PARENT HANDBOOK
2017
WELCOME TO ST PATRICK’S MARIST COLLEGE

Our College enjoys the distinction of being associated with the first Marist Brothers' School in Australia. Brother Ludovic founded St Patrick’s at Harrington Street, The Rocks, on 8th April, 1872. The school catered for boys only. Due to the diminishing inner-city population, the school was transferred in 1962 and a primary school for boys in Years 4, 5 and 6 was established at Dundas.

The new school at Dundas continued the name St Patrick's, thus maintaining the tradition of the original school at Harrington Street. The founding Principal at Dundas was Brother Thomas More Davidson. The school was established as a Demonstration Secondary School in 1965 and was named St Patrick's Marist Brothers High School. The secondary school, catering for boys in Years 7 - 10, was officially opened on 2nd October, 1966.

The Primary School closed in 1985 and in the same year coeducation was introduced into Year 11 when the school became a Senior School. Another major change in the school's direction occurred in 1991 when the decision was taken to introduce coeducation into Year 7 the following year.

A change in the school's name accompanied the introduction of coeducation and the school was re-named St Patrick's Marist College. "St Patrick's" was retained in view of the very strong historical link to our first school in Australia, St Patrick's at Harrington Street. The name "Marist" not only indicates the physical presence of the Brothers in the College but also says something of the history, tradition, Marist spirit and ethos of the College.

The original school crest from Harrington Street days remains unchanged.

COLLEGE HYMN

The “Sub Tuum” is a hymn to Mary and is especially significant to the Marist Brothers. The translation is:

“We fly to your patronage,  
O Holy Mother of God.  
Despise not our prayers in our necessities,  
But deliver us from all dangers,  
ever glorious and blessed Virgin.”
MISSION STATEMENT

The Mission of St Patrick’s Marist College is to lead young people in the way of Mary, to know and love God in the belief that they can all become good Christians and good citizens. Inspired by the Gospel, we commit ourselves as disciples of Jesus, and in the spirit of Marcellin Champagnat strive to help all people grow to their full potential.

The College is a family focussed on the formation of young people with strong minds and gentle hearts. Our quality teaching and learning experiences nurture and challenge each student to become an informed, thinking person who acts with the compassion of Jesus and the reflective heart of Mary in creating a more just world.

The environment in which students interact with other students, staff, parents and friends of the College is warm and friendly, yet ordered and disciplined, where relationships are characterised by a mutuality of respect. The partnership established when a student enrolls at the College includes an engagement of parents, parish and the wider community to provide a supportive and challenging pastoral structure that promotes growth.

Like Mary at Pentecost, we believe in a future filled with hope, a hope that we can make real.

ADMINISTRATION

Overview

The structure and composition of the College’s administration is developed at the local level with the Principal determining the best advisory structure to suit the College’s needs.

There are three groups that govern the administration of the College:

- the College Leadership Team
- the KLA Leaders of Learning (Heads of Faculties), and
- The Pastoral Leaders of Learning (Year Coordinators).

The College Leadership Team (CLT) is an advisory body to the Principal. In a Catholic School, the CLT is challenged to create and sustain an educational environment in which individuals can not only achieve their academic potential but also be affirmed and nurtured in their faith journey. The CLT achieves this by:

- exercising leadership and supervision to ensure excellence in teaching and learning;
- ensuring the effective management of the College’s plant and resources;
- setting directions for the College’s programme, timetable and curriculum;
- developing and implementing policies, procedures and practices that reflect Gospel values;
- ensuring that the climate and ethos of our school is decidedly Catholic;
- developing staff both professionally and spiritually;
- receiving, discussing and deciding on suggestions from members or groups from the school community.

The primary role of the CLT is to plan and implement strategies, both long and short term, that allow the College and its members to achieve their potential in a safe and educationally challenging environment.

Submissions from staff members and parents will be discussed and dealt with by the CLT.
The CLT, at present, consists of the Principal, the two Assistant Principals, the Director of Mission, the Director of Studies, the Business Manager, the High Support Needs Coordinator and the Principal’s Secretary.

**Religious Commitment**

As a Marist College we are committed to a partnership with parents in the education of their daughters and sons within the Catholic tradition.

We aim to -

- Preserve, enrich and develop our Catholic identity, tradition and culture.
- Support parents as the primary educators of their children in terms of faith, values, morals and beliefs.
- Make religious education meaningful and relevant, challenging students to live Gospel values in today's world.

---

### And so we will:

- Enrich the prayer life of students by providing opportunities to participate in personal and community prayer including: assemblies, liturgies, appropriate devotions, class prayer and Eucharistic celebrations.
- Create suitable activities that highlight significant College liturgical events.
- Provide a forum for parents to address issues concerning the values, morals and beliefs of their daughters and sons.
- Provide opportunities for parents to share in the religious and social dimensions of the College.
- Present a variety of teaching strategies that stimulate student interest in developing their faith.
- Provide an authentic understanding of the teachings of the Contemporary Church.
- Maintain and strengthen opportunities for students to serve the wider community.

### Through current programmes:

- Daily prayer in Homeroom and class
- Staff prayer at Monday briefing
- Sharing Our Story
- Prayer before meetings and assemblies
- Comprehensive RE Curriculum, including Studies of Religion
- Service Activities
- Parenting support
PASTORAL CARE

Pastoral Care at St. Patrick’s Marist College encompasses everything the school community does to meet the personal, social and learning needs of the students. It is achieved through the total school curriculum and the way it is delivered. It incorporates effective discipline which encourages students to take responsibility for their own learning and behaviour. It stresses the value of collaborative early intervention when problems are identified. It recognises the diversity within the school community and provides programs and support which acknowledge difference and promote harmony.

It provides opportunities for students to:
- enjoy success and recognition
- make a useful contribution to the life of the school,
- derive enjoyment from their learning.

The Pastoral Care at St. Patrick’s Marist College aims to provide:
- an atmosphere based on the dignity of each person,
- a place where each student can learn and grow in confidence,
- an environment which is safe and caring.

The Pastoral Care emphasis is on CONNECTEDNESS, that is, relating to students in a way where they feel they are known by name, considered positively as an individual, and respected.

The Pastoral Care of students is the responsibility of all staff, but is facilitated in a particular way by the Leader of Learning Pastoral and the Year/Pastoral team for each year group.

It is expected that students experiencing difficulties in pastoral or management matters will be dealt with promptly and with compassion and forgiveness. The involvement of parents is to be considered as a standard step and contact should be made sooner rather than later.

<table>
<thead>
<tr>
<th>And so we will:</th>
<th>Through current programmes:</th>
<th>and future plans:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Enable each student to develop to the best of her or his ability.</td>
<td>• Commendation Certificate system</td>
<td>• Redevelopment Pastoral Leaders Role descriptions</td>
</tr>
<tr>
<td>• Ensure interaction between members of the College community is carried out in a way that respects the worth of the individual.</td>
<td>• Excellence Awards</td>
<td>• Strengthening of the role of the Homeroom Patron</td>
</tr>
<tr>
<td>• Support staff professionally and personally.</td>
<td>• Student Welfare Policy</td>
<td></td>
</tr>
<tr>
<td>• Maintain a Student Welfare Policy based on fairness and justice for students and teachers.</td>
<td>• Student Diary</td>
<td></td>
</tr>
<tr>
<td>• Publicise all major policy documents and provide opportunities for the response of the College community.</td>
<td>• Regular Staff Meetings, including Homeroom Patrons’ Meetings</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Consultations with community on matters of current importance</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Professional Development</td>
<td></td>
</tr>
</tbody>
</table>
- Provide opportunities and support for parents to enable them to be active in the College community through, Parents and Friends, Ex-students Associations, social evenings and information evenings.
- Extend compassion and support for families facing difficulties in material and other areas.
- Promotion of Parents and Friends Activities

### STUDENT EXPECTATIONS

#### Attendance

**COMPULSORY SCHOOL ATTENDANCE INFORMATION FOR PARENTS**

In NSW school attendance is compulsory for children over the age of six years until the minimum school leaving age of 17 years. Students must complete Year 10 and after Year 10, until they turn 17 years of age. Students must be:
- in school or registered for home schooling.
- in approved education or training (e.g. TAFE, traineeship, apprenticeship)
- in full-time, paid employment (average 25 hours per week) or in a combination of work, education and/or training

What if my child has to be away from school?

If your child has to be absent from school, you must tell the school and provide a reason for your child’s absence. To explain an absence parents and carers may:
- send a note, fax or email to the school
- telephone the school, or
- visit the school

Your school will inform you of the required procedures for notifying them.

A small number of absences may be justified if your child has to:
- go to a special religious ceremony
- be required to attend to a serious and/or urgent family situation (e.g. a funeral)
- be too sick to go to school or has an infectious illness

Children need to arrive on school and class on time. Lateness to school or leaving early from school must be recorded as a partial absence. Your school will inform you of the required procedures for late arrivals and early departures from school.

**Application for exemption**

If you consider that it is in your child’s best interests to be exempted from the legal requirement to attend school for any length of time, you must apply to the principal for an exemption. The school will provide an Application for Exemption from Attendance at School form, and assist you to complete it, if necessary. The principal will consider your application and decide whether to grant a Certificate of Exemption from Attendance at School.

**Responsibilities of the school principal**

Principals help to ensure the safety, welfare and wellbeing of your child. They must also keep accurate records of student attendance. Principals are able to question requests for a child to be absent from school and are also responsible for deciding if the reason given for an absence is justified. Principals may request medical
Absence from School

Current legislative requirements and attendance research underpin both the College and CEDP policies and guidelines on attendance. Research indicates that there is no safe level of absence in terms of a student’s academic achievement and even sporadic absences can affect academic achievement. Student’s attendance at key events including camps, retreats and carnivals, along with daily attendance at school helps to promote strong connections with peers and staff which in turn promotes more positive student outcomes.

The following are the CEPT guidelines for monitoring of at risk students.
Absence from School
Checking student absences is now done via an SMS procedure.
In the case of a student being absent from school, the parent/carer will receive an SMS message advising the parent/carer of the absence. Parents/carers are requested to respond to the SMS as soon as possible and to include some comment of explanation. If an SMS is not responded to and no explanation received, then after 7 days it will be marked and reported as an ‘Unexplained’ absence.

Punctuality
It is an expectation that students arrive at school by 8:30 am. School commences at 8:40 am. Any student who arrives at school after 8:45 am must report to the Office, give a reason for being late and have their Diary stamped. Students arriving after 9.00 am must have a written note signed by their parent/guardian. On the fourth occasion that a student is late for school without a satisfactory excuse, he/she will receive a Leader of Learning Detention. A Saturday detention will be given to a student who is late five times in a term.

Permission to Leave the College
Parents/guardians are requested to avoid making appointments for their daughters/sons during school hours. This includes Thursday sport, which is integral to the curriculum. Sport is organised between 12:45 p.m. and 2:30 p.m each Thursday.

If an appointment is unavoidable during school time, the student is to complete the appropriate section of the Diary and have it signed by a parent or guardian. This is to be shown to the Leader of Learning Pastoral before Homeroom for endorsement. Students should show courtesy to teachers by informing them if they are to be absent for a particular lesson. Before leaving the College, students are to present with their Diary at the Office and be signed out. Under no circumstances are the students to leave the College without signing out. If applicable, upon returning, students are to return to present to the front office to be signed in.

Telephone Calls and Messages
So as to avoid disruptions to classes students are not permitted to receive telephone calls. Should a parent/guardian wish that an urgent message be passed on to a student, we request that it be short and clear.

Illness
Students who are ill during class time are to see their Pastoral Leader of Learning who will sign the appropriate section of the student’s diary. The student should then report to the office before being admitted to the Sick Bay. Where it is deemed necessary students will be sent home and transport arrangements will be negotiated with their parents. The Pastoral Leader of Learning’s permission is required if a student is to go home. Parents/guardians will always be contacted in the case of serious illness.

Injury
There are staff members qualified to administer first aid. In the event of serious injury, an ambulance will always be called and the student will be taken to hospital. Parents/guardians will be notified immediately and given full details.

Medication
If it is necessary for a student to bring any form of medication to school, the student must have the
appropriate section of their diary completed and signed by their parent / guardian.

Security
On arrival at school, students should remain in the Harrington Courtyard (Years 7 to 10) or the Barbeque area (Years 11 and 12). Staff will be on supervision from 8.20 am. After this time the Basketball Courts can also be used.

The classrooms are locked by the teacher at recess and lunchtime and will be re-opened at the end of the break. Students are to carry their school bag and be responsible for it. We strongly discourage students from bringing expensive items to school. Students are encouraged to use their lockers to store their valuables in. All clothing should be labelled with the student’s name and appropriate identification. Students are reminded that it is essential to respect other people’s property. Students who interfere with or steal other students’ possessions face serious sanctions.

Student Security and Parents
If parents wish to make contact with their child they are to go to the Office and request this to take place. Under no circumstance is a parent to just walk into school, or a school event, and approach a student without first gaining permission from the school authorities.
Banned Items

The following items are banned from use at the College or any College activity:

• alcohol
• tobacco
• any unlawful drug
• collector cards
• skateboard
• steel rulers
• marker pens
• bubble gum
• chewing gum
• laser pointers
• knives
• fireworks, etc.
• aerosols
• imitation weapons
• e-cigarettes
• and any articles which may be dangerous to the safety of others.

Use of the College Diary

The College Diary is not to be used as a personal diary. The Diary is used for school matters only. It is to be kept clean and tidy. Students who deface or graffiti their Diary will be required to purchase a new Diary from the College. The cost of a replacement Diary is $20.00.

Students are required to bring their College Diary to school each day. Students who forget their Diary are to see their Pastoral Leader of Learning before school to obtain a diary sheet.

• The Diary is for the recording of the student’s daily school activities, set homework and project and assignment work. Additional study and revision should be entered each lesson.

• Students are to bring their Diary to all classes, detentions, and interviews, and must present the Diary to any teacher when requested.

• The student must immediately report the loss of the Diary to the Pastoral Leader of Learning. The student will be required to purchase another Diary.

• The Diary should be an effective form of communication between parents and teachers regarding their child, but does not replace direct contact with the teacher. Parents / guardians are to sign the Diary weekly.

• Parents are asked to check that homework is placed in the Diary for all subjects. If homework for a particular subject has not been recorded over a period of time, parents should write a note in the Diary to the teacher to ask if homework has been set.

Out of Class

Any time a student leaves a class the student will require a note of explanation and initial by the teacher (written in the Student Diary in the relevant Period). The Diary is to be carried by the student at all times.

Consumption of Food and Drink at the College

Food and drink may only be consumed at recess and lunch. Food or drink is not to be consumed inside College buildings nor on the basketball courts or ovals.

Out of Bounds

Out of bounds areas around the College are clearly defined by yellow lines around College buildings. It is the student’s responsibility to be familiar with the out of bounds area.
UNIFORM EXPECTATIONS

A condition of enrolment at the College is the wearing of correct school uniform. All students are expected to have the correct full College uniform and to wear it with pride. If, on a particular day, a student is unable to wear any part of the uniform, an INCORRECT UNIFORM NOTE (located in the rear of the Diary), must be completed by the student’s parent / guardian and presented to the Pastoral Leader of Learning. This is to be signed by the Pastoral Leader of Learning before morning administration. This is a basic courtesy and the student will not be penalised in any way.

FORMAL COLLEGE UNIFORM

<table>
<thead>
<tr>
<th>GIRLS:</th>
<th>All Season Uniform</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blouse:</td>
<td>White Peter Pan short sleeve pintuck</td>
</tr>
<tr>
<td>Skirt:</td>
<td>Bottle tartan - fully pleated (length to be 5-10cm below the knee)</td>
</tr>
<tr>
<td>Jumper:</td>
<td>Wool - bottle green</td>
</tr>
<tr>
<td>Socks:</td>
<td>White, over the ankle, school socks (Terms 1 and 4)</td>
</tr>
<tr>
<td>Tights:</td>
<td>Black opaque (Terms 2 and 3)</td>
</tr>
<tr>
<td>Blazer:</td>
<td>Bottle green unisex with College emblem (Terms 2 and 3)</td>
</tr>
<tr>
<td>Shoes:</td>
<td>Black leather lace-ups, black shoelaces (polishable with regular heel, not suede)</td>
</tr>
<tr>
<td>Scarves:</td>
<td>Plain bottle green, black, white or gold</td>
</tr>
<tr>
<td>Gloves:</td>
<td>Plain bottle green, black, white or gold</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BOYS:</th>
<th>Summer Uniform (Terms 1 and 4)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shirt:</td>
<td>Botany green with College emblem (Years 7-10)</td>
</tr>
<tr>
<td>Tie:</td>
<td>Bottle green with crest (Years 11 and 12) only</td>
</tr>
<tr>
<td>Trousers:</td>
<td>Special dark grey College style</td>
</tr>
<tr>
<td>Belt:</td>
<td>Plain black leather belt (plain buckle)</td>
</tr>
<tr>
<td>Socks:</td>
<td>Grey or black, over the ankle, school socks</td>
</tr>
<tr>
<td>Shoes:</td>
<td>Black leather lace-up shoes, black shoelaces (polishable with regular heel - not suede)</td>
</tr>
<tr>
<td>Winter Uniform (Terms 2 and 3)</td>
<td></td>
</tr>
<tr>
<td>Shirt:</td>
<td>Botany green deluxe (Years 7-10)</td>
</tr>
<tr>
<td>Tie:</td>
<td>Lemon deluxe (Years 11 and 12)</td>
</tr>
<tr>
<td>Trousers:</td>
<td>Bottle green with crest (Years 11 and 12)</td>
</tr>
<tr>
<td>Blazer:</td>
<td>Special dark grey College style</td>
</tr>
<tr>
<td>Pullover:</td>
<td>Bottle green unisex with College emblem</td>
</tr>
<tr>
<td>Belt:</td>
<td>Wool - bottle green</td>
</tr>
<tr>
<td>Socks:</td>
<td>Grey or black, over the ankle, school socks</td>
</tr>
<tr>
<td>Shoes:</td>
<td>Black leather lace-ups (polishable with regular heel – not suede)</td>
</tr>
<tr>
<td>Scarves:</td>
<td>Black</td>
</tr>
<tr>
<td>Gloves:</td>
<td>Black</td>
</tr>
</tbody>
</table>
Correct Wearing of the College Uniform
In addition to the above requirements, the following points apply to the wearing of the College uniform

- Boys shirts must be tucked in at all times.
- Jumpers must not be worn around the waist.
- In terms 2 and 3 the College blazer must be worn to and from the College and to morning Homeroom.
- Students are not allowed to write or draw anything on themselves, other people or on their College bag.
- Any garments (for example, singlets, underwear, T-shirts) worn under blouses or shirts are to be plain white or skin colour so as not to be obvious and detract from the uniform.
- Hats are to be worn when on the ovals, basketball courts and in the senior yard where students can be exposed to the sun.
- Only clear nail polish is allowed. Acrylic nails are not permitted.

Sports Uniform
The following dress regulations pertain to ALL students in the College.

- College sports shorts (unisex)
- White polo shirt with College crest (embroidered)
- White, over the ankle, sports socks
- College tracksuit
- Hat with College insignia
- Running/cross-training shoes (predominately white, white laces, not slip-on)

Students are required to wear full, correct sports uniform when they are coming to the College and when they are going home.

On any Thursday if a student does not have the correct sports uniform he or she must wear the normal uniform to the College and change into sports clothing at Sport. A note to this effect should be completed in the Diary. Students placed on Sport Detention are required to wear their normal school uniform to School on Thursday.

Any student who is wearing incorrect sports uniform without a note will be placed on Sport Detention for that week.

In winter, students may wear their College jumper but only under their College tracksuit jacket.

Jewellery
Students are permitted to wear:

- one ring
- a plain thin, gold or silver chain that may be adorned with a Christian symbol
- a thin silver or gold bracelet

Girls may wear one set of plain studs or sleepers in their ear lobes. Boys are not permitted to wear earrings. Transparent sleepers are not permitted.

The wearing of any jewellery, other than that listed above, is in breach of College regulations and may be confiscated and returned to the student at the end of each term.
Hair and Grooming

Students are expected to be neat and well groomed at all times.

Students who are unsure about what hairstyle is acceptable should consult their Pastoral Leader of Learning before going to the hairdresser. If there is any doubt regarding the suitability of a student’s hairstyle the Assistant Principal’s judgment is final.

Hair is to be neatly groomed, of natural colour and all extremes of style are to be avoided. Styles known as “undercuts”, “layers”, “lines”, “tracks”, comb-cuts less than a No.3, spiked haircuts, marked contrasts of length, colour or shape, long fringes, multiple braids, with or without beads, and the use of excessive hairstyling products are all unacceptable. This list is by no means exhaustive.

Any disregard of the above expectations will result in an automatic detention or possible suspension.

Boys hair must not cover their eyes and must not go beyond the collar of their shirts.

Girls with shoulder-length hair or beyond must have it tied back at all times. Hair must be either plaited or tied back in a ponytail with bottle green, gold, white, navy or black ribbons.

The wearing of make-up with the College uniform is not permitted.

Boys must be clean-shaven when they come to school each day. Beards, moustaches and sideburns are not permitted.

Apart from earrings all other body piercing and body decorations (eg: tattoos) which may be visible or exposed while in uniform or at a College event are prohibited.

College Bag

The College backpack with the College crest is the only bag to be carried. These are available from the College Office. There is also available a College Sports Bag which is only to be used as an extra bag to carry sporting gear for PDHPE lessons on non-sport days. Students are not permitted to write, draw or affix stickers to their College Bag. All students should have their bags clearly marked with their name, preferably on the inside. This is to be done appropriately so that the bag is not defaced in any way.

Uniform during Examinations

During examinations all normal uniform expectations apply including bags. On Thursday sports uniform may be worn.

The principles of Natural Justice and Procedural Fairness underpins all levels of the College Student Management. The purpose of the College’s Student Management Policy is to provide a safe and supportive environment for all students. It also provides a mechanism to promote effective teaching and learning practices in all classrooms.
PROCEDURAL FAIRNESS

Procedural fairness requires the person to be informed of concerns, complaints or allegations being made about him/her.

The alleged person will within a reasonable timeframe;

- be informed of the content of the concern, when it is clear what the issues are and who will be required to respond to them.
- treated impartially: interventions or investigations will be conducted impartially and decisions will be made without bias.
- given an opportunity to respond where concern has been raised that may have a detrimental effect on the person.
- be informed of the complaints process and reviews process that may be followed.

Policy

The College endeavours to work with the student and parents to reach outcomes beneficial to all concerned. There are various procedures and practices within the College to ensure students adhere to its expectations. The College prohibits the use of corporal punishment in any situation by any of its staff.

White Slips

Teachers submit ‘White Slips’ to the Pastoral Leader of Learning informing them of inappropriate behaviour. In issuing a white slip a teacher will also impose his or her own sanctions when misbehaviour is persistent. The white slip is a form of communication and not a sanction in itself.

Detentions

The Leaders of Learning may issue the student with an after school detention. In more serious situations the Assistant Principal may issue a Saturday detention.

LUNCHTIME DETENTIONS: A student may be given a detention during the lunch break. The student will be given sufficient time to eat lunch and to use toilet facilities.

AFTER SCHOOL DETENTIONS: An after school detention is not given lightly and is always the result of a serious matter. We ask parents to support the College Student management Policy. The Leaders of Learning may place a student on detention after school on any afternoon. A detention always begins at 3.20pm and parents will be given 24 hours notice. A deliberate non attendance at a school detention will result in an automatic Saturday detention.

SATURDAY DETENTION: At the College’s discretion a student may receive a Saturday Detention.
**Student Behaviour Monitoring Cards**

The aim of this reporting system is to monitor a student’s behaviour at the College for a period of time determined by the Pastoral Leader of Learning. This initiative enables a student to monitor and reflect upon her /his classroom actions with a view to improving their achievement within the College community.

Reasons for being placed on a “Monitoring Card” may include:

- The student accumulates “Misconduct Reports”;
- The student’s behaviour is of concern to the College;
- The student has continued to ignore the rights of other people in the College;
- The student has not shown an interest in advancing her or his own education.

**Suspension**

**IN-SCHOOL SUSPENSION:**

In situations of continual misbehaviour or where an incident occurs endangering the safety of others or seriously disrupts the good order of the College, a suspension may be issued. It may be issued for overt and deliberate breach of College rules that impinge on the safety, rights and well being of others.

An in-school suspension means that a student’s right to attend classes has been withdrawn for a period of time. The Assistant Principal authorises the in-school suspension after discussion with appropriate members of staff and the student.

Whilst on an in-school suspension, a student will:

- Report to the Assistant Principal’s office at Administration
- Complete set written work
- Be allocated time for recess and lunch which will precede or follow the normal day’s recess and lunch.
- At the end of the day the student will be dismissed by the Pastoral Leader of Learning.

**SUSPENSION FROM THE COLLEGE:**

A suspension from the College means that the student’s right to attend school has been withdrawn for a period of time. The Principal authorises a suspension after discussion with appropriate members of staff and the student and is satisfied that procedural fairness has been applied.

Suspension allows a period of time where the College and the family can work together towards the resolution of the problem.

Whilst on a suspension from the College a student will:

- Not be allowed on the College premises (or attend College events)
- Complete set written work
- Report to the Assistant Principal on return to the College.
Serious Breaches of Discipline

The Parramatta Catholic Education Office has an explicit policy and procedure for suspension, negotiated transfer and exclusion of students which is adhered to by the College. This policy is on the CEO website. If a student is involved in illegal behaviour the College will assist the police in its investigations.

The following regulations regarding the possession and/or use of alcohol, tobacco, unlawful drugs and breaches of the “hands off” policy apply to students: while at the College, on the way to and from the College, during excursions, retreats, socials, or College based activity.

ALCOHOL/TOBACCO:

The consumption and/or possession of alcohol or tobacco in any form is strictly prohibited. Any student whilst involved in any College based activity who is found to be under the influence of or in possession of alcohol or tobacco will face automatic suspension from the College.

UNLAWFUL DRUGS:

Under no circumstances will the use or possession of unlawful drugs of any kind be permitted. Any student who disobeys this rule will face severe penalties. This may mean police intervention, a suspension from the College or termination of enrolment.

Breaking “Hands Off” Policy:

The College has a “Hands Off” policy that no student should break. This includes: fighting, hitting, pushing, wrestling, or any other physical contact. It also includes physical contact between “girlfriends” and “boyfriends”.

- The College enforces this rule for the safety and well being of all its students.
- Students who are violent at the College will be suspended.

Weapons:

Having possession of a weapon is strictly forbidden. This action will lead to significant consequences by the College and police intervention.

Referral to the Police and Other Authorities

The College has the right and responsibility to refer serious issues to the police and/or other authorities including Child Protection and Social Welfare authorities.

Matters referred could include;

- Using technology to send threatening or sexual messages.
- Continual and/or serious bullying.
- Physical violence.
- Carrying any item that could be used as a weapon.
- Carrying illegal drugs and being associated with the usage and/or distribution of illegal drugs.
MOBILE PHONES / ELECTRONIC DEVICES

Purpose

1. With increased ownership of mobile phones and electronic devices school administrators, teachers, students and parents need to take steps to ensure that such items are used responsibly. This Acceptable Use Policy is designed to ensure that potential issues can be clearly identified and addressed, ensuring the benefits that such devices provide can continue to be enjoyed by our students.

2. St Patrick’s Marist College has established the following Acceptable Use Policy for mobile phones and electronic devices that provides guidelines and instructions for the appropriate use of mobile phones and electronic devices during school hours.

3. In order for students to carry a mobile phone or electronic device during school hours, students and their parents or guardians must first read and understand the Acceptable Use Policy. This policy also applies to students during school excursions, camps and extra-curricular activities.

Rationale

PERSONAL SAFETY AND SECURITY

St Patrick’s Marist College accepts that parents give their children mobile phones to protect them from everyday risks involving personal security and safety. There is also ever-increasing concern about children traveling alone on public transport or commuting long distances to school. It is acknowledged that providing a child with a mobile phone gives parents reassurance that they can speak with their children quickly at any time.

YOUNG PEOPLE AND MOBILE PHONES

The scientific evidence does not indicate the need for special precautions for either adults or children in the use of mobile phones. This view is supported by the World Health Organisation (WHO) and other leading experts and health authorities internationally. Mobile phones sold in Australia are required to comply with the Australian Communication Authority’s Electromagnetic Energy (EME) safety standard, which is for all people, including children. The safety margins on national and international guidelines are significant and already take into account any differences in exposure that could be experienced by children due to conductivity and head size.

RESPONSIBILITY

It is the responsibility of students who bring mobile phones or electronic devices on to school premises to adhere to the guidelines outlined in this document.

ACCEPTABLE USES

Mobile phones are to be switched off (power off, not on ‘silent’) once the 8.20am bell sounds. They can only be turned on and used when off the property at the end of the day. Exceptions may be permitted in special circumstances, should the parent/guardian specifically request it. Such requests will be handled on a case-by-case basis, and should be directed to the student’s Pastoral Leader of Learning. Parents are reminded that in
cases of emergency, the College office remains a vital and appropriate point of contact and can ensure your child is reached quickly, and assisted in any appropriate way. If a student needs to use their mobile phone they must gain the permission of their Pastoral Leader of Learning before using it.

**UNACCEPTABLE USES**

Unless express permission is granted to the contrary, mobile phones should not be used to make calls, send SMS messages, surf the Internet, take photos or any other application during the school day.

**THEFT OR DAMAGE**

1. The school accepts no responsibility for lost, stolen or damaged phones or electronic devices.

2. The school accepts no responsibility for student mobile phones or electronic devices lost or stolen while travelling to and from school.

3. It is strongly advised that students use passwords / pin numbers to ensure that unauthorized phone calls or uses cannot be made on their phones or electronic devices (e.g. by other students, or if stolen).

**INAPPROPRIATE CONDUCT**

1. Any student who uses vulgar, derogatory, or obscene language while using a mobile phone or electronic device will face disciplinary action.

2. Students with mobile phones or electronic devices may not engage in personal attacks, harass another person, or post private information about another person using SMS messages, taking / sending photos or objectionable images, and phone calls. Students using mobile phones to bully other students will face disciplinary actions as sanctioned by the Principal.

3. Failure to observe these guidelines may result in withdrawal of this privilege and/or confiscation of the phone or electronic device.

**USE OF TECHNOLOGY**

The purpose of the St Patrick's Marist College Information Technology Network is to support education and research within the College. As such the College allows full access to the Internet. It is the responsibility of each individual user to display a level of maturity and social responsibility that will allow for the appropriate use of this resource.

Information Technology resources are to be used solely in the spirit of the educational aims and objectives of the College and the Catholic ethos, which underpins all that occurs within the College.

The Acceptable User Policy includes (but is not necessarily limited to) the following elements:

**Privacy and Security**

- Computer passwords are not to be revealed to anyone. User names and passwords are unique to each student and they identify the student as the person using a computer terminal.
• There is to be no interference with another person’s files or the network.
• It is each student’s responsibility to make backup copies of their work.
• Each student is to report any security problems, damage or malfunctions to the teacher in charge.
• The use of personal storage devices is limited to the transfer and backing up of individual data files.
• No student is to reveal private details, or the College’s details, to any other person eg name, address or phone number.
• No student is to enter any chat rooms or use personal messaging on the College computers.
• No student is to make contact with any organizations, or groups of people, that are involved in illegal or anti-social activities.

Consideration of Other Users
• College education and research has priority.
• The smooth running of the network is not to be intentionally disrupted (e.g. by downloading large files from the Internet during busy times or by printing large documents).
• Graphics or text that could cause offence to others are not to be viewed or displayed, e.g. pornography, violence, etc. Unintentional access to sites containing such material is to be disconnected and the supervising teacher is to be informed.
• Appropriate language is to be used in all communications.
• The learning environment is not to be interrupted by inappropriate behaviour.
• The College, or any individual, is not to be defamed.

Appropriate use of information
• Any plagiarism work from the Internet is unacceptable.
• The rights of copyright owners is to be respected.

Care of computer resources
• The computer equipment and furniture are to be respected.
• Eating or drinking near any computer resources is not permitted.
• Only equipment, software and/or materials assigned by a member of staff is to be used by students.

Breaches of the Acceptable Use of Information Agreement
Breaking this agreement may result in any of the following consequences being applied depending upon the severity of the violation:

a) Student disciplinary action according to the Student Diary
b) Individual access privileges to equipment may be revoked for a set period
c) Interview with parent or guardian and, pending the nature of the misdemeanour, this will result in the
offence being recorded on student’s record.

d) Appropriate legal action may be taken on any illegal activities.

e) Other action as deemed necessary in the situation.

The College cannot guarantee the accuracy or quality of information that students can obtain through the College’s IT resources. Individual students need to apply information skills to assess the validity of any information.

The Information Technology Acceptable User Policy is signed by each student and his/her parent. It is then kept on file at the College.

FILMING AND PHOTOGRAPHY

The unauthorised taking of images or recording sound of any student or member of staff is strictly forbidden. This applies to all College activities, both on the property or elsewhere. Explicit permission must be obtained from the Principal prior to any photographing or recording.

Exceptions to this requirement would include formal College events and sporting events.

The posting of images and/or sound recordings of any student or staff member on the internet is not permitted. Explicit permission must be obtained prior to any publication.

The breaching of these expectations will be considered a violation of a person’s privacy and incur consequences.

STUDENT DRIVERS

The College’s expectations regarding students driving have been compiled in the interests of the safety of our students and the community. There has been significant concern from the Australian public about the number of accidents involving inexperienced drivers over the past few years. Some of these accidents have led to serious injury and death.

The expectations for student drivers at St Patrick’s Marist College are as follows:

- Students are only permitted to drive to and from the College from the beginning of Term 4 in Yr.11 once a completed Permission Form has been personally given to the Year 12 Pastoral Leader of Learning.

- Students are only permitted to drive to and from school. They are not permitted to drive to other College events or activities, including; sport, retreats, excursions, etc. unless specifically approved by the Principal.

- Drivers are only permitted to carry one passenger, unless direct permission has been given by the Principal to carry more than one passenger. The passenger’s name must be included on the Permission Form.

- The nominated passenger must have written permission from their parents/guardian. The written permission is to be personally given to the Year 12 Pastoral Leader of Learning.

- Any student driver who is involved in illegal, dangerous or irresponsible behaviour while driving will have their permission revoked.
• Students are to consider the College’s neighbours at all times ensuring they do not park across driveways, be quiet and do not litter.

If any of the above expectations are breached, then the student will face significant disciplinary consequences (including suspension from the College). If any student (other than the nominated passenger) is a passenger in the car then he/she will also face significant disciplinary consequences (including suspension from the College).

The expectations listed above apply at all times that the College deems to have its Duty of Care (including before school and after school).

The College takes its responsibility to ensure the safety of the students and the public seriously. It presumes that parents/guardians also take their responsibilities in a similar serious manner. Accordingly, the College would expect the support of parents/guardians when dealing with matters of driver safety.

BULLYING POLICY

Overall Bullying Policy
Bullying is repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group. Bullying is deliberate. It is the desire to hurt, threaten or frighten someone. It can be with words or actions. Bullying is a significant contributor to anxiety, lowered self-esteem and decreased learning opportunities in our children and young people. If it is not addressed in a timely and sensitive manner, bullying can lead to depression and thoughts of self-harm in later adolescence. Furthermore, research has found that children who bully others may also have higher levels of anxiety, stress, depression and self-harm.

Our message to students, their families and the wider community at St Patrick’s Marist College is that together we must speak out against bullying and work together to reduce the problem. Bullying has no place here, and it must stop. Bullying can include threatening, teasing, name-calling, excluding, ganging up, preventing others from going where they want to, or taking away their belongings. It can be pushing, shoving or hitting and all forms of physical abuse. It includes sending hurtful or scary messages on phone calls, SMS texts or e-mails. It can be one or a number of these, however, verbal abuse is the most common form of bullying.

Who are the Bullies?
Children who bully others may have some of the following characteristics:

• they are likely to see violence as power and acceptable ways of solving disputes;
• they have little empathy with victims;
• they come from home backgrounds which tolerate aggressive behaviour amongst family members and exert inconsistent discipline and inadequate monitoring of the children’s behaviour;
• they have personalities that are both dominant and impulsive;
• they are more likely to interpret behaviour from other students as being aggressive and therefore respond aggressively, as a method of self defence.

Who are the Victims?

Page 21
Many victims tend to be:

- unassertive and have low self-esteem (however, low self-esteem may result from the teasing or it may act as the trigger for teasing to occur);
- anxious, sensitive, quiet loners;
- possibly over-protected at home;
- two types: “passive” – do nothing to invite attack or “provocative” – hot tempered, restless, creates attention by irritating others, fights back when attacked.

How can we Help?

PARENTS:

1. Watch for signs of distress in your child, unwillingness to attend school, a pattern of headaches, missing equipment, requests for extra money, damaged clothes or bruising.

2. Take an active interest in your child’s social life and acquaintances.

3. Advise your child to tell a trusted teacher or maybe their Pastoral Leader of Learning. If possible, allow your son / daughter to report and deal with the problem themselves. They can gain much self respect through taking the initiative and dealing with the problem without Mum and Dad’s involvement, but this is not always possible.

4. Inform your child’s Pastoral Leader of Learning or Homeroom Patron if bullying is suspected. Do not encourage your child to hit back.

5. Communicate to your child that, as a parent, your involvement will be appropriate so that the problem is not aggravated and so that retribution will not be visited on the child.

What Can Students Do About Bullying?

- Be with someone else when the bully is around.
- Stay away from the bully – avoid contact.
- Be confident, act normal and stick up for yourself.
- Avoid the bully’s behaviours – avoid reacting.
- Don’t hit back, swear or become upset.
- Avoid making negative or ‘smart’ comments.
- Be assertive - tell the bully calmly and confidently that it’s wrong, you don’t like it or to stop.
- Tell someone about what happened – eg a friend, a teacher, a trusted adult.
- Write out what happened in detail and date.
- Stay positive, don’t let it get you down.
Cyber Bullying

DEFINITION OF CYBER BULLYING

Cyber bullying can be defined as a form of bullying through an internet device such as; email or chat room, discussion room, instant messaging, and web pages.

Cyber bullying can also include bullying through mobile phone technology such as; text messages, pictures/video clips and phone calls. The NSW Crimes Act of 1990 states that intimidating a person for the purpose of causing the person to fear physical or psychological harm to himself / herself (including family members) constitutes a penalty of 5 years imprisonment and / or a $5500 fine.

WHERE TO GET FURTHER HELP OR INFORMATION

Useful websites for parents and students include:

- www.police.nsw.gov.au
- https://esafety.gov.au
- www.NetSmartz.org
- www.GetNetWise.org
- www.netsafe.org.nz

STUDENT COUNSELLING

Services Provided by the College

A qualified counsellor is available each day for student support. The College counsellor will meet with students for a variety of reasons.

Students are able to meet with the counsellor by;

- Self-referral.
- Referred by the Pastoral Team (Principal, Assistant Principal, Leaders of Learning)
- Referred by a parent.

Matters discussed at these meetings are treated as confidential.

Services Provided by Community Agencies

There are times in our lives when challenges and difficulties arise and we do not know where to turn. Often our parents, guardians or teachers can provide us with the best support and advice but at times we need to seek other assistance. Perhaps the College Counsellor could help.

These web sites are designed for students to help themselves with issues and depression. Click on:

- http://beyondblue.org.au is the National Depression Help site if you feel depressed or anxious a lot.
- www.kidshelp.com.au - as well, the Kids Help Line at freecall 1800 551800 is available 24 hours a day for young people who need to talk over problems.
• https://www.lifeline.org.au

• http://headspace.org.au

• High Street Youth Health Service in Harris Park, phone 9687 2544, can assist young people with counselling and advice on problems. www.somazone.com.au

• Parentline at 132055 assists parents especially with child behavioural concerns. http://www.parentline.com.au

RACIAL DISCRIMINATION

St Patrick’s Marist College is committed to the goal of freedom from racial discrimination, harassment and vilification within its working and learning environment. The College aims to ensure that individuals and groups will not be disadvantaged because of race (including but not limited to nationality, descent, ethnicity and ethno-religious or national origin). Racial Discrimination, harassment or vilification of students, staff members or any member of the general public will at no time be tolerated on College premises.

DISPENSING MEDICATION

Administration of Non-Prescribed Medication

• No medication will be given to a student without the written or verbal permission of a parent / guardian.

• Parents are discouraged from providing children with medication at school, unless on a Doctor’s advice.

• All medication is to be kept in the College office clearly labelled with all the relevant information for the child for whom it has been provided.

• A Medication register is maintained at the College office.

Administration of Prescribed Medication

• No medication will be given to a student without the written permission of a parent / guardian.

• Parents are discouraged from providing students with medication at school unless on a Doctor’s advice.

• Medication must be supplied by parents in the original container, clearly marked with the student’s name, the name of the drug, dosage, frequency of administration and prescribing doctor’s name.

• Appropriate equipment for administration, e.g. medication measures, are to be supplied by parents.

• All prescribed medication is kept under lock and key in the College office until the time of administration.

• In Secondary school it is reasonable to expect students to present themselves at the appropriate time and place for their medication.
## RECORD OF STUDENT ACHIEVEMENT

### Commendation Notes
The aim of this reporting system is to acknowledge and record a student’s achievement in any aspect of school life, particularly in studies and conduct.

The Teacher writes out the commendation in the space provided. These accumulate to a hierarchy of awards.

Parents and teachers should be able to see at a glance the positive achievements of the students.

### Expectations and Responsibilities
The St Patrick’s Marist College community has expectations for each of its members. Each member also has clear responsibilities towards others. Where all expectations are respected and responsibilities are carried out our College will be truly Christian. The following represents these expectations and responsibilities.

<table>
<thead>
<tr>
<th>EXPECTATIONS</th>
<th>RESPONSIBILITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>It is expected that all students:</td>
<td>All students have the responsibility to:</td>
</tr>
<tr>
<td>Practice their Faith</td>
<td>• Respect the Church and its teachings</td>
</tr>
<tr>
<td></td>
<td>• Participate in expressions of faith; liturgies, prayer, the Sacraments, retreats, community service</td>
</tr>
<tr>
<td></td>
<td>• Respect others.</td>
</tr>
<tr>
<td>Be happy and be treated with understanding</td>
<td>• Treat others with understanding</td>
</tr>
<tr>
<td></td>
<td>• Respect others’ feelings</td>
</tr>
<tr>
<td></td>
<td>• Be a good example to others</td>
</tr>
<tr>
<td></td>
<td>• Alert the College when there are things going wrong in their life.</td>
</tr>
<tr>
<td>Be treated with respect and politeness</td>
<td>• Treat others with respect and politeness, especially those new to the College and those visiting and working around the College</td>
</tr>
<tr>
<td></td>
<td>• Express their opinions politely.</td>
</tr>
<tr>
<td>Be an individual</td>
<td>• Treat others as they would like to be treated</td>
</tr>
<tr>
<td></td>
<td>• Speak out against any wrong</td>
</tr>
<tr>
<td></td>
<td>• Make sensible decisions and face the consequences of their decisions.</td>
</tr>
<tr>
<td>Learn all they can</td>
<td>• Co-operate with teachers and other students to make sure that lessons proceed well</td>
</tr>
<tr>
<td></td>
<td>• Address all staff politely</td>
</tr>
<tr>
<td></td>
<td>• Have the necessary equipment for all lessons</td>
</tr>
<tr>
<td></td>
<td>• Seek the teacher’s help in learning</td>
</tr>
<tr>
<td></td>
<td>• Do all that they can in each subject to the best of their ability</td>
</tr>
<tr>
<td></td>
<td>• Allow other students to learn</td>
</tr>
<tr>
<td></td>
<td>• Complete all set homework</td>
</tr>
<tr>
<td></td>
<td>• Be punctual.</td>
</tr>
</tbody>
</table>

Page 25
| Show respect for themselves and the College | • Participate whenever they can; volunteer, join in activities  
• Be a good ambassador for the College at all times  
• Behave responsibly while travelling to and from the College  
• Behave responsibly when representing the College in sporting and/or cultural activities  
• Support the College’s fund raising activities  
• Play fairly at sport  
• Welcome visitors to the College  
• Wear their uniform with pride  
• Be supportive of fellow students. |
|---|---|
| Be Trusted | • Respect the truth  
• Be honest in all matters |
| Be protected against threats to their health | • Refrain from smoking, consuming alcohol, taking illegal drugs or influencing other students to do so – at the College, at any College function, whilst travelling to or from College or at any function organised by the College. |
| Be safe | • Observe safety regulations while travelling to and from the College or participating in College activities  
• Respect fellow students and avoid hurting them in any way (e.g. pushing, harassing, etc)  
• Protect fellow students from danger by reporting potentially dangerous situations to the College authorities  
• Be in the right place at the right time  
• Tell staff about defective fittings or buildings  
• Observe the rules of the road as either a driver, cyclist or pedestrian. |
| Expect their property to be safe | • Respect the property of others  
• Care for their own property  
• Have their names on all articles. |
| Have a pleasant environment | • Care for the College grounds environment  
• Keep their College neat and tidy  
• Encourage other students to be co-operative. |
LIBRARY INFORMATION

Hours of Opening

- 8.15 am - 4:30 pm (Monday, Tuesday, Wednesday and Friday)
- 8.15 am - 3:00 pm (Thursday); Closed during Recess on Friday

Facilities

- Seminar Rooms 1 and 2 – class use / small group work / room may be joined together to form a larger space.
- Study Rooms 2, 3 and 4 – small group work / individual use.
- Recreational Reading area – class use / large group use / senior study.

Students and staff need to check with Library Staff about availability of the Seminar and Study rooms due to the number of permanent bookings.

Loan Items/ Loan time:

- Students: Years 7 – 11. 3 Fiction books / 4 Non-Fiction items
- Students: Year 12. 3 Fiction books / 6 Non-Fiction items

Items

- College Laptops 1 period
- iPads 1 period
- Student loan laptops 2 nights
- Cameras 1 period
- Fiction books 3 weeks
- Non-Fiction books 2 weeks
- Periodicals Overnight loan
- Student Reserve materials 2 days
- Reference books Not available for loan
- Teachers Reference 4 weeks for staff; overnight for students. N.B All loan periods can be modified depending on need.

Overdue Items

- Notes will be generally sent out via homerooms weekly.
- Prompt returns are appreciated.
- Lost and damaged books must be paid for. Please note that students are liable for at least half of the replacement costs of lost or damaged electronic devices. More may be charged depending on the circumstances of the damage or loss.
- Students with overdue items will not be allowed to borrow any more items until the overdue material is returned.
- As laptops are in high demand, students who do not return them on time may be barred from borrowing for a period of time.
Library rules

- School bags are to be left in the designated areas so that they do not block walkways. Valuables should not be left in the bags.
- Speak quietly and behave in a manner consistent with study. No running or shouting out in the library.
- Eating and drinking are not permitted in the library.
- Take care of all the library’s resources – books, furniture, computers, etc.
- Be polite and courteous to the library staff and other library users.

Use of computers in the Library

- Students must return a completed "Information Technology User Agreement" form to the College before they can use the computers in the College.
- Individual students are responsible for the Internet sites visited during their login time. Students who:
  - Visit inappropriate sites, or
  - Use the computers inappropriately will be banned from using the computers for a period of time to be determined by the IT Coordinator / Teacher Librarian.

Photocopier

- A student colour photocopier is available in the Library.
- The cost of each colour photocopy page is 50 cents (A4) and $1.00 (A3).
- The prices for black and white photocopies are 10 cents (A4) and 20 cents (A3).
- Students need to purchase a plastic photocopy card from the Library front desk for $2.00.
- The photocopy card may have money added to it by using the coin operated card refresh machine in the library.
- Students are able to print from the Library Computers to the Library's black and white printer. The cost of an A4 page is 10 cents which is payable to the front desk.
- Students are advised not to place large amounts of money on their photocopy card as, if it is lost, the card may be used by anyone.

Equipment

Equipment available from the library includes: Laptops, iPads, Video Cameras and Digital Cameras.

College ID Cards

All loans require a student ID card. Students who need to replace lost or damaged cards need to see Ms Ellison. The cost of a replacement card is $10.00.
EXTRA-CURRICULAR ACTIVITIES

Activities Offered
St Patrick’s Marist College offers a variety of extra-curricular activities that add to the cultural and holistic development of the individual. These include:

- Charitable Appeals
- Chess Club
- Concert Band / Ensemble
- Tournament of the Minds
- Music Tuition
- Oratory
- Public Speaking
- Debating
- Musical
- Vocal Group

Representative Sports Offered
Students at the College compete in two representative competitions. Metropolitan Combined Catholic Schools (MCCS) for the girls and Metropolitan Catholic Schools (MCS) for the boys. The College is represented in:

**MCCS:**
- Athletics
- Basketball
- Cross Country
- Hockey
- Netball
- Soccer
- Oztag
- Swimming
- Tennis
- Touch Football
- Volleyball
- Water Polo

**MCS:**
- Athletics
- Australian Rules
- Basketball
- Cricket
- Cross Country
- Golf
- Rugby League
- Rugby Union
- Soccer
- Swimming
- Tennis
- Touch Football

There is a long tradition of representative sport at St Patrick’s Marist and the College is a member of two of the strongest school sports associations in New South Wales - the Metropolitan Catholic Schools (MCS) and the Metropolitan Combined Catholic Schools (MCCS). It is a great honour to be selected to represent the College at sport and it is expected that, if a student is selected, she or he will be available to play and train at all the relevant times. Tuesday afternoon is when all teams train so students must arrange other commitments around this. Representative players are required to purchase the correct attire. Students who violate our sporting behaviour code will not be selected to represent the College in sport.

From time to time students who participate in College sporting teams are expected to travel to compete in various carnivals and competitions and may arrive back to the College after school finishing times. It will be the student’s responsibility to make arrangements for getting home from the College if arriving back after time.

It is an expectation of the College that students who are regular team members take part in such excursions and that if, for some valid reason they cannot compete, they notify the respective team coach well in advance.

Students playing contact sports should take care to wear suitable protective gear: shoulder pads, mouth guard, head-gear and the like. Students must be correctly attired both while playing their particular sport and in wearing their sports uniform.
Code of Conduct for Sport

METROPOLITAN COMBINED CATHOLIC SCHOOLS (MCCS)

The objects of the MCCS Association, according to the Constitution, are:

(a) To promote, organise and control inter-school sporting activities for girls in Years 7 to 12 at affiliated schools. Only students who are bonafide pupils of the member schools may participate in the competition.

(b) To encourage and promote competition and school spirit.

(c) To foster enthusiasm and interest in sport.

There is little doubt that a great deal of dedication - involving time, effort and money - is exercised by all member schools of the Association, in the pursuit of these stated goals.

So that as many students as possible continue to gain the most desirable advantage through the avenue of sport and other MCCS activities, it is vital that this extra-curricular thrust of our schools be appreciated for what it is and developed appropriately. It is hoped, for example, that contact with other students will lead to the formation of friendships and to meaningful contact at other levels amongst the MCCS schools.

Clearly, it is desirable that all MCCS competition and activities should be characterised by a truly Christian spirit of involvement. Participation, rather than winning at any price, ought to hold pride of place.

In an attempt to encourage the proper enjoyment of games and other activities by participating students, the following Code of Behaviour has been adopted by the schools of the Association. Whilst it is acknowledged and accepted that each school has specific regulations concerning conduct, it is hoped that the Code will be observed on a uniform basis throughout the Association.

PLAYERS' RESPONSIBILITIES:

(1) Teams will be punctual and at all times appropriately attired.

(2) The home team should make a sincere effort to receive any visiting team courteously.

(3) Competing teams are encouraged to recognise, by applause or otherwise, good play or sportsmanship on the part of individuals or groups of players.

(4) Care should be taken to support the Referee or Umpire in the exercise of her / his duties, regardless of whether that person is an adult or student.

(5) Where interpretation of a decision is required, a respectful request to the Referee or Umpire is permissible if it is believed that this approach may eliminate any misunderstanding with regard to implementation of rules.

(6) Play may be hard and vigorous but should never be foul or illegal or such as to endanger the person of an opponent. Ill-temper or spite should never be shown.
(7) Negative play and deliberate time-wasting are unacceptable.

(8) Assistance for opponents when it is obviously necessary should be given promptly and in the true spirit of good sportsmanship.

**CONDUCT OF SUPPORTERS:**

(1) It is assumed that barracking may be enthusiastic but it should never be fanatical or designed to heckle, belittle, or disturb opposing team members. Booing, whistling, playing or beating musical instruments are in bad taste and unacceptable. Any disturbance of this kind during say, an attempt at goal, must always be regarded as bad sportsmanship.

(2) Vocal support for any team should never encourage or incite violence or rough or illegal play.

(3) Special attention needs to be given to spectator behaviour when large school groups (which may or may not include Parents, Ex-students, etc) are attending Swimming or Athletics Carnivals, or Grand Finals.

(4) At all times, the supporters (as well as participants) of sports and other activities are expected to ensure that their assigned area (or change room etc) is tidy and free of rubbish before leaving the venue.

**College Sport**

Sport plays an integral part in the total education of our students at St Patrick’s Marist College. This is evident through the amount of time and resources put into both our representative and internal sport programmes. All students, except those who are medically unfit, are expected to actively take part in the College’s sport programme. Those who are temporarily unable to take part must follow the procedure in the “Non-Sport Procedure” section.

A comprehensive range of sports is offered, including: Aerobics, Athletics, Basketball, Circuit Training, Cricket, Golf, Gymnastics, Indoor Soccer, Netball, Rugby League, Soccer, Swimming, Tennis, Touch Football, Volleyball and Weight Training.

Students will be allocated to a College sport, the venue for which may involve bus transport. Students should ensure they know their sport for each week and come suitably prepared. Students engaged in outdoor sports should be prepared with a College hat, sun screen and a water bottle.

Rolls are taken at the beginning and end of sport. It is the student’s responsibility to see that they are marked present.

Sports day lesson and dismissal times are listed at the front of the Diary.

**Non-sport Procedure**

Any student unable to participate in sport on a Thursday must bring a completed NON-PARTICIPATION NOTE (located at the back of the Diary) and present it to their Pastoral Leader of Learning before 8.40 am.

The student is required to wear full College uniform for the whole day and report to the Library at the end of
lunch. They will study privately under the supervision of the Librarians and will be dismissed at the conclusion of College sport.

Failure to adhere to any of the above will result in the student being placed on Sports Detention.

Appointments should not be made during sport time. However, if these are unavoidable parents must fill in a Notice of Appointment (located at the back of the Diary). Students must present this to their Year Co-ordinators on Thursday before 8.40 am.

**Sports Detention Procedure**

Any student who has misbehaved while at sport will be suspended from playing sport the next week and placed on Sports Detention. Students with incorrect equipment, and those who miss their bus will be placed on Sports Detention.

Students told in advance of their Sports Detention must wear full College uniform. All students must report to room C102 at the conclusion of lunch. Students are dismissed from Sports Detention at 2.30 pm.

**SCHOOL FEES SCHEDULE**

- The amount of School Fees in respect of a student is determined on an annual basis by the Diocese and the School and is subject to variation. School Fees comprise Diocesan and School Based Fees and are payable within 28 days of the statement date. The parents (father/ mother/ carer/s) of a student are jointly responsible for the payment of fees.

- The Diocesan Tuition Fee and School Building Levy are annual fees billed in Terms 1, 2 and 3. A pro rata fee based on weeks enrolled for the year is made for students entering the School part way during a term. If a student leaves the School during a term, no refund will be made in respect of the remaining portion of that term. Other School Based Fees for items such as camps, excursions, materials or technology may be charged to a student’s account and are payable under the same conditions as Diocesan Fees. A term’s notice in writing must be given to the Principal before the removal of a student or a full term’s fees will be payable. The same applies to withdrawal from an extra subject.

- If difficulties arise in meeting payments within the above time frame then special arrangements are to be made and agreed with the School Principal. In the absence of an agreed payment arrangement the School may charge an appropriate administration fee on overdue fees to defray collection costs incurred by the School.

- Where school fee accounts are unpaid and no prior arrangement has been made with the School, or arrangements made are subsequently not adhered to, then a Debt Collection Agency may be engaged to follow up any outstanding monies. In such cases all expenses reasonably incurred in pursuing recovery of overdue amounts, including (but not limited to) legal fees, location administrative costs and any fees and commissions payable to debt recovery agents are recoverable from parents. Any default debts and/or legal judgements may be reported to a credit reporting agency.

- The School recognises that at times, parents/carers may experience financial hardship and have a genuine inability to pay School Fees. Diocesan policies exist for such circumstances and parents/carers in financial
hardship should discuss the situation with the school Principal to make alternative arrangements for payment. If you do not make alternative arrangements the school will have no choice but to take steps in accordance with the above debt recovery procedures.

CONDITIONS OF ENROLMENT

- I/we have read and agree to the conditions set out in this Application and Agreement.
- I/we have read all of the information in the enrolment package including the Standard Collection Notice and the Fees Schedule and understand the policies that we will need to abide by should this enrolment application be successful.
- I/we understand that if any misleading information has been provided, or any omission of significant, relevant information made in this application for enrolment, acceptance will not be granted, or if discovered after acceptance the enrolment may be withdrawn.
- I/we understand that I must advise the school of changes to the information I have provided in this Application throughout my child’s attendance at the College.
- I/we will provide such other information which may be required by the College to meet the educational interests of my child.
- I/we consent to the provision of all school services to our child, including the provision of counselling where appropriate.
- I/we do not owe any outstanding fees or charges, in relation to my child’s attendance at any other school.
- I/we agree to pay all school fees in a timely manner as set out in the Fees Schedule. In the event of difficulty I/we agree to request a special arrangement as outlined in the Fees Schedule.
- I/we give permission for photographs/video footage of my/our child to be taken at the College and at College events. These may be used in College or diocesan newsletters, brochures, advertising, newspapers, websites or publications/video footage.
- I/we agree to support and participate in the life of the College/Parish at parent/teacher meetings, liturgical celebrations, social and practical activities offered at the College.

I/WE AGREE THAT OUR SON/DAUGHTER IS AVAILABLE TO REPRESENT THE COLLEGE IN SPORT IF SELECTED.
COMPLAINTS HANDLING

- College acknowledges that sometimes people may have a complaint about a decision, behaviour, act or omission that they feel is unacceptable.

- The underlying principles in managing complaints are that;
  
  - Complaints will be investigated in a fair and impartial manner.
  - A person facing a complaint is entitled to know detailed information about the complaint and given the opportunity to respond.
  - Confidentiality will be observed.
  - Respect will be provided to all parties.
  - It is expected that complaints are made in good faith and are not vexatious.
  - Complaints will be addressed in a timely manner.

- Options available for those with a complaint include;
  
  - Discuss the issue directly with the parties concerned.
  - Contact the College through reception, Leaders of Learning, Assistant Principals or the Principal.
  - Contact the Catholic Education Office.

- The Intake Process involves the following steps;
  
  - Recording the complaint/enquiry.
  - Assessing how the complaint will be managed.
  - Maintaining accurate and confidential records.

- Addressing complaints will be managed in a timely and appropriate manner where the rights of all parties are respected.

- If an individual is not satisfied that a matter has been resolved appropriately, then an appeal may be lodged with the Principal or the Catholic Education Office.

- Further information is also available from the Parramatta Catholic Education website;  
  [www.parra.catholic.edu.au](http://www.parra.catholic.edu.au)
**CURRICULUM**

**Assessment**

Assessment is an integral part of a student’s learning and it is used by teachers to collect evidence about a student’s progress towards the achievement of outcomes listed from the subject syllabus. Assessment also helps students know and recognise the standards they are aiming for and this is reflected in the marking guidelines. It also provides evidence that students have satisfactorily completed a course.

**WHY HAVE AN ASSESSMENT POLICY?**

- It will ensure consistency across the College curriculum
- It will ensure fairness and justice to all students
- It will enable parents and students to be better informed of College procedures on assessment

**WHAT IS THE RESPONSIBILITY OF THE STUDENT?**

- It is the responsibility of each student to ensure that they know the date of the formal Assessment Tasks and know what is being assessed and how.
- Every student must follow the procedures regarding submission of formal Assessment Tasks
- Formal Assessment Tasks are to be submitted to the subject teacher unless otherwise directed.
- If any queries about the tasks or procedures arise students should check with the subject teacher or Leader of learning-Curriculum to seek clarification. Students are encouraged to seek help to enable them to fully understand the requirements and obtain a creditable level of achievement in all Tasks.
- Seek help and advice early and plan effectively.
- It is the student’s responsibility to ensure that the Task is submitted to their subject teacher only. Tasks may not be submitted at the office or be given to another teacher to pass on.
- It is the responsibility of all students to return marked assessment tasks to their parents/guardians for their signature.
- Students need to ensure that they complete all informal tasks in class. Students need to understand that information collected from both their formal and informal tasks will be used to determine a grade for their Semester Reports.

**WHAT HAPPENS IF A STUDENT IS ABSENT FOR A FORMAL TASK OR EXAMINATION?**

A letter from a Parent/Guardian (year 7-9) or medical certificate (10-12) explaining the absence is to be given to the Director of Studies on the first day of return to the College. The letter also needs to indicate that the Parents/Guardians were aware a task was due on the day of absence. The letter also needs to be separate from the normal diary entry. A phone call can be made out of courtesy but does not replace the letter. Failure to hand in the letter or medical certificate as required may result in a detention and the normal penalty. If a student knows they will be absent on the due date of a formal Assessment Task a letter must be submitted to the Director of Studies prior to the due date.
WHAT HAPPENS IF A STUDENT SUBMITS A FORMAL TASK LATE?

First day an Assessment Task is late will result in a 30% penalty (thereafter a zero mark is awarded); an Assessment Task is assumed to be one day late if not received by the designated time on the due date;

Each day of a weekend is regarded as part of the late total; (every day of the weekend is counted) and even if the Assessment Task is a late, student must still submit the work to meet the course requirements.

A Notice of Penalty (year 7-10) or Warning Letter (year 11-12) will be sent home to indicate award of a penalty.

WHAT HAPPENS IF A STUDENT FAILS TO SUBMIT A FORMAL TASK?

Students are required to submit all formal Assessment Tasks. After the second day, a detention will be arranged and a Notice of Penalty (year 7-10) or Warning Letter (year 11-12) will be sent home to indicate award of a penalty. The Notice of Penalty or Warning Letter will indicate that the student will still be required to submit the Assessment Task and notifies the Parent/Guardian of a zero mark.

CAN I GET AN EXTENSION OF TIME?

In the case of illness or misadventure, extensions of time may be given but will depend on the circumstances. If a student realises that the Assessment Task will not be completed on time the student must approach the Director of Studies for an extension of time well in advance of the due date. Extensions will not be granted on the due date.

WHAT HAPPENS IF A STUDENT COPIES WORK FROM ANOTHER STUDENT OR FROM A TEXT OR ELECTRONIC SOURCE WITHOUT ACKNOWLEDGEMENT?

Plagiarism: Taking and using another person’s work and claiming it as your own is plagiarism. If direct words are used, they must be referenced; i.e. they must be placed in quotation marks and the source and page number acknowledged. If a student copies someone’s work exactly and claims it to be his or her own, this is plagiarism. Parents/Guardians will be informed and some disciplinary action may result. Notice of Penalty (year 7-10) or Warning Letter (year 11-12) will also be sent home to indicate a penalty.

WHAT HAPPENS IN THE CASE OF COMPUTER OR PRINTER BREAKDOWN?

No extensions of time can be given. Students will incur a penalty if the Task is late.

Students who use the computer for Assessment Tasks are strongly advised to:

- Regularly back up their work on an external drive such as a USB flash drive
- Print a draft version prior to the due date
- Complete the final copy of the assignment at least 24 hours before the due date (not on the night before or on the morning of the due date)
- Students are advised they can use the library printing facilities
- Not to rely on emailing assessments to the College on the due date
WHO SHOULD I SEE IF I HAVE A PROBLEM?

Students should talk to their subject teacher first. If the problem is not resolved, he or she can then discuss it with the Leader of Learning- Curriculum or Leader of Learning- Pastoral. For major issues, an appointment to speak to the Director of Studies should be made.

ADVICE FOR PARENTS

Parents can take an active interest in the education of their children by encouraging them to:

- Keep up to date of all assessment activities (Calendar, Subject Assessment Outlines)
- Start tasks early, so that they have time to ask for help if they need it.
- Break tasks into a series of smaller steps and set deadlines for completing each step.
- Record the sources of information they use as they find them, so that acknowledgements do not become major tasks at the end.
- All sources need to be acknowledged
- Frequently save and back up. Failure of technology is not an acceptable excuse for late submission.
- Keep a copy of all tasks
- Ask their teacher if in doubt.
- Students should not be sharing their own work with others. Who knows where the work could end up?
- Parents are not encouraged to complete the task for their child!
- Parents are required to sign every assessment task after it has been marked. This is a way parents can monitor and account for their daughter/son’s learning.

COLLEGE FORMAL ASSESSMENT TASKS

This is to be read to students before the commencement of any formal assessment task from Years 7 to 12.

“If you have accidentally brought into the room any books, notes, paper or any equipment other than the specified aids, please hand them to the supervising teacher before the assessment task commences. Mobile phones or other electronic devices must not be taken into the room under any circumstances. If you have accidentally brought a phone or electronic device in the room please hand them to your supervising teacher now. Any student found with notes, phones or unauthorised material in the room will have a penalty imposed, such as zero for the task. There will be no penalty if any such material is handed in now to the teacher before the task commences.”

Examination Procedures

The examination procedures and rules below apply to all examinations and assessment tasks. Students should read them carefully, as it is essential that each student understands them. It is assumed that all students have familiarised themselves with these procedures.

1. Where applicable a copy of the examination timetable for each year will be distributed to all students and posted on the student notice boards.

2. Students should note carefully the STARTING TIME of examinations, LENGTH of the paper and the LOCATION of examinations. No allowance will be made for candidates who arrive late or do not attend an examination session because they misread the timetable. Students should ensure they are present at least 15 minutes prior to the posted starting time.
3. A reading time of FIVE minutes is generally allowed prior to each examination. Some papers have TEN minutes.

4. Full College uniform is to be worn throughout the examination period. Failure to do so may result in a student NOT being permitted to sit an examination.

5. In the event that a student is late due to misadventure they should report the matter to the Director of Studies as soon as the examination is completed. A determination will then be made as to any consideration that will be given or action needed.

   If a student is prevented from sitting an examination due to illness a telephone call should be made as soon as possible to the Director of Studies informing them of the reason. The student must bring a Medical Certificate (Years 10-12) or a note from parents (Years 7-9) to the Director of Studies on the first day they return to the College. Failure to do so will lead to a no result being awarded for the task.

6. Prior to the examination, students are required to assemble quietly in lines outside the examination room. Orderly and silent entry into the examination room is compulsory. Similarly, when leaving the examination room under instructions, students must remain silent until they have left the room.

7. Students must NOT take into the examination room any bags, books, notes, folders, mobile phones, electronic devices, equipment or anything which may be perceived as an attempt to gain an unfair advantage. Pens and other permitted materials must be in a clear plastic sleeve. Calculators will be checked.

8. Students must NOT take any writing booklets or examination pads, whether used or not, from the examination room. Examination question papers may only be removed from the examination room under the instruction of the examination supervisor.

9. It is the student’s responsibility to ensure that they have been provided with the correct examination paper and in the reading time you should check the question papers to ensure there are no pages missing.

10. Students must not begin writing until told and when the supervisor tells them to stop writing, do so immediately.

11. Students must write in black ink. Pencil may be used only where specifically directed. Liquid paper is not to be used in any examination.

12. Students may NOT leave an examination prior to the official completion time. If you complete your examination before the expiration of the allotted time you must remain seated and silent.

13. Students may NOT leave the examination room, except in an emergency. If you have to leave, you must be under supervision during your absence from the examination room.

14. If a student does not make a serious attempt at an examination, they may be ineligible to receive a mark for that course.

15. Misconduct during examination or failure to comply with these rules will be reported to the Principal. If the allegations are substantiated the student may receive no marks for the course.
Personal Study Programme

As students mature and progress through the College they will be expected to assume more responsibility for their own education. This responsibility should be met by way of homework and set study.

HOMEWORK

Students at St Patrick’s Marist are expected to do homework. Homework is important because:

- it reinforces learning that occurs in the classroom;
- it increases the amount of time available for learning and so enriches the student;
- it encourages students to develop independent study habits.

Usually homework will be set by each teacher after each lesson. Students must record their homework in their Diary and work systematically to complete each task by the date required. If no formal homework is set by a teacher, students should still work at that subject by revising the day’s lessons, researching and working on assignment tasks, reading the textbook and looking for other books or resources.

HOMEWORK NOT DONE

If a student does not complete an assigned task on time, without adequate reason or if a student submits work that is sub-standard, then the teacher will write a note in the student’s Diary or a homework letter will be sent home with the student. Parents are asked to co-operate with the teacher by signing the Diary or letter and responding in the space provided if it is deemed necessary. There will always be occasions when students are justifiably unable to do their homework and we ask parents to write a brief note in the student’s Diary to explain the situation.

HOURS OF HOMEWORK/STUDY

These guidelines indicate the amount of time students should spend on set homework/study.

- Years 7 & 8 1 ½ hours / day totalling approx. 10 hours / week
- Years 9 & 10 2 hours / day totalling approx. 12-14 hours / week
- Years 11 & 12 3 hours / day totalling approx. 20-21 hours / week

NB: Before examinations students should increase their study by at least ONE hour each day.

ASSESSMENT TASKS NOT DONE

Students will be given assessment tasks that must be completed by a set date. If a student cannot complete and submit the task then:

- for Years 7 – 9 a note from parents
- for Years 10-12 a medical certificate

must be produced to their Director of Studies. This procedure is in keeping with the College’s Assessment Policy.
TECHNOLOGY AND HOMEWORK

The College encourages the use of technology to solve or enhance homework tasks or assignments. Care should be taken to use appropriate technology wisely. Much time can be wasted searching the internet or formatting a typed assignment. Computer or printer failure will not be accepted as an excuse for failure to present tasks.

STUDY

Study is best done when the subject matter is fresh in your mind and you are fully alert. To this end, the following points should be considered:

a) Study Timetable:

- Set up a study schedule for each day of the week (including weekends).
- This schedule should include family life, work commitments, meal times, sporting interests and social time eg. TV programmes.
- There must be appropriate times for homework / study / assignments.
- All subjects must be given adequate time.
- Once you have organized your timetable,
- YOU MUST KEEP TO IT.

b) Place to Study:

- A student should have a suitable location at home in which to do their study.
- This location should be quiet – exposure to noise from television, radio, and computers will distract a student from their task.
- Keep your study equipment handy and make sure your folders are well organised.

c) Time for Study:

- Plan your study periods to be 50 minutes with a 5 minute break between each session. During the break take a walk, have a drink and relax.

Illness and Misadventure

If a student is unable to sit for, or complete an assessment or examination due to illness, leave or other unforeseen circumstances, they are required to complete an online form and supply a parent letter (Year 7-10) or Medical Certificate (Years 11-12)

The College has a series of forms on our website under ASSESSMENT

Approved Leave:

1. An application for “exemption from attendance at school form” must be completed and submitted to the Principal prior to leave
2. Once written confirmation is provided from the College the student must complete the online assessment variation form (specific to approved leave)

3. Once the form is submitted the Director of Studies will liaise with the relevant Leader of Learning to determine the most appropriate path of action students will then be notified of the outcome via email.

**Illness /Misadventure:**

1. Parent/Guardian must contact the Leader of Learning
2. A parent letter (year 7-10) or medical certificate (11-12) or evidence of misadventure must be obtained and handed to the Director of Studies on return to school. Alternatively this can be emailed to the Director of Studies
3. The student must complete the online assessment variation for specific to:
   - Illness
   - Misadventure
   - Illness prior to examinations
4. Once the form is submitted the Director of Studies will liaise with the relevant Leader of Learning to determine the most appropriate path of action students will then be notified of the outcome via email.

**Subject Changes**

Parents and students are advised that if they wish to change subjects. The cut-off date is Friday 13th February. This request should be made in writing, signed by the parent/guardian and handed to Ms Ellison (Director of Studies)

Year 9 and 11 students were given ample time to prepare for and make subject choices regarding their subjects, during the lengthy subject selection process last year. Year 10 students should be aware that changing electives after one year is not recommended, and students should be completing 200 hour courses at stage 5. Year 12 students must consider the number of units they have. Particularly when needing and an ATAR.

Students wishing to change classes or subjects must:

1. See the Director of Studies with a note form their parents requesting the change
2. Get relevant Leader of Learning and class teachers to sign the form
3. Get the forms signed by the Finance Officer (office)
4. Return completed form to the Director of Studies

If approved confirmation will be a new timetable.

*Please note students cannot change classes until they receive a new timetable specifying the new class allocation.*

Cut off dates for each year groups are:

- **Year 12:** End of week 5 (Term 4)
- **Year 11:** End of week 4 (Term 1)
- **Year 10:** End of week 4 (Term 1)
- **Year 9:** End of week 4 (Term 1)
### BELL TIMES

<table>
<thead>
<tr>
<th>Homeroom</th>
<th>Monday, Tuesday, Wednesday and Friday</th>
<th>Thursday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 1</td>
<td>8:45am – 9:00am</td>
<td>8:45am – 8:55am</td>
</tr>
<tr>
<td>Period 2</td>
<td>9:00am – 10:00am</td>
<td>8:55am – 9:55am</td>
</tr>
<tr>
<td>Period 3</td>
<td>10:05am – 11:05am</td>
<td>9:55am – 10:55am</td>
</tr>
<tr>
<td>RECESS</td>
<td>11:05am – 11:35am</td>
<td>10:55am – 11:15am</td>
</tr>
<tr>
<td>Period 4</td>
<td>11:35am – 12:35pm</td>
<td>11:15am – 12:15pm</td>
</tr>
<tr>
<td>Period 5</td>
<td>12:40pm – 1:40pm</td>
<td>12:15pm – 12:45pm</td>
</tr>
<tr>
<td>LUNCH</td>
<td>1:40pm – 2:10pm</td>
<td>SPORT (12:45pm – 2:30pm)</td>
</tr>
</tbody>
</table>

### Schedule Details
- **Monday, Tuesday, Wednesday and Friday**
  - Homeroom: 8:45am – 9:00am
  - Period 1: 9:00am – 10:00am
  - Period 2: 10:05am – 11:05am
  - Recess: 11:05am – 11:35am
  - Period 3: 11:35am – 12:35pm
  - Period 4: 12:40pm – 1:40pm
  - Lunch: 1:40pm – 2:10pm
- **Thursday**
  - Homeroom: 8:45am – 8:55am
  - Period 1: 8:55am – 9:55am
  - Period 2: 9:55am – 10:55am
  - Recess: 10:55am – 11:15am
  - Period 3: 11:15am – 12:15pm
  - Period 5: 2:15pm – 3:15pm
  - Lunch: 12:15pm – 12:45pm
  - Sport: 12:45pm – 2:30pm
## CALENDAR DATES

### TERM DATES 2016

| Term 1       | 27<sup>th</sup> January – Staff Day  
|             | 30<sup>th</sup> January – Years 7, 11 & 12 begin  
|             | 31<sup>st</sup> January – Whole school classes begin  
|             | 10<sup>th</sup> February – Swimming Carnival  
|             | 13<sup>th</sup>-17<sup>th</sup> February – Yr.12 Retreat  
|             | 15<sup>th</sup> February – Yr.9 Information Evening.  
|             | 21<sup>st</sup> February – HSC Parent Information Evening.  
|             | 22<sup>nd</sup> February – P&F AGM in evening.  
|             | 6<sup>th</sup> March – College Open Day 4pm-6pm  
|             | 7<sup>th</sup> April – Term 1 Concludes  
| Term 2       | 24<sup>th</sup> April – Staff Day  
|             | 26<sup>th</sup> April - Term 2 Classes begin  
|             | 5<sup>th</sup> May – College Athletics Carnival  
|             | 12<sup>th</sup> May – Mothers’ day Liturgy -2.30pm.  
|             | 16<sup>th</sup> May –Yr.12 Parent-Teacher-Student Interviews  
|             | 24<sup>th</sup> May - P&F Meeting.  
|             | 26<sup>th</sup> May – Yr.12 Formal  
|             | 2<sup>nd</sup> June – School Photos  
|             | 6<sup>th</sup> June - Champagnat Day  
|             | 13<sup>th</sup> June - Yr.10 Parent-Teacher-Student Interviews  
|             | 19<sup>th</sup> June – Yr.10 into 11 Information Evening.  
|             | 22<sup>nd</sup>-24<sup>th</sup> June – Musical performances  
|             | 27<sup>th</sup> June - Yr.11 Parent-Teacher-Student Interviews  
|             | 28<sup>th</sup> June – Term 2 Classes Conclude  
|             | 29<sup>th</sup> June – Years 7-9 Parent-Teacher-Student Interviews - 11am-8pm  
|             | 30<sup>th</sup> June – Staff day  

Page 43
<table>
<thead>
<tr>
<th>Term 3</th>
<th>17th July – Staff Day</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>18th July – Term 3 classes Commence</td>
</tr>
<tr>
<td></td>
<td>19th July – Yr.9 Information Evening.</td>
</tr>
<tr>
<td></td>
<td>25th August - Yr.8 into 9 Information Evening.</td>
</tr>
<tr>
<td></td>
<td>26th July – Semester One Awards Ceremony.</td>
</tr>
<tr>
<td></td>
<td>31st July – Trial HSC Examinations begin.</td>
</tr>
<tr>
<td></td>
<td>7th – 9th August – Yr.11 Retreat</td>
</tr>
<tr>
<td></td>
<td>18th August – Walkathon</td>
</tr>
<tr>
<td></td>
<td>30th August – P&amp;F Meeting in evening.</td>
</tr>
<tr>
<td></td>
<td>1st September - Fathers’ day Liturgy</td>
</tr>
<tr>
<td></td>
<td>6th September – Yr.11 Information Evening.</td>
</tr>
<tr>
<td></td>
<td>19th September – Year 12 Graduation</td>
</tr>
<tr>
<td></td>
<td>22nd September – Term 3 Classes Conclude</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Term 4</th>
<th>9th October – Term 4 Classes Commence</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10th October – Yr.7 (2018) Information Evening.</td>
</tr>
<tr>
<td></td>
<td>16th October – HSC Examinations begin.</td>
</tr>
<tr>
<td></td>
<td>16th- 20th October – Yr.7 Camp</td>
</tr>
<tr>
<td></td>
<td>31st October – Yr.11 Parent-Teacher-Student Interviews.</td>
</tr>
<tr>
<td></td>
<td>1st December – Year 10 Pastoral Day /Final day</td>
</tr>
<tr>
<td></td>
<td>4th December – Year 10 Harbour Cruise</td>
</tr>
<tr>
<td></td>
<td>8th December – Pastoral Day – Years 7,8,9,11.</td>
</tr>
<tr>
<td></td>
<td>12th December – Semester 2 Awards Evening.</td>
</tr>
<tr>
<td></td>
<td>13th December – Term 4 classes conclude.</td>
</tr>
<tr>
<td></td>
<td>14th December – Years 7-9 Parent-Teacher-Student Interviews</td>
</tr>
<tr>
<td></td>
<td>11am-8pm (Not Compulsory)</td>
</tr>
</tbody>
</table>
LOCKOUT AND LOCKDOWN PROCEDURES

**Lockout** is a procedure which prevents unauthorised persons from entering the school and is used when the threat is general or the incident is occurring off the school property. This procedure allows school activities to continue as normal during the outside disruption.

All perimeter gates of the College are closed from 9.30am to 3pm. The only access during this time is via a push button at the gate connected to the Office. The Office then makes decisions on whether a gate is opened or not.

**Lockdown** is a procedure used when there is an immediate threat to the school e.g. school intruders. Lockdown minimises access to the school and secures staff and students in rooms. As part of this procedure, everyone must **remain in their room** until the situation has been declared safe by an authorised person e.g. Principal or Police Officer. The most important thing is **Common Sense**.

**STEPS TO IMPLEMENT LOCKDOWN:**

1. **Lockdown signal is given** – a unique audible sound (‘Alert’) from PA speakers in with announcement over the PA from Principal, Assistant Principal or designated staff member, Activate lock-down procedures immediately.
   
   “All students, staff, and registered guests please proceed to the nearest classroom. Staff, secure your rooms and students. An intruder is located (location given) and is wearing (description) OR the reason for the lock-down is... (where it is appropriate to give such information). Authorities have been notified and are enroute. REPEAT: Activate lock down procedures immediately. All students, staff, and registered guests please proceed to the nearest classroom.”

2. Principal or the designated staff member calls 000.

3. If **safe** to do so, the Principal or designated staff member will **wait outside the main entrance** of the school to direct emergency services if they are involved. Only authorised personnel should be allowed access to the school premises.

4. **All outside activities should cease immediately.** Students and staff should immediately return to the nearest school building or classroom. If at lunchtime or recess staff & students on the oval should go into the La Valla Centre, staff and students on the basketball courts should go into the Theatre, staff and students in the Harrington Courtyard should go into BG06, BG07 & BG08, staff and students in the Senior Courtyard should go into AG05, AG06, AG07, staff and students in the library should remain there.

5. Staff should follow rehearsed instructions to **seat students and any other staff on the floor out of line of sight of doors and windows if possible – A poster could be placed over the window.** Staff should ensure students remain calm and quiet.

6. Staff should **check grounds and walkways** outside their classrooms for students who may not have heard the signal. Advise them of the lockdown and direct any students into the nearest classroom. Staff should not leave the classroom to get students.

7. **Close windows and blinds and lock all external doors. DO NOT** open the door to any person other than a student or member of staff.
8. Teachers should sit the group in the most non-visible spot (door wall) and keep them calm and quiet until “all clear” is provided by the Principal/Assistant Principal or designated staff member that the lockdown is over.

9. Do not allow students to use any electronic devices, especially mobile phones, during the lockdown time.

10. Teachers who are not on class should lock themselves in staffrooms.

11. **No one should leave the room during the Lockdown time.**

12. Where the lockdown lasts an extended period of time or extends beyond normal school hours, the Principal/Assistant Principal should notify parents via local media and with the assistance of local police.

13. In conjunction with local police, the Principal should arrange for parents to pick students up from school at a designated safe area.

**FOR PARENTS**

Information about the school’s Lockdown procedures will be disseminated to all parents via the Parent Handbook and on the College website.

Usually the lockdown situation will be declared on the recommendation of police or emergency personnel. If this occurs, parents will be notified as soon as it is practical to do so. **However parents are requested not to come to the school, as students will not be released to parents during Lockdown.** Parents are also asked not to call the school as this may tie up emergency lines that must remain open. Parents should not expect their child to call them, nor should they call student mobiles, as the Lockdown situation requires silence in order to not alert an intruder to the presence of students and staff in classrooms. If your child’s stay is extended beyond the regular time, you will receive information about the time and place that you can pick up your child.

**EMERGENCY EVACUATION PLAN**

**Application**

This Plan is to be applied in the following circumstances:

- Fire
- Bomb Threat
- Major Gas Leak
- Earthquake
- Any other serious situation that may arise that requires evacuation

**Procedure**

**STAGE 1: EMERGENCY DECLARED**

- It is vital that the first person to realise an emergency situation reports it to the Office
- The Principal, or Assistant Principal if Principal is absent, is informed and a decision is made whether to evacuate or not
- If evacuation is required an announcement is made over the PA:
“All staff and students need to evacuate the school as quickly and as carefully as possible. Students, follow your teacher’s instructions and move in an orderly and calm manner to Number 1 Oval.”

STAGE 2: EVACUATION

- Teachers take firm control of the class situation (i.e. the PA announcement is not a signal for uncontrolled rush for doors).

STAGE 3: ASSEMBLY & ATTENDANCE CHECK

- To be done at safe area or marshalling area – Number 1 Oval
- See duties below

DUTIES

Principal: Oversees and manages Emergency Site

Assistant Principal – Innovative, Teaching and Learning: Oversees access and coordination of emergency vehicles

Assistant Principal – Pastoral: Manages Marshalling Area

Director of Mission: Opens gates leading to Bus Bay from the path at the front of the College

Teachers Who are Teaching at the Time:

- Main responsibility is to take the class to the Marshalling Area – No.1 Oval
- Follow evacuation route indicated in classroom
- Ensure students are quiet and sensible at all times; Do not panic; do not run; and, do not make any excessive noise
- Tell students to leave their belongings in the room. They can take their wallet and mobile phone (if they have one).
- If possible, have students shut the windows
- Pick a responsible student to lead class to Oval.
- Send students ROW-BY-ROW to prevent ‘log jam’ at door and to help set a tone of orderliness and calm. Ensure no one is left in the room.
- Shut (not lock) the door after you leave.
- Take class to their allocated Year Area and have them sit in their Homeroom Group.

Teachers who are not Teaching at the Time: Go directly to Marshalling Area - No.1 Oval.

Homeroom Patrons

- Your responsibilities begin at the Marshalling Area - No.1 Oval.
- Obtain Homeroom Sheet from the Secretaries and take a roll call
- Take Homeroom Sheet back to Secretaries and enquire about absentees, if any.
• Tell your Leader of Learning when your Homeroom is accounted for or if student(s) is/are missing.

Leaders of Learning - Pastoral

• Go to No.1 Oval and marshall your Year Group in the area allocated. Students are to sit alphabetically and with a walking gap between each Homeroom.

• Oversee attendance check for Year Group.

Homeroom Patrons will check Daily Absences.

• Report to Assistant Principal (Pastoral) when all are accounted for, or any missing or unaccounted for students.

Support Staff

• Office Staff: Alert relevant emergency authorities.

• Lock Workplace: e.g. Office, Canteen, Printroom

• Move to Marshalling Area – Number 1 Oval and immediately record your presence with assigned secretary.

Student Attendance Secretary

• Distribute emergency Homeroom Sheets to Homeroom Patrons at the Marshalling Area – Number 1 Oval.

• Distribute a copy of Daily Absences to Pastoral Leaders of Learning.

Staff Attendance Secretary

• Record staff attendance.

• Take First Aid Kit to Marshalling Area.
MARSHALLING AREA

KISSING POINT ROAD

KIRBY

STREET

EACH YEAR GROUP TO SIT IN HOMEROOM LINES

Years  7  8  9  10  11  12