John XXIII Catholic Primary School & St Mark’s Catholic College

College Hours
8:45 am – 3:05 pm (Primary)
8:30 am – 2:50 pm (Secondary)

College Office Hours
8:00 am – 4:00 pm

Email
stmarks@parra.catholic.edu.au
stanhopegardenscps@parra.catholic.edu.au

College Principal
Dr Peter Webster

*Educating our children today to nurture in them hope, courage and the capacity to be Christian leaders of tomorrow.*
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Our College Patrons

St John XXIII

John XXIII was 76 years old when he came to the papal throne as what many thought, a transitional or “caretaker” pope. Although his reign was brief, his pontificate was one of the most important since the Middle Ages. Much of this significance stemmed from his unique personality. John endeared himself to the whole world by his warmth, humour, and easy approachability. He had an impatience with empty traditionalism and often astonished his aides by the forthright way in which he cut through meaningless formalities. The most momentous act of his pontificate was his decision to call an ecumenical council of the Universal Church, the first since 1870 and only the twenty-first in the Church’s 2,000 year history. Saint John’s motive in calling one was to bring about a renewal - a “new Pentecost” - in the life of the Church, to adapt its organisation and teaching to the needs of the modern world, and to have as its more far-reaching goal the eventual unity of all Christians. He referred to his vision as aggiornamento, literally meaning “bringing up to date.”

After 3 1/2 years the Second Vatican Council convened in St. Peter’s in October 1962. Saint John declared that its purpose, was not to condemn error but rather to study more deeply the truths of Catholic teaching and to offer those truths to the modern world in a language that would be meaningful and relevant to it. “The substance of the ancient doctrine of the deposit of faith,” he said," is one thing, and the way in which it is presented is another," Saint John unfortunately did not live to see the end of the Council passing away on June 3, 1963.

Saint John’s reign was marked by the great advance in ecumenical relations between the Catholic Church and other religious bodies including the Orthodox Churches and the Jewish people. He envisioned Christian unity as one of the ultimate goals of the Council, John’s encyclical, Pacem in Terris, was unique in being the first one ever addressed “to all men of good will” not just Catholics. This encyclical enumerated the rights of the human person - to life, to respect, to freedom, to an education, to be informed, and the obligations of the citizen to the state and of states to their citizens and to each other.

In an age largely given over to secularism, he not only increased the prestige of the papacy but also restored the importance and relevance of religion to a degree that few would have thought possible. By concentrating on what unites men rather than on what divides them, he took the first steps toward the eventual unity of all Christians.

He died the evening of 3 June 1963, the day after Pentecost, in a profound spirit of abandonment to Jesus, off onging for his embrace, and surrounded by the prayers of the entire world, which seemed to gather at his bedside to breathe with him thelove of the Father.

John XXIII was declared Blessed by Pope John Paul II on 3 September 2000 in Saint Peter’s Square, during the celebratin of the Great Jubilee of the Year 2000. John XXIII was canonised on Divine Mercy Sunday, 27th April 2014 during Holy Mass celebrated at Saint Peter’s Square by Pope Francis I and Emeritus ope Benedict XXVI.

Our community now has two patron saints Saint Mark & Saint John XXIII.

St Mark

Mark, or John Mark, is generally accepted as the author of the Gospel of Mark, the first of the canonical Gospels, written somewhere between 50 and 67 C.E. It is used as a source for the other Gospels and was written to record the eye-witness accounts and teachings of St Peter who established the Christian community in Rome after Pentecost.

Mark aimed, by the selection he made from Peter’s recounts, to prove to the Roman Christians, and even more to those who might think of becoming Christians, that Jesus was the Almighty Son of God. He focused on Christ's power over all nature, as evidenced by both the healing and nature miracles that Christ worked. Since Mark does not waste words, authoring the shortest of the Gospels, the dominant note of the whole Gospel is stated categorically in the very first verse: “The beginning of the gospel of Jesus Christ, Son of God” (Mark 1:1).

Mark was, however, mindful of the fear and suffering that the Roman community faced because of their beliefs, as well as their anxiety about the delay of what they had assumed would be Christ’s imminent second coming. He therefore sought to support their faith by showing them that Jesus understood and shared in their human suffering – special attention is paid to the human feelings and emotions of Christ, and to the effect produced by His miracles upon the crowd. The human weaknesses of the Apostles are also very apparent, probably due to Peter providing the source of the accounts. Being Christian does not make you perfect.

Mark presents the role of discipleship to the community as that of one who learns from the Master and then continues his teachings and work in the world. This is the way in which the Kingdom of God is revealed to the world. The Kingdom is not something to wait for in the next life – it is already present in this life in how we share the Good News with others by our words (Jesus’ parables) and our actions (Jesus’ miracles). While the Kingdom will not be completely revealed until Christ’s second coming, Mark calls the Christian community to act now, not to wait for some unspecified time to do good in Christ’s name.
So Mark calls Christ’s followers to proclaim the Good News to all people now in how they live their lives – to reveal who Jesus is rather than to keep it a secret for the initiated few. The challenge set is not an easy one to take up – it requires trust and willingness to be different in the things we are called to do. But Mark is also very clear that Christ goes with us to support us in whatever trials we encounter – no follower is alone and that is why a disciple of Jesus should not be afraid (Mark 6:45-51).

Patrons of the Houses of the Learning Community of Blessed John XXIII Stanhope Gardens

Manning: Core Value – Justice  Patron Saint – St Vincent de Paul
Manning House is named after Bishop Kevin Manning who was appointed the second Bishop of Parramatta in 1997. He retired in March 2010 when he was succeeded by Most Rev Anthony Fisher OP, the third Bishop of Parramatta. In retirement, Bishop Manning has the title “Emeritus Bishop of Parramatta”.

Achievements
On Bishop Kevin’s retirement in 2010, the next Bishop of Parramatta, Bishop Anthony Fisher listed the achievements of Bishop Kevin as “leading this diocese as its second bishop through a period of rapid growth, so that it is now bigger than most Australian archdioceses; raising up the new St Patrick’s Cathedral from the ashes of its predecessor; welcoming to the diocese Pope Benedict, the World Youth Day cross and icon, the Indigenous message stick and, of course, the young people of the world in 2008; building bridges to other Christian communities and other faiths, especially the Muslim community in Western Sydney; campaigns for justice for workers, Aboriginal people, migrants and refugees, women and families; efforts to build up and diversify the body of priests, deacons, religious and lay ministers in the diocese.”

Background
Bishop Manning was born in Coolah, NSW, in 1933. He is the second eldest in a family of five boys and two girls, born to Kevin and Edith Manning. He attended Sacred Heart Primary School in Coolah before going on to St Columba’s College, Springwood, where he later began his studies for the priesthood. He was selected to complete his studies at Propaganda Fide College in Rome, where he was ordained on 21 December 1961.

Xavier: Core Value – Faith  Patron Saint – St Patrick
Xavier House is named after Sister Mary Xavier Williams, who in 1838, as a novice Sister of Charity, was one of the first five female Religious ever to set foot on Australian soil, when they landed in Sydney after a long sea voyage from Ireland.

Achievements
In the early years the Sisters visited and instructed the Catholic female convicts at the Cascades Female Factory and H.M.S. Anson; patients in the Hospital; the poor and sick in their homes and the orphans in the Queen’s orphanage at New Town.

A member of the group of three to sail across Bass Strait in June 1847 to pioneer Convent Life and Ministry in Hobart, Tasmania, Sr Xavier Williams is named in records as the first Religious Principal of a Tasmanian school – St Joseph’s Girls’ School, in Macquarie Street.

In 1871 Sister Xavier Williams became the Mother Superior of the Tasmanian Sisters of Charity and when the Government orphanage closed she was very concerned about the future of those still in need of care. She was able to purchase an office block opposite the convent in Harrington Street and opened St Joseph’s Orphanage in 1879.

Background
Sr Xavier Williams, a young Irish Sister of Charity, was the first female Religious to make public Profession of Vows in the young colony in St Patrick’s Cathedral Parramatta on 9 March 1839. She lived to celebrate the Golden Jubilee of her Profession in 1889 in Hobart. She died in 1892.

Xavier House is green to represent the Irish heritage of both the Church here in Australia and Sister Xavier Williams as well as the Cathedral of Parramatta, named after St Patrick the patron saint of Ireland.
Roncalli: Core Value – Service  Patron Saint – St Peter
Roncalli House is named after Angelo Giuseppe Roncalli, who was elected as Pope in 1958 and was known as John XXIII, the name of both our parish and learning community.

Achievements
The most momentous act of his pontificate was his decision to call an ecumenical council of the Universal Church, the first since 1870 and only the twenty-first in the Church’s 2,000 year history. Saint John’s motive in calling one was to bring about a renewal - a “new Pentecost” - in the life of the Church, to adapt its organisation and teaching to the needs of the modern world, and to have as its more far-reaching goal the eventual unity of all Christians. He referred to his vision as aggiornamento, literally meaning “bringing up to date.” The Second Vatican Council convened in St. Peter’s in October 1962.

Saint John’s reign was marked by the great advance in ecumenical relations between the Catholic Church and other religious bodies including the Orthodox Churches and the Jewish people. He envisioned Christian unity as one of the ultimate goals of the Council, John’s encyclical, Pacem in Terris, was unique in being the first one ever addressed “to all men of good will” not just Catholics. This encyclical enumerated the rights of the human person - to life, to respect, to freedom, to an education, to be informed, and the obligations of the citizen to the state and of states to their citizens and to each other. In an age largely given over to secularism, he not only increased the prestige of the papacy but also restored the importance and relevance of religion to a degree that few would have thought possible. By concentrating on what unites men rather than on what divides them, he took the first steps toward the eventual unity of all Christians.

Background
Born in 1881, John XXIII was 76 years old when he came to the papal throne as what many thought, a transitional or “caretaker” Saint. Although his reign was brief, his pontificate was one of the most important since the Middle Ages. Much of this significance stemmed from his unique personality. John endeared himself to the whole world by his warmth, humour, and easy approachability. His working class background, period of military service and work with prisoners of war in World War Two gave him a broad understanding of social justice issues and the problems of the common people. Saint John unfortunately did not live to see the end of the Second Vatican Council, passing away on June 3, 1963. Roncalli House is yellow to reflect the colour of the Lion of St Mark the Evangelist which features on Saint John XXIII’s Papal Coat of Arms.

Darug: Core Value – Love  Patron Saint – St Mark the Evangelist
Darug House is named after the Darug Nation, the traditional custodians of the land on which our parish and learning community are built.

Achievements
For tens of thousands of years Aboriginal people lived in harmony with their country. The Darug people practiced fire-stick farming in and around Sydney. The resultant firing of the landscape was carried out for a variety of reasons. Fire-stick farming opened up the access to land and created pockets early succession vegetation that increased the amount of important plant foods. Early regrowth vegetation, particularly grasses, attracted animals, which in turn made them easier to hunt. Firing of the landscape was an important tool in manipulating the environment to increase food sources and to broaden their range of food. In fact there was so much food that groups could live in one area for weeks or even months at a time. Darug tradition and tribal law stipulated that you may only take from the land what was necessary for survival.

Darug culture is rich in spiritual meaning, with individuals linked through kinship relationships and a close relationship with the place in which he or she was conceived. This relationship carried with it responsibilities to land, community, plant and animal life. These responsibilities were taught by the Elders of the community. Aboriginal Law regulated the customs, ceremonies and conduct of the Darug. These laws were passed from generation to generation through song, dance and story.

Background
The Darug Lore extended across the Cumberland Plain area in western Sydney and it stretched from Wisemans Ferry in the north down to Camden in the south. They also extended into the foothills of the Blue Mountains in the west and the Hills District to the east. The clans of the Darug nation were decimated by the establishment of the colony which resulted in both loss of land and exposure to disease. Many pioneers of the Catholic Church, however, worked tirelessly to champion the rights of the indigenous people. Today the Darug people have been joined in the western suburbs of Sydney by Torres Strait Islanders and by Aborigines from all over Australia, creating the largest concentration of Aboriginal people anywhere in New South Wales. The cultures are not only preserved, but are growing stronger. Theirs is a story of resistance, survival and now reaffirmation.

Darug House is red to reflect the colour of the Australian landscape, Mother to the Aboriginal people and foundational to their spirituality and existence.
GENERAL INFORMATION

Student Leadership Team of the Learning Community of Blessed John XXIII

Each year, a Student Leadership team is invested to provide the students with a voice in the College. This voice is expressed through opportunities to participate and achieve across the four domains of College life.

- Ministry
- Learning
- The Arts
- Sport

The Student Leadership Team is selected by a process that combines both application/nomination and interview/election, depending upon the leadership role.

The Student Leadership Team, drawn from Years 5-12 consist of:

- Two Senior College Leaders (Year 12) - Application/interview
- Two Junior College Leaders (Year 6) - Application/interview
- Four Leaders of Ministry, Learning, the Arts and Sport (Year 12) - Application/interview
- Four House Leaders (Year 11) - Application/interview
- Four Year Representatives (Years 7 to 12) - Nomination/speech/election
- Eight House Representatives (Year 5) - Nomination/speech/election

The Student Leadership Team supports the House Structure through developing and organising activities that enable students to embody each House’s core value and charism of their Patron Saint and House Patron. Participation and achievement in these activities earn points for Houses which contribute to the College House Competition, decided at the end of each school year.

College Mission Statement

The Catholic Learning Community (K - 12) of St John XXIII:

*Educating our children today to nurture in them hope, courage and the capacity to be Christian leaders of tomorrow.*

The Mission of our community is -

Expressed through the core values of:

- Faith
- Love
- Justice
- Service

Lived out through the four focus areas of College life:

- Ministry
- Learning
- The Arts
- Sport

Tied to the Student Leadership Structure
GENERAL INFORMATION

Canteen

The canteen is available for ordering of lunches and the general purchase of food and drinks. Students may order their lunch directly from the canteen before recess. The canteen operates throughout recess and lunch each day and provides a menu of items which complies with the Healthy Canteen Guidelines. The Canteen also provides an on-line facility for payment and ordering of lunches - Munch Monitor. Please visit the College website for further details on how to utilise this service.

Uniform Shop Business Hours

During School Term
Monday: 8:30 am – 10:30 am
Wednesday 2:00 pm - 3:45 pm

The Uniform Shop will be open for purchase of new and used clothing as well as the mandatory official school backpacks and sports bags, at the above times. If you are unable to visit the Uniform Shop in person other options include: completing an order form and submitting it to the Uniform Shop via the College Office, emailing your order to clcbj23shop@parra.catholic.edu.au or phoning the uniform shop on 9852 0528.

Terms of Trade: Cash, Mastercard, Visa and EFTPOS

Parent Involvement & Interaction

How Can You Contribute?

The College encourages and values parental partnership in both the curricular and extracurricular activities.

The Parents & Friends Association is a well-established and active body that provide social and community events and funding for projects to enrich the life experiences and facilities at the College. Meetings are held once per term at the College to discuss and plan various matters including fundraising, social events and other matters associated with the College. New members are always welcome and meeting times are advertised on the College Website and Facebook Page.

Parents are encouraged to play an active role in the life of the school. There are many opportunities for parents to assist and we hope you will be keen to offer your help in one of the following areas:

- Being an active Parents & Friends Association member
- Attending Parents Friends Meetings
- Attending social and fundraising events during the year, eg: Welcome event, Parent Social Evening, Spring Fair
- Participating in our Parent Helper Program
- Attending school excursions when invited by the teacher
- Supporting school sporting events, eg: Athletics and Swimming Carnivals.

Telephone

In exceptional circumstances, the school will use the phone to make urgent contact with parents. Therefore, it is essential that the school is informed if a home, work or mobile number changes. We may also ring if we are unsure of your child's whereabouts, i.e. he/she is not at school and we have had no prior notification of this absence. Emergency contact details must be kept current.

Telephone messages for students cannot be passed on through the College office except in cases of emergency.

It is extremely difficult to ensure that messages get to students, so it is advisable that parents discuss changes and variations to normal routine at home before a student comes to school.

Communication of General Information

Information which includes a College Calendar of Events and items of interest, intended for broad communication across our learning community, will be posted on our College Website. Items will be posted regularly, providing more immediate communication. A term calendar is produced for primary families. Our College Facebook page also reflects information and items of interest.
GENERAL INFORMATION

Student Reports
Formal written reports will be sent to parents, twice a year, informing them of student academic progress.

Parent Teacher Interviews
After each written reporting period, there will be special evenings when all teachers will be available to discuss the reports and general progress of students. Parents and students are expected to attend.

Parents may contact the school and arrange an additional interview whenever they consider a situation needs clarification or communication.

Absentee Notes
The school is required by law to keep written records of each child’s attendance. For this reason, if you know in advance that your child is to be absent, please send a hand written note explaining the circumstances.

If your child is absent without notice, please telephone the school as soon as possible and send a hand written note bearing the date your child was absent and the reason for the absence when your child returns to school. If your child will require extended leave that is planned, written notification of your intention to take extended leave is required.

Staff Development Days
Six days are set aside each year for the College staff to come together for professional and school development. These are ‘pupil-free days’ which means the children do not attend school and parents are asked to make arrangements for the supervision of their children. Parents will be given advance notice when a staff development day is held. There is usually one Staff Development Day per term, as well as one day at the commencement of the school year and two at its conclusion.

Class Collection of Monies
All money for school fees, resource fees, fundraising, etc. is sent to the office in the same way i.e. via the Learning Circle or class ‘office bag’ system. Please place the money in an envelope clearly marked with the amount, purpose and your child's name and Learning Circle or class. It is to be given to your child’s teacher, who will place the envelope in the bag which is sent to the office each morning. Receipts are placed in the bags and returned to the primary classes each afternoon for the teachers to give to the appropriate child. Receipts for secondary students are returned in the Learning Circle bags the next morning. Parents can, alternatively, pay all fees in person at the office (cash, cheque, EFTPOS, credit card) or via direct debit and BPAY.

Emergency Drill
Students and staff take part in scheduled and unscheduled emergency drills to ensure the safety of the children. Evacuation Maps are located in each learning space.
Health Care, First Aid & Well-Being

First Aid Treatment
If a student feels ill or suffers an accident at school, this fact is to be brought to the attention of the class teacher or playground supervisor. The teacher will arrange for a First-Aid Officer to attend the student to assess any injury reported.

Where a student is not well enough to continue at school, or requires hospital treatment, every effort will be made to contact the parents. It is vital that the school is notified of any changes to contact details and provided with emergency contact details of a person other than a parent. When contacted regarding a child’s illness, parents are expected to either collect the child themselves or arrange for a relative or friend to do so.

Students are covered for ambulance travel to the hospital and the diocese provides some accident insurance. Students are covered by School Care Policy provided by Catholic Church Insurances. They are covered 24 hours a day, seven days a week for school organised activities. Claim forms are available from the office.

Students on prescribed medication or with existing medical conditions must notify the school in writing. The school cannot legally administer any medications without written permission from a parent. An “Authority to Administer Medication” form must be completed. The form can be collected from the College office or downloaded from the school’s website. It is the responsibility of the parent to ensure medications provided for administering are not out of date.

For students who have a potentially life-threatening illness or condition, a Medical Action Plan must be provided by the family doctor or specialist so that an efficient and appropriate response can be made if required during a school day. Medication such as Epipens must be provided to the College office. It is the responsibility of the parent to ensure these medications are not out of date.

On occasions, students are sent to school when they are sick and report to sick bay as soon as they arrive at school. Please keep your child at home if he/she is sick as they may be infectious to others. We do not have the staff and resources to look after sick children all day. The sick bay is meant as a temporary waiting area for a child who needs to be picked up or to receive basic first aid treatment.

Well-Being
Student well-being is supported by many key staff across the College, including the Learning Support Team, College Counsellors, Director of Well Being, Pastoral Care Leaders Years 7-12 and Team Leader Well-being Primary. The ongoing support of students with identified additional needs is provided in accordance with CEDP policies and procedures.

Anti-Bullying Policy
All reports of bullying, including cyber-bullying are handled according to the CEDP Anti-Bullying Policy (2005). All reported bullying is taken seriously and investigated fully. Cyber-bullying, most frequently occurring out of school hours, is resolved in partnership with parents. Ongoing education programs for students on the ethical use of technology and the internet are supported by outside agencies such as the Police Liaison Officer, Quakers Hill Police Station - Phone 9678 8999.

Complaints Handling
The rights and responsibilities of students and staff are supported by policies based on procedural fairness. Procedural fairness is a basic right of all when dealing with authorities. It refers to what is sometimes described as the ‘hearing rule’ and the ‘right to an unbiased decision’. The ‘hearing rule’ includes the right of the person against whom an allegation has been made to know the allegations related to a specific matter and any other information which will be taken into account in considering the matter; know the process by which the matter will be considered; respond to allegation, and know how to seek a review of the decision made in response to the allegations. The ‘right to an unbiased decision’ includes the right to impartiality in an investigation and decision-making and an absence of bias by a decision-maker. Parents will be asked to put all complaints in writing so that they can be handled by the appropriate staff member.

Hands Off Policy
The College enforces a very strict Hands Off Policy which simply states that no student is to make any kind of physical contact with any other student or their property.
Disability Discrimination Act
The Catholic Education Diocese of Parramatta, acting on behalf of the Trustees of the Catholic Church, Diocese of Parramatta, is accountable for enrolment decisions under the Commonwealth Disability Discrimination Act (1992) and Disability Standards for Education (2005).

Smoking
The College is a “Smoke Free” zone - this applies to the entire community. Smoking at or bringing cigarettes to school, any school activity or school function is strictly forbidden. This also applies to any time that a student is in school uniform regardless of whether they are actually on the school premises.

Alcohol and Other Drugs
Should any student have or be suspected of having or being under the influence of a legal or an illegal substance, the CEO Policy, Resources and Procedures for Matters Involving Students and Illegal Substances (1999) will be implemented with regard to procedural fairness and legal requirements. If any student is found to have brought illegal substances onto the College campus, parents will be notified immediately and suspension and exclusion may result as well as possible police involvement.

Care of School Facilities
Learning Spaces
Students are responsible for the cleanliness and good order of the learning spaces under the direction of the teachers.

Bags are to be placed in an orderly manner in storage areas, bag racks or lockers (Secondary & Stage 3) as directed by the teacher. Media equipment is not to be interfered with under any circumstances. Any damage to rooms or equipment will be paid for by the person causing the damage. Students are not to operate the fans, heaters and air conditioners.

Students are not to be in learning spaces during learning sessions, recess and lunch times unless supervised by a teacher.

School Grounds
Students should make every effort to keep the grounds free of paper and other refuse by making use of the containers provided. The school encourages students to recycle rubbish wherever possible. The trees and gardens should be carefully protected.

A helpful reminder of what to do when . . .

- You change your address or home/work/mobile telephone numbers
  Notify your child's teacher and attend the College office immediately to complete a “Notice of Change” form so that our student records can be up-dated and you can be contacted in the event of an emergency.

- You are requested to complete forms
  Do so immediately and return to your child's teacher or the College office as required.

- Your child is not well
  Keep your child at home and inform the school on their return by a written explanation.
  Parents are asked not to send their child to school when he/she is not well - children get very distressed when they are sick, and they also run the risk of infecting other children.
  If your child is well enough to return to school, but still requires medication, an ‘Authority to Administer Medication’ form needs to be filled in at the College office, stating the dosage and times medication is to be administered. Similarly children on maintenance medication also need to provide the school with details.

- You are not at home during school hours
  Please ensure you have supplied the school with an Emergency or work contact phone number.

- You wish to collect your child early
  Please send a note to your child’s teacher advising what time you need to collect your child. Students should present themselves to the student foyer at that time. When collected, College reception staff will mark the roll accordingly. Primary and secondary parents must come to the Administration Office to sign their children out. Please do not arrange to meet your child in the school carpark.
• Your child loses a school uniform item
  Check the lost property box located in the student foyer. Please ensure that all items of clothing, drink bottles, lunch boxes, etc are clearly marked with your child’s name.

• You will be late collecting your child
  Please contact the College office by phone, before 2.00 pm so that a message can be passed onto your child. Parents please note that supervision in the primary school is strictly from 8:15 am until 3:35 pm. Supervision in the secondary school is from 8:15 am – 3:30 pm (Bus duty area only).

• You wish to see the Principal or Directors
  Please liaise with the administration staff to schedule an appointment with the Principal or Directors.

• You wish to see your Child’s Teacher
  A request for an interview can be made via the student diary or by telephoning the office to make a mutually convenient appointment time.

• You need a copy of an excursion form or general correspondence
  Download the paperwork off the College website or collect a copy from the reception at the College office.

PRIMARY INFORMATION

Starting Dates - 2014
Term 1
Tuesday, 27th January, 2015 - Staff
Wednesday, 28th January, 2015 - Years 1-6
Thursday, 29th January, 2014 - Kindergarten

The Structure of each Primary School Day - Kindergarten to Year 4

<table>
<thead>
<tr>
<th>Start</th>
<th>Finish</th>
<th>Description</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:45 am</td>
<td>10:45 am</td>
<td>Learning Time (includes Fitness &amp; admin)</td>
<td>(120 min)</td>
</tr>
<tr>
<td>10:45 am</td>
<td>10:55 am</td>
<td>Lunch - Eating Time</td>
<td>(10 min)</td>
</tr>
<tr>
<td>10:55 am</td>
<td>11:25 am</td>
<td>Lunch - Play Time</td>
<td>(30 min)</td>
</tr>
<tr>
<td>11:25 am</td>
<td>1:25 pm</td>
<td>Learning Time</td>
<td>(120 min)</td>
</tr>
<tr>
<td>1:25 pm</td>
<td>1:35 pm</td>
<td>Afternoon Tea - Eating Time</td>
<td>(10 min)</td>
</tr>
<tr>
<td>1:35 pm</td>
<td>2:05 pm</td>
<td>Afternoon Tea - Play Time</td>
<td>(30 min)</td>
</tr>
<tr>
<td>2:05 pm</td>
<td>3:05 pm</td>
<td>Learning Time</td>
<td>(60 min)</td>
</tr>
<tr>
<td>3:05 pm</td>
<td>Dismissal</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The Structure of each Primary School Day - Stage 3 (Year 5 and Year 6)

<table>
<thead>
<tr>
<th>Start</th>
<th>Finish</th>
<th>Description</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:45 am</td>
<td>10:45 am</td>
<td>Learning Time (includes admin)</td>
<td>(120 min)</td>
</tr>
<tr>
<td>10:45 am</td>
<td>11:15 am</td>
<td>Lunch</td>
<td>(30 min)</td>
</tr>
<tr>
<td>11:15 am</td>
<td>1:15 pm</td>
<td>Learning Time</td>
<td>(120 min)</td>
</tr>
<tr>
<td>1:15 pm</td>
<td>1:45 pm</td>
<td>Afternoon Tea</td>
<td>(30 min)</td>
</tr>
<tr>
<td>1:45 pm</td>
<td>2:45 pm</td>
<td>Learning Time</td>
<td>(60 min)</td>
</tr>
<tr>
<td>2:45 pm</td>
<td>3:05 pm</td>
<td>Teacher Supervision</td>
<td>(20 min)</td>
</tr>
<tr>
<td>3:05 pm</td>
<td>Dismissal</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Caring for our Students

The College is committed to the development of the whole student through a blend of spiritual, moral, intellectual and physical experiences that encourages a love of learning and growth in the love of God. The College Pastoral Care Policy encourages students, teachers and parents to work together in order to provide a climate where the whole school community can learn in a peaceful and harmonious environment. Every effort is made to lead the students to an awareness of what each person is called to do and be in a learning community based on Christian values.

Guidelines and processes have been established to help students recognise those behaviours which are not in keeping with the College ethos. These help students to learn to become resilient, to be accountable for their actions, encourage self discipline and attempt to develop the skills necessary to deal with the pressures of modern living. Students are expected to follow the school rules to ensure the College is a safe and happy place for all to learn. A restorative approach is taken to repairing damage to relationships that has been caused by inappropriate choices and actions.

Parent/school partnerships are vital in developing a consistent and structured approach to supporting your child. When there is a strong commitment to regular communication between home and school a solid foundation for students to achieve their personal best is established.

Process for Pastoral Care:

Class Teacher ➔ Grade Team Leader ➔ Team Leader Well-Being ➔ Director ➔ Principal

Please contact the administration staff to request an appointment, if required.

Students who have difficulty in meeting the expectations of the College are given every opportunity to reflect on the appropriateness of their choices and are supported in their efforts to modify their behaviour. These support measures may include:

• Counselling (the school counsellor, the child and family counsellor may become involved)
• Time out for reflection. This may be in class, out of class or off the playground
• Behaviour Plans and Contracts
• A social skills program
• Quiet space

Details of the school’s Pastoral Care Policy are available upon request.

Important Information for Teachers

The class teacher is the initial point of contact for parents.

The class teacher must be informed if your child:

• has to wear glasses
• has a hearing aid
• is under medical treatment
• is going to be absent for an extended period of time. Written notification is required for extended leave and all requests for extended leave must be submitted to the Principal for approval.
• requires medication - medication documentation is required to be completed at the College office
• needs to be collected from school early (a note must obtained from the College office)
• has a medical appointment during school hours
• has recently experienced a major upset (eg: family break-up, death of a relative, moving house, etc).
• Children must be collected by a parent or authorised friend from within the school grounds. Parents will be asked to nominate regular carers on the “Home Pick Up Arrangements” form. Parents must advise the class teacher and College office of any change to normal arrangements.
Learning

The curriculum is made up of programs of study developed by teachers using the NSW Board of Studies syllabus documents. The key learning areas of English, Mathematics, Human Society and It’s Environments, Science and Technology, Creative Arts, and Personal Development, Health and Physical Education are covered throughout the week in all classes from Kindergarten to Year 6.

Excursions

All excursions and incursions undertaken by students are linked to educational outcomes. Signed parental permission is required for external excursions. Students are not able to attend any excursion without written consent. Medical details are required to be completed in-full on excursion permission notes at the request of the College.

Religious Education

The study of religion is an important part of the curriculum. Children are educated in the ways of the Catholic faith and the values of the Gospel. As with all Catholic schools in the Diocese of Parramatta, the Diocesan Religious Education program called Sharing Our Story is implemented in Kindergarten to Year 12. This program incorporates elements of scripture and the life of Jesus, Catholic doctrine, reflection and prayer.

The students regularly participate in school & parish masses and reconciliation. The prayer life of the school is integral throughout our day both inside and outside the classroom.

Reporting to Parents

All staff believe in encouraging self esteem of children through celebrating their successes and identifying their individual progress. Comparison of children through grading systems does not enhance this philosophy and so it is paramount children are not compared to each other. Teachers provide planned and meaningful assessments of children’s learning for future learning. They use a range of assessment techniques appropriate to ages and each Key Learning Area.

Curriculum Overviews

Every term, each grade will issue a Curriculum Overview outlining what the students will be leaning about.

Half Yearly and Yearly Reports

Teachers will formally report to parents twice a year (mid year and end of year) using the A to E scale of achievement. Each KLA is reported on against specific learning outcomes using assessment rubrics. These outcomes are taken from the syllabuses set by the NSW Board of Studies. A Parent/Teacher Interview is always offered as a preferred way to more fully describe a child's progress and development. Work samples are collected and shown at these interviews as evidence of your child's progress and success.

Parent/Teacher Interviews

Please feel free to request an interview with your child’s teacher at any stage during the year. Teachers are keen to speak with you about any matter that affects your child. Informal discussions with parents supplement formal reports. These are done on a discretionary basis and at a mutually convenient time.

We ask, however, that you make an appointment. We know you will understand the importance of not disrupting the teacher for an interview whilst they are teaching or on playground duty, as teachers wish to give their full attention to the children. The Parent/Teacher meeting needs to be at a mutually agreed and convenient time. Please contact the office to make appointments to meet with the class teacher or send a note in with your child.
Study and Homework

Homework is set in accordance with the school’s Homework Policy. To enable parents to support their children in meeting their home study requirements, Homework Google Sites have been established for parents to view. Homework scheduled for completion is uploaded weekly. The best homework is always work that engages the child in deep learning experiences. Each grade will have a different amount of homework. Homework may also differ from nightly work to weekly contract or project assignment work. Students are given homework for a number of reasons depending on the year level. Through homework students:

- learn to learn – they learn to be self starters and self organisers.
- make connections between the real world and their learning.
- prepare for the next day.
- revise the current work.
- use wider resources than may be available at school.

When students do homework, parents learn about:

- What students are learning.
- Whether students are learning.
- About the quality of their learning.
- About the growth and development of their children.

There are different types of homework such as:

- Reading for pleasure – books, novels, magazines, newspapers.
- Preparing oral presentations.
- Completion of class activities.
- Revision exercises.
- Research tasks – interviewing, searching, sorting, note-taking.
- Creating and designing activities and tasks.

Parents can help with the routine of homework by:

- Setting priorities and routines.
- Supporting students as they start.
- Providing a place & space that is efficient and worksmart.
- Turning the TV, or other distractions, off until homework is done.
- Praising effort not result. Comments such as “you’re working well tonight” or “that’s great” are often very useful in the early stages of motivating a child to persist with homework.
- Helping students organise themselves – calendars and planners.
- Checking your child’s homework, concentrating on the good points.
- Keeping an eye on how long homework takes. Talk to your child’s teacher if you feel your child’s homework seems to be taking too long to complete.
- Don’t do the actual homework for them or it will be your learning, not their learning!
- Talking to the teacher if there are problems.

If the homework cannot be done a note should be written to your child’s teacher explaining the circumstances.

Merit Awards

Children are recognised and acknowledged in many ways for their efforts both inside and outside of the classroom. Special School Merit Awards are issued to students who deserve recognition for their effort or application to their work or for an outstanding contribution they may make. These are awarded at assemblies. Parents will be notified should their child be receiving such an award. Class teachers also have a series of their own awards to affirm children. These may be stickers, stamps, merit cards, special passports and contracts. Your class/grade teachers can outline their own award methods. Formal school awards are also awarded at the end of each year. These include Principal’s Award, Academic Achievement Award, Academic Excellence Award, Saint John XXIII Christian Living Award and Sportsperson of the Year Award.
Assemblies

All parents are warmly invited to attend our assemblies.

Monday Morning Assemblies
This is an opportunity for the primary school community to gather and welcome the new week in with prayer and the sharing of important information relevant to that week. Led by the Year 5 and 6 student leaders, this formal occasion will include the singing of the national anthem, a special celebration of student birthdays for the week and communication of important events and messages. Students assemble in grade groups in the College Hall. Parents are very welcome to attend.

Afternoon Assemblies  K-2 (Infants) Yr 3-6 (Primary)
Throughout the term, an afternoon assembly will be held in the College Hall to showcase student work and present awards for learning. A letter will notify parents if their child is receiving an award at the assembly. Assemblies will alternate between infant grades and primary grades with each class taking responsibility for running the assembly and presenting an item.

Attendance

Students are expected to be at school every day and to be present at each learning session during the day - please note that this is a mandatory requirement.

If a student misses a day or more, a written note of explanation from one parent or caregiver is required. This note is to be handed to the class teacher the day after the absence.

If it is apparent a student will be away, a telephone call to the College office informing the school of the circumstances is appreciated.

When a student needs to leave school early, a written note from a parent is required on the morning of the day the leave is to be taken. The parent/guardian must go to the school administration office to sign the student out of school early.

For the safety of all children, parents are not to go directly to the learning space to pick up their child. Students will then be escorted to the office for their parents to collect them. Students will not be permitted to leave the school premises unless accompanied by a parent or other adult nominated by the parent.

Absenteeism

The school is required by law to keep written records of each child’s attendance. For this reason, if you know in advance that your child is to be absent, please send a hand written note explaining the circumstances.

If it is apparent a student will be away, a telephone call to the College office informing of the circumstances is appreciated.

If your child is absent without notice, please telephone the school as soon as possible and send a hand written note bearing the date your child was absent and the reason for the absence when your child returns to school.

If a student is going to be absent before the official start of term holidays, or after holidays have finished, a written letter of notification to the Principal is required from parents, prior to the planned absence, explaining the reason for the absence.

If your child will require extended leave that is planned, written notification of your intention to take extended leave is required. You will then be required to complete State Government exemption paperwork which must be formally approved by the Principal. Once approval is given, you will receive the original paperwork and the school will keep a copy on file.
Punctuality

The school day commences at 8:45 am. All students should be on the school campus before 8:45 am to be in time for learning. School concludes at 3:05 pm.

Any student who arrives after the commencement of classes will be marked as absent. Children who arrive late to school must be accompanied by a parent to the administration office and be signed in. Recording late arrivals and early dismissals in class rolls is a mandatory requirement and a parent signature is required on all late passes. The child will then be escorted to class and the late slip will be presented to the teacher.

School Starting Time

Supervision of students does not commence until 8.15 am in the morning. NO student should be left alone without parental supervision at the school gate or drop off zone prior to 8.15 am. Before School Care (COSH) facilities are available at the College, please contact our on site provider, on 9840 5643 or www.coshc.catholic.edu.au should you require this service. The school will contact parents who leave their child unsupervised on the school grounds prior to the grounds being opened for 8.15 am supervision duty.

School Finishing Time

The primary school day ends at 3.05 pm. The students are taken by their class teacher to line up under the lower COLA. Parents can collect their child from the designated pick up point under the Lower COLA. Children are not to be collected from the learning space.

If it is wet weather, parents are able to collect their child from the learning spaces from 2:45pm to ease the congestion in the carpark.

Transport

Bus

Bus Pass applications are available from the school administration office. Bus Passes are issued by the bus companies and are distributed to students (in Term 1) who live more than 1.6 km from the school. Office staff handle any enquires about transport matters. Students and parents should read carefully the instructions on the reverse side of the passes to avoid misunderstanding about conditions of issue. Passes must be surrendered prior to termination of enrolment.

Any change of address requires a new application, and a pass not in use must be surrendered. If a bus pass is lost, it can be replaced by calling the bus company (not the school) and paying the required fee (approximately $10).

Students should move quickly and sensibly to buses on dismissal. The school buses depart shortly after dismissal each afternoon from the carpark area immediately in front of the school. Students are responsible for their belongings. Teachers are rostered to supervise children catching the bus. It is the student's responsibility to move to the bus waiting area quickly after dismissal to avoid missing the bus. If students miss the bus, they need to report to the office to contact parents to arrange alternative transport home.

Bikes & Scooters

RTA recommends that only children 10 years and over should ride unassisted. Bikes and scooters are not to be ridden in the school grounds. Students who choose to ride bicycles or scooters must wear helmets and must secure their bicycles/scooters in the racks provided using a lock. This area is secured during the day. Students are responsible for their belongings. The school will not accept responsibility for damage to any bicycles or scooters.

Walking/Parent Pickup

All students who walk home are to use pedestrian crossings and leave the school grounds in a timely manner. If parents are picking up children, they should either park their cars in streets adjacent to the school grounds or front car park. Alternatively they may use the two designated Kiss & Drop areas, A - K and L - Z. To ensure the safety of all students and the ready access of the school bus services, parents are not to block the school entry areas. Parents are asked not to park in College Bus Zones or Kiss & Drop Zones.
Mobile Phones & Personal Electronic Devices

Generally primary students should not have mobile phones or devices at school. It is, however, understood that some children are provided with a mobile phone for emergency reasons especially to notify their carers of bus delays or safe arrival at school when their parents cannot deliver them personally. In these cases, students should stow their phones safely away and use them only when the situation described above occurs. The College does not accept responsibility for such items. Students are responsible for their personal belongings.

Students are not to use their mobile phones to contact parents via SMS or any other means if they are injured or unwell. An assessment will be made by qualified first aid office staff and then a decision will be made about the need to notify parents. Parents are asked not to contact their children via mobile phone during school hours.

NB: Devices for audio or visual recording purposes are not to be used by students at any time without permission from a teacher. This protocol applies to both learning and break times.

Confiscation Policy

If a student uses personal devices inappropriately or against teacher directive, the device may be confiscated and placed in the office for later collection. Parents will be notified that this has been required.

Items Banned at School

The following items are not to be brought to school at any time:
- Liquid Paper
- Metal rulers
- Permanent felt pens or markers
- Inappropriate items of jewellery
- Precious items and valuables to minimise risk of damage or theft
- Laser pens
- Chewing gum
- Aerosol cans (deodorants, perfumes, etc.)

Primary Homework Google Site

The school has created a homework google site for each course. The google site has been developed to help you to stay connected to your child's learning and to assist you with helping your child to manage their homework. It is designed to complement, not replace existing communication practices.

The google site has two key links. The Homework link will take you to your child's weekly homework. Each week, the teaching teams will upload the relevant homework documents to the designated week of the term. Teachers will continue to give the children hard copies of homework documents in class each week.

The second link is a Communication page, where copies of correspondence such as letters, permission notes and other key information for parents will be uploaded. The Communication page also has a link to the school website and the school's Facebook page (clcstanhopecommunity.parra.catholic.edu.au).
Uniform & Grooming

The College has a strong commitment to the maintenance of high standards; this includes those of grooming and uniform. How a student wears their uniform gives a clear message about how the student sees themselves and their College. As members of this community all students are expected to wear the uniform with pride, and groom themselves appropriately.

The school reserves the right to say what is acceptable in all matters relating to uniform and grooming.

Uniform & Grooming Policy

Grooming

- Students are to be neatly and cleanly dressed at all times
- Shoes should be leather, clean and well presented
- Nails should be kept clean and neatly trimmed. No nail polish is to be worn

Hair

- Hair is to be kept neat and tidy, off the collar, of consistent natural colour, of gradual even grade and all extremes of fashion are to be avoided. Some examples of “styles” that are unacceptable include: ridges, lines, undercuts, rats tails, mullets, steps, bowl cuts, any excessive shaping with gel, and any shaving cuts.
- As a preventative hygiene measure, hair that is longer than shoulder length is to be tied back from the face and out of the eyes. Ribbons, hair slides etc, if worn, should be in the College uniform colours.

Hat

- The school navy bucket hats must be worn every day. The school has a ‘no hat no play Policy’

College Backpack

- Students are required to purchase the College backpack from the Uniform Shop.
- A smaller library bag is also available for purchase to borrow books from the school library

Jewellery

Students may wear:

- Short chains with small religious medals or crosses underneath their uniform
- 1 pair of sleepers or small, plain metal ear studs. Boys may not under any circumstances wear earrings
- A wristwatch

Students may not wear:

- Make up or nail polish
- Friendship wristbands unless supporting a school conducted charity fundraiser
- Rings or other jewellery for safety reasons
Uniform requirements

<table>
<thead>
<tr>
<th></th>
<th>Summer Uniform</th>
<th>Winter Uniform</th>
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</thead>
<tbody>
<tr>
<td><strong>Boys</strong></td>
<td>Navy shorts</td>
<td>Navy trousers</td>
</tr>
<tr>
<td></td>
<td>Striped short sleeve shirt</td>
<td>Striped short sleeve shirt</td>
</tr>
<tr>
<td></td>
<td>Navy ankle length fold over socks</td>
<td>College jacket</td>
</tr>
<tr>
<td></td>
<td>Black lace-up leather shoes</td>
<td>V Neck jumper with red bands (optional)</td>
</tr>
<tr>
<td></td>
<td>Navy mesh bucket hat</td>
<td>Navy Socks</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Black lace-up leather shoes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Navy Mesh Bucket Hat</td>
</tr>
<tr>
<td><strong>Girls</strong></td>
<td>Navy/Red/White check dress</td>
<td>Navy/Red/White check tunic</td>
</tr>
<tr>
<td></td>
<td>White ankle length fold over socks</td>
<td>White blouse short sleeve (Peter Pan collar) with tab</td>
</tr>
<tr>
<td></td>
<td>Black lace-up or buckle-up leather shoes</td>
<td>College jacket</td>
</tr>
<tr>
<td></td>
<td>Hair ties, ribbons in College colours</td>
<td>V Neck jumper with red bands (optional)</td>
</tr>
<tr>
<td></td>
<td>Navy mesh bucket hat</td>
<td>White socks or Navy stockings</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Black lace-up or buckle-up leather shoes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hair ties, ribbons in College colours</td>
</tr>
<tr>
<td><strong>Sports</strong></td>
<td>Naval/Red/White Cool Mesh polo shirt</td>
<td>Naval/Red/White Cool Mesh Polo shirt</td>
</tr>
<tr>
<td>Only to be worn on sports days</td>
<td>Naval Cool Mesh sports shorts</td>
<td>Naval/Red Track suits with embroidered College emblem (microfibre)</td>
</tr>
<tr>
<td></td>
<td>White sports socks</td>
<td>White sports socks</td>
</tr>
<tr>
<td></td>
<td>Naval Mesh Bucket Hat</td>
<td>Naval Mesh Bucket Hat</td>
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<tr>
<td></td>
<td>Joggers must be predominantly white in colour and low cut (no high cut type)</td>
<td>Joggers must be predominantly white in colour and low cut (no high cut type)</td>
</tr>
<tr>
<td></td>
<td>Girls - Hair ties, ribbons in College colours</td>
<td>Girls - Hair ties, ribbons in College colours</td>
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<tr>
<td></td>
<td></td>
<td>School Scarf</td>
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</tbody>
</table>

Navy bucket hats are to be worn EVERY day.
A “no hat, no play” Policy applies at John XXIII.

All items are available for purchase through the College Uniform Shop with the exception of shoes. No additional items of clothing are to be worn.

Mufti days
The normal school rules for jewellery and makeup apply. Clothing should be neat, modest and appropriate. Closed-in footwear is to be appropriate.

Toilet Accidents
Especially for Kindergarten & Year 1 students, a spare change of underwear and socks (CLEARLY LABELLED) in a plastic bag in the school bag is recommended. Please let your child know these are in their bag in the event of an accident. Underwear supplies are available from the Sick Bay if necessary. These must be washed and returned to school for other children’s emergencies.

Lost Property
All items of clothing (including shoes) must be marked with your child’s full name. Drink bottles, lunch boxes, etc. must also be marked with your child’s name. It is imperative that parents carefully identify their child’s/children’s clothing in permanent ink.

The school has a lost property trolley near the administration office. All unclaimed items will be given to the clothing pool after being displayed at particular times during the term.

Student Banking
The children have the opportunity to open up a Youthsaver Account with the Commonwealth Bank. School Banking day is determined on an annual basis and will be advertised via the College Website and College Facebook Page.
SECONDARY INFORMATION

Starting Dates - 2014

Term 1
Tuesday, 27th January, 2015 - Staff
Wednesday, 28th January, 2015 - Years 7, 11,12, Year 10 Peer Support Leaders and new students to the College in Years 8, 9 & 10
Thursday, 29th January, 2015 - Years 8, 9 & 10

The Structure of Each Secondary School Day

<table>
<thead>
<tr>
<th>Start</th>
<th>Finish</th>
<th>Description</th>
<th>Duration</th>
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<tbody>
<tr>
<td>Monday</td>
<td>Tuesday</td>
<td>Wednesday</td>
<td>Thursday</td>
</tr>
<tr>
<td>8:30 am</td>
<td>8:45 am</td>
<td>Learning Circles</td>
<td>(15 min)</td>
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<tr>
<td>8:45 am</td>
<td>9:45 am</td>
<td>Session One</td>
<td>(60 min)</td>
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<tr>
<td>9:45 am</td>
<td>10:45 am</td>
<td>Session Two</td>
<td>(60 min)</td>
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<tr>
<td>10:45 am</td>
<td>11:15 am</td>
<td>Break</td>
<td>(30 min)</td>
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<td>11:15 am</td>
<td>12:15 pm</td>
<td>Session Three</td>
<td>(60 min)</td>
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<tr>
<td>12:15 pm</td>
<td>1:15 pm</td>
<td>Session Four</td>
<td>(60 min)</td>
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<tr>
<td>1:15 pm</td>
<td>1:45 pm</td>
<td>Lunch</td>
<td>(30 min)</td>
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<tr>
<td>1:45 pm</td>
<td>2:45 pm</td>
<td>Session Five</td>
<td>(60 min)</td>
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<tr>
<td>2:45 pm</td>
<td>2:50 pm</td>
<td>Locker Time</td>
<td>(5 min)</td>
</tr>
<tr>
<td>2:50 pm</td>
<td>Day finishes</td>
<td></td>
<td></td>
</tr>
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<td>12:45 pm</td>
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<td>Session Four (Yrs 11 &amp;12)</td>
<td>(60 min)</td>
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<tr>
<td>1:45 pm</td>
<td>2:45 pm</td>
<td>Session Five (Yrs 11 &amp;12)</td>
<td>(60 min)</td>
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<tr>
<td>2:45 pm</td>
<td>2:50 pm</td>
<td>Locker time</td>
<td>(5 min)</td>
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<tr>
<td>2:50 pm</td>
<td>Day finishes</td>
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<tr>
<td>Activities &amp; Representative Sport (Yrs 7 &amp;10)</td>
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Caring for our Students

The College is committed to the development of the whole student through a blend of spiritual, moral, intellectual and physical experiences that encourages a love of learning and growth in the love of God. The College Student Management Policy encourages students, teachers and parents to work together in order to provide a climate where the whole school community can learn in a peaceful and harmonious environment. Every effort is made to lead the students to an awareness of what each person is called to do and be in a learning community based on Christian values.

Guidelines and processes have been established to help students recognise those behaviours which are not in keeping with the College ethos. These require the students to be accountable for their actions, encourage self discipline and attempt to develop the skills necessary to deal with the pressures of modern living, and ensure that the College is a safe and happy place for all to learn. A restorative approach is taken to repairing damage to relationships that has been caused by inappropriate choices and actions.

Students who have difficulty in meeting the expectations of the College community are given every opportunity to see the inappropriateness of their actions and are supported in their efforts to modify their behaviour. The support measures provided by the College to students who have difficulties with the guidelines are:

- Counselling of the students by College staff (the College counsellor may become involved if it is deemed necessary)
- Time out for the student to reconsider his/her actions. This may take the form of removal from the playground, isolation from the learning spaces or detentions after school during which the student may be expected to contribute some form of community service.

At all times, there is a recognition of the importance of relationships as a foundation to learning and all staff take primary responsibility for establishing a rapport with their students and their families with whom we are in partnership. There is a strong commitment to regular communication between home and school as a foundation for students achieving their personal best.
Merit Awards

Merit Awards are issued to students to recognise achievement, effort or application to their work or any outstanding contribution they may make. Merit awards accumulate from year to year and contribute points to the College House competition.

Students who receive 5 Merit Awards qualify for a Team Leader Award (worth 5 points each).

Students who receive 5 Team Leader Awards qualify for an Director's Award (worth 25 points each).

Students who receive 2 Director's Awards earn the distinction of receiving a Principal's Award (worth 50 points each).

After School Detention

After School Detention is used by the Leadership Team to assist students in meeting the expectations of the College. It allows the Leadership Team to discuss matters of unsatisfactory performance and non-compliance with school expectations with students with a view to helping them acknowledge and modify their behaviour.

The Leadership Team will make telephone contact and/or written contact with parents to inform them that an After School Detention is being issued to their child. At least 24 hours notice will be given and written parental permission will be required.

Generally, after school detention is conducted on Friday afternoons.

Attendance

Students are expected to be at school every day and to be present at each learning session during the day.

If a student misses a day or more a written note of explanation from one parent or caregiver is required. This note is to be handed to the Learning Circle Teacher at the first Learning Circle Session the student attends after the absence.

If it is apparent a student will be away, a telephone call to the office informing the school of the circumstances is required.

When a student needs to leave school early, a written note from a parent is required on the morning of the day the leave is to be taken. The Learning Circle Teacher signs this and the student takes it to the Student Services Foyer when it is time for the student to sign out of the school. The student then waits in the student foyer to be collected by her/his parent. Students will not be permitted to leave the school premises unless accompanied by a parent or other adult nominated by the parent.

If a student wishes to be absent before the official start of term holidays, or after holidays have finished, a written letter of notification to the Principal is required from parents explaining the reason for the absence, prior to the period of leave. You will then be required to complete State Government exemption paperwork which must be formally approved by the Principal. Once approval is given, you will receive the original paperwork and the school will keep a copy on file.

Absenteeism

The school is required by law to keep written records of each child's attendance. For this reason, if you know in advance that your child is to be absent, please send a hand written note explaining the circumstances.

If your child is absent without notice, please telephone the school as soon as possible and send a hand written note bearing the date your child was absent and the reason for the absence when your child returns to school.

If your child will require extended leave that is planned, written notification of your intention to take extended leave is required. You will then be required to complete State Government exemption paperwork which must be formally approved by the Principal. Once approval is given, you will receive the original paperwork and the school will keep a copy on file.
SECONDARY INFORMATION

Punctuality

School opens at 8:15 am and supervision is provided from this time. All students should be on the school campus by 8:15 am to be in time for morning Learning Circles. School closes at 2:50 pm and supervision is not provided after this time once all scheduled school bus services have departed.

Any student who arrives after the commencement of Learning Circles will be marked as absent and must report to the student office where they will be required to sign in and receive a receipt of arrival time. They must present this receipt to their Learning Circle teacher as soon as possible. Additionally, a letter of explanation, signed by the parent, must be shown to the Learning Circle Teacher the following day.

Students who arrive late without sufficient reason will be required to make up the lost time at an after school detention. Parents will be notified in writing if this consequence is imposed.

There should be no reason to return to lockers between learning sessions. Students must organise themselves to carry books and equipment for all their lessons before recess, from recess to lunch, then from lunch to dismissal.

Students are expected to be in class on time and are to move promptly from one class to another. Lack of punctuality during the school day will result in loss of free time at recess or lunch. Persistent lateness to class may result in the student being required to make up the lost learning time after school hours.

Transport

Bus

Early in Term 1, passes are issued to students who have applied for a bus pass. To be eligible, students must reside more than 1.6 km from the school. Office staff handle any enquires about transport matters. Students and parents should read carefully the instructions on the reverse side of the pass to avoid misunderstanding about conditions of issue. Passes must be surrendered prior to termination of enrolment.

Any change of address requires a new application, and a pass not in use must be surrendered. If a bus pass is lost, it may be replaced by calling the bus company office (not the school) and paying the required fee (approximately $10).

Students should move quickly and sensibly to the bus waiting area in front of B Block on dismissal.

School bus services to various destinations depart shortly after dismissal each afternoon from the carpark area immediately in front of the school. Teachers are rostered to supervise the bus bay and waiting area and students are required to line up in specified locations to ensure orderly departures. It is the student’s responsibility to move to the bus loading/waiting area quickly after dismissal to avoid missing the scheduled departure times. If students miss the bus, they will need to report to the office to contact parents to arrange alternative transport home.

Bikes & Scooters

Bikes and scooters should not be ridden in the school grounds. Students who choose to ride bicycles or scooters must also wear helmets and must secure their bicycles/scooters in the racks provided at the front of the school, using a lock. The school does not accept responsibility for storing or securing any bicycles or scooters.

Walking/Parent Pickup

All students who walk home are to use pedestrian crossings and should leave the school grounds in a timely manner. No supervision, apart from the bus bay area is provided after school hours. If parents are picking up children, they should park their cars in streets adjacent to the school grounds. To ensure the safety of all students and the ready access of the school bus services, no parent is to drive into the school carpark to collect students after dismissal.

Parents are asked to support the school in encouraging students to go directly home from school. It is not advisable that students congregate across the road on the reserve or at the shops in the local area while still in school uniform.
SECONDARY INFORMATION

Student Handbook

A Student Diary will be distributed on the first day of school. The handbook includes important information and guidelines pertinent to many aspects of the expectations and requirements of each student of the College. Students are not to deface their handbook and all lost, stolen or graffitied handbooks must be replaced at your cost.

Identity Cards

All secondary students are issued with a College photo I.D. card that contains an identity barcode for library/photocopying access rights as well as the student’s date of birth. This card remains the property of the College and must be returned if the student’s enrolment is terminated.

Technology

At the beginning of the school year each family and each student is required to read, agree to, sign and implement the Acceptable Use Agreement. Students will also complete the online module: "How to use Technology to Support my Wellbeing and Learning" in the first two weeks of term.

Mobile Phones & Personal Electronic Devices

The College's position on mobile phones in the secondary school is that they are a valuable source of personal security and a potentially powerful addition to 21st Century tools for learning. Therefore personal electronic devices are permitted at school and are to be managed appropriately by the students when not in learning sessions. In learning time however, students’ misuse of mobile phones can be a source of distraction and will be managed as learning tools under the direction and discretion of the teaching staff. Students are not to use their mobile phones to contact parents via SMS or any other means if they are injured or unwell. An assessment will be made by qualified first aid office staff and then a decision will be made about the need to notify parents.

During the school day, urgent telephone calls home should be made through the usual procedures in the College office.

Confiscation Policy

If a student uses personal devices inappropriately or against teacher directive, for the first offence, the student will be required to lodge the device at the office and to collect it at the end of the school day. Parents will be notified that this has been required.

A second offence will result in the automatic lodgement of the device in the office for five school days. Subsequent offences will require a parental interview to discuss the management of the device.

NB: Devices for audio or visual recording purposes are not to be used by students at any time without permission from a teacher. This protocol applies to both learning and break times.

Items Banned at School

The following items are not to be brought to school at any time:

- Liquid Paper
- Metal rulers
- Permanent felt pens or markers
- Inappropriate items of jewellery
- Laser pens
- Chewing gum
- Aerosol cans (deodorants, perfumes, etc.)
SECONDARY INFORMATION

Study and Homework
Curriculum Requirements for Years 7-10
School Based Assessment
Assessment at school takes the form of tasks, projects, process diaries and examinations.

If a student is absent on the day a task or project is due or an examination is to be held, the student will make sure that:

- the office is notified by 8:30 am by a parent/caregiver clearly on or before the due date. The following information should be provided: student’s name and the name(s) of the task or tasks that will be missed because of the absence. This message will be given to the relevant Team Leaders.
- a doctor’s certificate is produced on the next day of school attendance. This must be given to the office and it will then be given to the relevant Team Leaders.

The Team Leaders will:
- determine whether it is appropriate to give the same task, a similar task, an estimate mark or whether a zero mark should be awarded. Failure to notify the office on the day an assessment is due will generally result in a mark of zero
- Advise parents in writing when a zero mark has been awarded

Students in Years 10, 11 and 12 should closely read the ROSA, Preliminary Course or HSC Assessment Guide so that they know when assessments are due. The assessment policy and schedules are published for all year groups and placed on the College website at the commencement of the school year.

Please note that assessment tasks will not be rescheduled to accommodate family holidays.

Examination Procedures
- Attend school on the day of an examination
- Be ready half an hour prior to the scheduled start
- Bring pens, pencils, erasers, geometry sets, calculator in a clear plastic bag - no other items are allowed in the examination room
- Follow all directions from the supervisors
- Do not to leave the examination room early
- A student will be considered to have satisfactorily completed a course, if in the Principal's view, there is sufficient evidence that the student has:
  - followed the course endorsed or developed by the Board
  - applied themselves with diligence and sustained effort to the set tasks and experiences provided by the school, i.e. all set work is to be submitted on time, students are to attend all classes, students are to concentrate on their studies in class and not cause disruption
  - achieved some or all of the course outcomes

Lockers and Valuables
Students are provided with a secure locker and therefore money and valuables should not be left in bags. Each student is allocated a locker but it may not be used until the student supplies a combination lock. The lock will be placed on the designated locker. Where possible, however, valuables should not be brought to school to minimise risk of loss or theft. Students are expected to place their bags, books and equipment in their locker at the start of each day. They should only carry what is required for the lessons up to the next break time. Lockers should not be accessed between lessons.
SECONDARY INFORMATION

Managing Homework and Assignments

Secondary students may be asked to complete work at home. Students are given homework for a number of reasons depending on the year level. Through homework students:

- Learn to learn – they learn to be self starters and self organisers
- Make connections between the real world and their learning
- Prepare for the next day
- Revise the current work
- Use wider resources than are readily available at school
- Explore further, deeper what they have learned

When students do homework, parents learn about:

- What students are learning
- Whether students are learning
- About the quality of their learning
- About the growth and development of their children

There are different types of homework such as:

- Reading for pleasure – books, novels, newspapers …
- Preparing presentations
- Completion of class activities
- Revision exercises
- Exam preparation: study notes, summaries (practice papers)
- Research tasks – interviewing, searching, sorting, note-taking
- Creating and designing activities and tasks
- First work: work that is new to students (such as researching a topic of their own choice; preparing for the next day…)
- Ongoing projects

Parents can help with the routine of homework by:

- Setting priorities and routines
- Supporting students as they start
- Providing a place & space that is efficient and work smart
- Turning the TV, or other distractions, off until homework is done
- Making sure students complete small homework activities routinely. They build the skills needed for formal assessment tasks
- Praising effort not result. Comments such as “you’re working well tonight” or “that’s great” are often very useful in the early stages of motivating a child to persist with homework
- Making sure there is a balance in students’ lives
- Celebrating the nights that are homework free
- Helping students organise themselves – calendars, planners, fridges
- Checking school diaries
- Checking your child’s homework, concentrating on the good points
- Keeping an eye on how long homework takes. Talk to other parents if you feel your child’s homework seems to be taking too long to complete
- Allowing your child to experience the consequences of handing in work to the teacher that is not perfect, or even late
- Don’t do the actual homework for them or it will be you learning, not them!
- Talking to the teacher if there are problems

Assessment tasks often form a significant part of student learning at home. As parents we can help students manage assessment tasks:

- Start as soon as possible
- Read the task aloud with your child
- Read the criteria or guidelines for the task really carefully
- Seek answers to questions about the task or the guidelines from the teacher
- Spend time exploring the possibilities of the task but let your child decide the task direction
- Look in the relevant workbooks, textbooks and handouts that the student has so you can see the context for the task
- Research early
- Use technology wisely
- Use the diary guidelines for plagiarism and bibliographies
**Uniform & Grooming**

**College Uniform**

The College has a strong commitment to the maintenance of high standards; this includes those of grooming and uniform. How a student wears the uniform gives a clear message about how the student sees themselves and their College. As members of this community all students are expected to wear the uniform with pride, and groom themselves appropriately.

The school reserves the right to say what is acceptable in all matters relating to uniform and grooming.

**Secondary Uniform Policy**

<table>
<thead>
<tr>
<th>Season</th>
<th>Girls</th>
<th>Boys</th>
</tr>
</thead>
</table>
| Summer (Yrs 7-9) | Summer dress  
- worn below the knee  
- White ankle socks (foldover)  
- Black leather lace-up school shoes  
- Hair ties, ribbons in College colours | Summer College shirt  
- worn out  
- College shorts/trousers  
- Navy blue socks (foldover)  
- Black leather lace up shoes |
| Summer (Yrs 10-12) | College senior skirt (worn to the knee)  
- College senior summer blouse (worn out)  
- White ankle socks (foldover)  
- Black leather lace-up school shoes  
- Hair ties, ribbons in College colours | College senior short sleeved shirt (worn out)  
- College trousers with plain black leather belt  
- Navy ankle socks (foldover)  
- Black leather lace up shoes |
| Winter (Yrs 7-9)  | College blazer  
- College winter blouse (worn out)  
- College skirt  
- College jumper (optional)  
- Navy blue opaque tights  
- Black leather lace-up school shoes  
- Hair ties, ribbons in College colours | College blazer  
- College trousers with plain black leather belt  
- College long sleeved shirt (tucked in)  
- College junior tie  
- College jumper (optional)  
- Navy ankle socks (foldover)  
- Black leather lace up shoes |
| Winter (Yrs 10-12) | College blazer  
- College senior blouse (white) worn out  
- College skirt  
- College jumper (optional)  
- Navy opaque tights  
- Black leather lace-up school shoes  
- Hair ties, ribbons in College colours | College blazer  
- College trousers with plain black leather belt  
- College senior long sleeved shirt (white) tucked in  
- College senior tie  
- College jumper (optional)  
- Navy blue ankle socks (foldover)  
- Black leather lace-up shoes |

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<thead>
<tr>
<th>Season</th>
<th>Girls</th>
<th>Boys</th>
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</thead>
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| Summer Sport | College sport shirt  
- College sport shorts  
- College cap  
- White sports socks (foldover)  
- Predominantly white lace-up athletic sport shoes/joggers  
- College Backpack | College sport shirt  
- College sport shorts  
- College cap  
- White sports socks (foldover)  
- Predominantly white lace-up athletic sport shoes/joggers  
- College Backpack |
| Winter Sport | College sport shirt  
- College sport shorts  
- College cap  
- College tracksuit  
- White sports socks (foldover)  
- Predominantly white lace-up athletic sport shoes/joggers  
- College Backpack | College sport shirt  
- College sport shorts  
- College cap  
- College tracksuit  
- White sports socks (foldover)  
- Predominantly white lace-up athletic sport shoes/joggers  
- College Backpack |

All items are available for purchase through the College Uniform Shop with the exception of shoes. No additional items of clothing are to be worn.
SECONDARY INFORMATION

Grooming

- Students are to be neatly and cleanly dressed at all times
- Shoes should be leather, clean and well presented
- Nails should be kept clean and neatly trimmed. No nail polish is to be worn
- Boys must be clean shaven.

Hair

- Hair is to be kept neat and tidy, off the collar, of consistent natural colour, of gradual even grade and all extremes of fashion are to be avoided. Some examples of “styles” that are unacceptable include: ridges, lines, undercuts, rats tails, mullets, steps, bowl cuts, any excessive shaping with gel, and any shaving cuts.
- As a preventive hygiene measure, hair that is longer than shoulder length is to be tied back from the face and out of the eyes. Ribbons, hair slides etc, if worn, should be in the uniform colours.

College Backpack

- Students are required to purchase a College backpack and the College Sports Bag for use at all times.

Students May Wear

- Short chains with small religious medals or crosses underneath the uniform
- Sunglasses when outdoors
- 1 pair of small, plain metal ear studs or sleepers (one in each ear lobe)

Students May Not Wear

- Make up or nail polish
- Friendship wristbands unless supporting a school conducted charity fund-raiser
- Badges other than those issued by the College
- Jewellery or any other facial piercings

N.B.

School shoes must be black, polishable, hard leather, lace-up and closed. Laces must also be black. The College has a duty of care to ensure the safety of students and therefore, to reduce the likelihood of foot injuries and trip hazards, styles that are open, buckled and with heels higher than the traditional school shoe are not permitted.

The College will impose consequences on students who choose not to comply with the uniform requirements. See the College website for details.

Implementation of the Uniform Policy

The Policy reflects the importance of students taking pride in their appearance and recognising that the uniform is a visible sign of their membership of our learning community. It draws from the values that underpin our College and seeks to ensure that we meet our duty of care to your children.

While there will be occasions when students will be unable to present themselves as fully compliant with the uniform expectations, these should be infrequent and students will be asked to provide a written note of explanation outlining why they cannot comply and when the situation will be rectified.

Students who cannot provide suitable explanations will be issued with an infringement notice, requiring parental acknowledgement, and they will be expected to attend a lunchtime detention. After two such infringement notices, if the student continues to be non-compliant, a third infringement notice will be issued along with a notice to parents of an after-school detention. Further infringements will require parents to attend an interview at the College to work towards a solution.

Mufti Days

The normal school rules for jewellery and makeup apply. Clothing should be neat, modest and appropriate and must comply with more detailed guidelines issued to students before mufti days. Footwear is to be appropriate.

*Educating our children today to nurture in them hope, courage and the capacity to be Christian leaders of tomorrow.*

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