 years. Ultraviolet radiation (UVR) levels are highest during the hours that children are at school. With this in mind, Emerald Christian College, realises the need to protect children’s skin and educate them about SunSmart behaviour, thus reducing the risk of skin damage from exposure to the sun.

ECC’s SunSmart policy aims to:
- provide ongoing education that promotes personal responsibility for skin cancer prevention and early detection
- provide environments that support SunSmart practices
- create an awareness of the need to reschedule commitments and outdoor activities to support SunSmart practices, wherever practicable.

**Technology Awareness**

All students will be given time to develop computer awareness skills at the College. Stimulating age appropriate and developmentally appropriate computer activities will be provided to further extend children's natural enthusiasm for this medium.

**Mobile Phones**

The decision to provide a mobile phone to their children should be made by parents or guardians and parents should be aware if their child takes a mobile phone onto school premises. All students are to submit their mobile phones to student administration on arrival to school and will collect them on their departure. The school accepts no responsibility for replacing lost, stolen or damaged mobile phones. The school accepts no responsibility for students who lose or have their mobile phones stolen while travelling to and from school.

Phones should be clearly marked with the name of the owner.
**Reporting to Parents**

The College appreciates the interest and concern of parents and encourages as much communication as possible. The College uses the following means of communication to parents.

**Progress Reports**

Individual student continuums covering the key learning areas of Maths and English will be updated at the end of each semester. These will be available at the College at all times for parents to peruse. If discussion is necessary then an appointment can be made with the teacher concerned to discuss your child’s progress. This system will ensure you know not only where your child has come from, but also in which direction he/she is heading in their academic pathway. At the end of Terms 1 and 3, a general progress report on individual social and work habits. A more detailed progress report will be sent home after Terms 2 and 4.

**Student Awards**

These are awarded by teachers in recognition of an excellent level of effort by students, and the display of personal qualities which enhance the tone of the College.

**Prep—What We Need**

Don't forget our junk box. Contribute regularly and you may see an example of the old saying, "One man's junk is another man's treasure," or in our setting, "Mum or Dad's junk is a prep student’s treasure."

Suggestions of items for our treasure box:

- Buttons/beads
- Cardboard Boxes
- Cloth Scraps
- Cardboard rolls
- Egg Cartons
- Feathers
- Gum nuts
- Ice Cream Containers
- Jars
- Lids
- Magazines
- Plastic Containers
- Sea Shells
- Wool scraps
Treasures from Home

No treasures should be brought from home. Show-and-tell times are included in the program and crafty objects made by the children or special items of interest can be brought to share. No electronic games or expensive toys are to be brought from home.

Beginner’s Alphabet

A copy of the Beginner’s Alphabet is included below. This is the script we use when writing on children’s work at the College.

\[
\begin{array}{cccccccc}
Aa & Bb & Cc & Dd & Ee \\
Ff & Gg & Hh & Ii & Jj \\
Kk & Ll & Mm & Nn \\
Oo & Pp & Qq & Rr & Ss \\
Tt & Uu & Vv & Ww \\
Xx & Yy & Zz \\
\end{array}
\]