
St. Paul's College Kempsey



Student Handbook 2020

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College Prayer

*Heavenly Father, we pray to
ask your blessings on St. Paul's College
and for the parish, parents and teachers who
support, and are part of it.*

*May the Spirit of Christ dwell here,
encouraging us to respect both
ourselves and each other.*

*Spirit of Wisdom help us all to grow in the
use of spiritual, academic and social gifts.*

*Spirit of Wisdom, we ask your guidance
when decisions are made
for the future direction of our school.*

We ask this through Christ Our Lord.

Amen.

St. Paul....pray for us.

Our Lady Help of Christians....pray for us.

VISION STATEMENT

St Paul's College is a Catholic co-educational school based upon the Gospel values. We invite individuals to share, celebrate and grow in their faith, emulating Christ in the context of our times. The College fosters the Catholic tradition of involvement in the wider community.

We actively promote the development of the whole person to become fully human, empowering students to aim for personal excellence. In partnership with families, we emphasise leadership, responsibility, service, and the dignity of the individual.

St Paul's provides opportunities for academic excellence. Our development of the skills of independent learning and critical thinking is supported by a range of well-resourced curricula and extra-curricular activities.

The support and development of the staff is an important aspect of the College and they share a common purpose as educators and carers of the students. Our pastoral care system promotes positive self-esteem in students.

We believe that the students graduating from St Paul's College should possess a strong sense of hope in the future.

MISSION STATEMENT

(The vision statement is currently under review. This is the latest working draft)

St Paul's College is based upon the Gospel teachings of respect, equality, justice and peace, and incorporates a pastoral care system which exists within a Catholic environment and ethos. We acknowledge that parents are the prime educators of their children, and recognise that we work in partnership with families to promote the development, learning and self-esteem of our students.

We actively promote the development of the whole person, recognising the worth of each student and allowing them to aim for personal excellence in a safe and supportive environment. Students are encouraged to develop a responsible attitude and desire to learn. We emphasise leadership, responsibility, service and the dignity of the individual.

St Paul's College fosters the Catholic tradition of active involvement in the wider community. We promote celebrations which develop our sense of identity, sense of belonging and culture.

We believe that students graduating from St Paul's will possess a strong sense of hope, resilience, sound values, generosity of spirit and an awareness of the importance of responsibility within their community and in relationships with others.

VALUES

We value:

- The Catholic Christian environment in which the teachings of Christ and Gospel values are embedded.
- Liturgy and prayer as essential elements of our College life.
- The importance of the Religious Education program to our community.
- The dignity of the human person.
- The development of the whole person.
- Partnerships between Diocesan, Parish and school communities in all aspects of student welfare.
- The involvement of parents in the College community, recognising their role as prime educators.
- The pursuit of educational and personal excellence in all aspects of life.
- The importance of independent learning, and goal setting to encourage responsibility and personal achievement.
- High quality teaching and high quality learning.
- The professionalism, talents and commitment of staff who provide positive role models.
- Collegial staff relationships together with collaborative leadership and decision making.
- Opportunities for the personal and professional development of teachers.
- A sense of school spirit and identity as a community.
- Students wearing the school uniform with pride and a sense of belonging.
- A positive attitude to life and the development of self-esteem and self-respect.
- Structures that provide the greatest flexibility to cater for the needs of individual students.
- The safety, peace and beauty of our physical environment.
- A positive environment which emphasises Pastoral Care.
- Self-discipline and an understanding of student rights and their associated responsibilities.



A SHORT HISTORY OF ST PAUL'S COLLEGE

The establishment of St Paul's College Kempsey in 1965 by the Christian Brothers completed 30 years of planning. Father (later Monsignor) Thomas Joseph Morris started the dream with land acquisitions in the 1930's and then Father McEvoy and Father W. O'Hare finalised the plans. St Paul's College commenced classes on February 8, 1965 with 87 boys (Class 5, Class 6, Form 1) and three Christian Brothers. Br M. E. Cryan was Principal for the first three years.

By 1968 the school catered for boys from Year five to Fourth Form. The first St Paul's College students to sit for the School Certificate achieved a 100% pass rate in November 1968.

The implementation of the Wyndham Scheme in 1969 resulted in the introduction of co-educational instruction in three core subjects, English, Maths and Science for Year 10 classes. The girls from St Pius X High School were bussed to St. Paul's for the first three periods each day. By 1972 there were 228 boys at St Paul's.

November 1973 marked the opening of St Pius X Regional High School on the eastern side of the St. Paul's site. The two schools were administered separately but shared the Library and other facilities.

In 1980 St Paul's College and St Pius X Regional High School were amalgamated to form the Macleay Regional Catholic High School for Years 7-10. The Parish Priest, Fr W. Mills, announced that this would result in a more efficient, cohesive and economical school. The school reverted to the original name of St Paul's College in 1985, but retained the MRCHS school motto of "Let Your Light Shine".

1991 marked the next stage in the St Paul's College history when Year 11 commenced. A senior school was first mooted in 1977 by Fr. W. Mills and was the result of years of planning and prayer.

The year 2000 saw the first, four stream intake into Year 7 at St Paul's, consequently the College population has continued to grow. A major capital works, refurbishment and extension program was undertaken at the end of 2001 to accommodate the growing population. In 2009 the College was successful in obtaining a grant for Science facilities. The 'Building the Education Revolution' enabled the construction of the Catherine McAuley Centre in 2011. The Edmund Rice Centre was completed in 2012 with further major capital works, refurbishment and extension programs undertaken in 2013 to accommodate the continued growing population. A Trade Skills Centre grant was announced late 2013 for Primary Industries and Construction, and from this, the Ignatius Construction Industry Centre and Francis Farm were built and opened mid-2015. The Francis Farm extended the College site to include a parcel of land opposite the College site on North St.

2015 saw the College celebrate its golden Jubilee of 50 years. This was marked with a Jubilee Mass and Dinner held on the College grounds on the 25th and 26th of June and other celebratory events throughout the year.

GENERAL AIMS OF THE SCHOOL

St Paul's College attempts to provide a true Catholic Education by aiming to:

- provide an education based on sound spiritual and academic principles
- create an environment in which students feel secure enough to realise their full potential in all areas of development so they can make a positive contribution to an ever changing society.
- develop a caring community, which is specifically Christian, emphasising the strengths of self-discipline and fostering the growth of students and staff.
- develop students' understanding of their fellow students by promoting qualities of co-operation, tolerance of others and compassion.
- Be a witness to Christian values, thus becoming an integral and important part of the Church and society.

STUDENT EXPECTATIONS

Establishing a Positive School Climate

St Paul's College is a community which requires the support of parents in student learning. We are a Professional Learning Community and as such, learning rather than teaching is the fundamental purpose of our College.

We believe that every member of our College community is able to work towards their full potential and is encouraged to do so.

Catholic Schools are set up at the direction of the Bishop to provide Catholic Education for the students who seek enrolment at Catholic schools. Catholic Education is at a crossroads. Changes in enrolment patterns and in our educational and cultural context have radically affected the composition and roles of the Catholic school in recent years. It is an expectation that if parents seek enrolment of their child at St Paul's College, then they are prepared to actively support the college in the transmission of catholic values. Each parent signs an enrolment contract that clearly states that they will support the College in its efforts and fulfil the expectations which the college places upon the enrolment, such as;

- understanding and supporting the catholic ethos of the college and agreeing to abide by the rules and regulations of the college, including those relating to pastoral care, curriculum, sport, school uniform, homework, discipline and the general operation of the college.
- agreeing to support your child's participation in the compulsory religious life of the College.
- undertaking not to engage in social media or allow your child to engage in social media that brings the Trustees of the Catholic Church into disrepute.

Enrolment at St Paul's College implies the acceptance of the college's values system which is firmly based upon Catholic tradition and teaching. Therefore, all students are required to actively participate in the religious instruction, spiritual development, and retreat programs of the college.

It is unfortunate that sometimes students are not able to choose to be part of this community. Not co-operating with the College and fulfilling the expectations in regard to discipline is a clear statement that individuals do not wish to be full members of the

community which they have requested to attend. As such, it is sometimes necessary for consequences to be placed upon these students in regard to their behaviour.

Teachers are the first disciplinarians, followed by the Pastoral Co-ordinators and in subject specific instances, the Leaders of Learning. If the behaviour is of a more serious nature, or cannot be resolved at these levels, then the matter is referred to the Leader of Welfare & Pastoral Care, Assistant Principal and or the Principal. Matters of an even more serious nature may be referred to the Catholic Schools Office and the Parish Priest.

Support from the parents and co-operation from students is of the utmost importance in student learning, and the fulfilment of the college's care.

EVANGELISATION AND CATECHESIS

Religious instruction at St Paul's encompasses more than simply a curriculum program. Religious Instruction permeates St Paul's College, where students are provided with both experiences in faith and an academic curriculum.

In terms of academic curriculum, Religious Education is taught to the same academic standards as all other courses in the school.

In years 7-10, the Religious Instruction course is called Catholic Studies and is a Board of Studies Endorsed Course, which appears on the Record of School Achievement (RoSA). This program is sequential in that each year builds on the previous year's learning. Topics covered include Church history, the life of Jesus, Mary and the Saints, the Church's feasts and seasons, Sacraments and social justice.

In years 11 & 12 the academic course for Religious Instruction is 'Studies of Religion', a Board Developed Course which can be studied as either a one or two unit course. Both Studies of Religion 1 unit and Studies of Religion 2 unit courses are Australian Tertiary Admission Rank (ATAR) eligible courses. Year 12 students have the opportunity to study a Board Endorsed Course called Catholic Studies. This is a non ATAR course, however provides two units towards the HSC qualification.

Students are provided with faith experiences when we celebrate our liturgies and masses. The students participate in full College masses on a regular basis and perform various ministries at Sunday mass. In school we celebrate full school liturgies for the main feasts of the year, including Ash Wednesday and Easter. Prayer, Christian meditation and reconciliation services are celebrated in class and Pastoral Care groups.

Prayer forms a central focus for the school with Pastoral Care commencing each day with prayer. A further provision for personal faith experiences occurs during the compulsory Reflection days and Retreats, which take place in each of the year levels every year.

COLLEGE PATRON and BADGE

Our College Patron is Our Lady Help of Christians. The College badge (see p. 3) incorporates features of the former St Pius X and St Paul's badges. A shield mounting the school colours of two blues and the Macleay Valley is divided by the school name. In the upper right hand section is a small replica of the St Paul's badge with the Chi Rho, the Southern Cross and Mary's emblem. The motto "Let Your Light Shine" is taken from St Matthew's Gospel;

¹⁴"You are the light of the world. A town built on a hill cannot be hidden. ¹⁵Neither do people light a lamp and put it under a bowl. Instead they put it on its stand, and it gives light to everyone in the house. ¹⁶In the same way, let your light shine before others, that they may see your good deeds and glorify your Father in heaven."

Mt 5: 14-16

STUDENT BEHAVIOUR POLICY

The Student Behaviour Policy at St Paul's College is integral to the Mission Statement of the College. St Paul's central aim is to educate the whole person within a Christian community. Thus the focus is upon the total development of students; academically, spiritually, physically, socially, emotionally and morally. Based upon the Gospel values of love, community, tolerance, responsibility and forgiveness, St Paul's seeks to emphasise the dignity of each person. Teaching students in its care the central importance of this value is a focus of the College. (You must love your neighbour as yourself. Mt 22:39) Therefore, all members of the college community are encouraged to treat each other in a manner which reflects respect for the dignity of each person.

The Policy seeks and encourages the support and contribution of Parents with open and respectful communication.

The Student Behaviour Policy addresses the areas of pastoral care, personal and welfare development, the individual and the community rights with its aim being responsible discipline and the education of what is acceptable behaviour. Good behaviour is acknowledged and recognised by the Commendation System. Unacceptable behaviour is challenged through the College's discipline guidelines (and the emphasis is on changing behaviour).

Students are encouraged to accept responsibility for their behaviour.

DEFINITION

Student behaviour refers to the conduct of the student in all College activities at school - both in and out of the classroom; away from school; on excursions or at any time when the students are representing the College. It also refers to their behaviour out of school in public, when wearing the school uniform.

RATIONALE

A student behaviour policy should reflect the Catholic Church's ethos of the College. It is therefore expected that each member of the College Community will;

- acknowledge and respect the dignity of all members within the College community
- celebrate the success of students within the College
- acknowledge that with rights come personal responsibilities
- encourage positive behaviour that will result in the growth of mature adults

- encourage equal opportunity
- encourage, by behaviour, a safe and caring community
- acknowledge that all human beings make mistakes...it is the road to wisdom...when mistakes are made they are acknowledged, forgiveness is sought with sincerity, and all concerned seek reconciliation in a spirit of mutual respect and understanding
- encourage every individual to grow towards wholeness
- actively work towards excellence in all areas of school life.

VALUES

These are based on the values of the Gospel of Jesus Christ and the teaching of the Catholic Church and summed up as follows: *Love God and Love Neighbour*.

GUIDELINES

St Paul's College expects all members of the College Community to abide and respect its code of conduct. The code of conduct is designed to give students of the College Community the knowledge of what is acceptable and unacceptable behaviour within the College Community and College activities.

When this code is not adhered to the appropriate disciplinary action will be taken.

CODE OF CONDUCT

The focus of our College's discipline/pastoral care is **RESPECT**. This focus is implemented by *insisting* that students show –

1. **RESPECT** for **their own self development**, by:

- being punctual to, and prepared for, all classes
- focusing on achieving set tasks in class
- completion of all homework
- devoting some free time at home to study, as well as homework
- striving to achieve the best that they are capable of
- not using mobile phones or other electronic devices at school, or at school events
- not possessing or using tobacco, drugs, or alcohol at school and/or whilst in school uniform, or prior to school events,
- wearing the school uniform correctly at all times including when not on school grounds, but in public, and
- conducting themselves appropriately at all times

2. **RESPECT** for **College staff**, by:

- lining up quietly in preparation for entering classrooms
- following directions of staff in a co-operative and polite manner
- speaking to staff in a polite manner
- not talking in class unless permitted to
- being attentive to classroom activity or instruction
- not leaving class premises or College grounds without permission, and
- observing the areas directed as being "out-of-bounds".

3. **RESPECT** for **the College environment**, by:

- taking care of school text books, materials, property, and environment
- keeping desks PC rooms and classrooms clean, tidy, and free of graffiti
- not using white out
- not using permanent marker pens
- not using steel rulers
- using appropriate bins for rubbish and recycling
- not chewing gum, and
- not eating in class.

4. **RESPECT** for **others**, by:

- adhering to the “hands off” rule
- taking care of their property
- adhering to the “golden rule” of doing unto others
- not distracting other students by talking or by inappropriate actions in class
- accepting their individual differences in ability or circumstances
- using polite language, and

5. **RESPECT**, in general,

- Basic good manners.

IMPLEMENTATION AND CONSEQUENCES

When a student’s behaviour is such that it requires further action, they may be sent to their Pastoral Co-ordinator, Leader of Learning or a member of the College executive. There is a variety of measures to implement consequences for inappropriate and unacceptable behaviour. These consequences increase with the seriousness or frequency of occurrences.

Discipline matters, or other problems, which are subject specific are referred to the relevant Leader of Learning usually in conjunction with the Pastoral Co-ordinator in order to address the issue. It is suggested that relevant Pastoral Co-ordinators are always kept in the loop in order to have a full picture of all students.

Behavioural matters, eg rudeness, uniform, truancy, etc. are referred to the relevant Pastoral Co-ordinator, after the teacher has exhausted either the normal consequences of discipline, or the matter is of such seriousness that it requires their immediate attention.

Serious matters, eg fighting, repeated offences, the possession or use of drugs, alcohol or cigarettes are to be referred to the Pastoral Co-ordinator, Assistant Principal and Principal immediately.

Pastoral care matters are the responsibility of all staff, in particular, Pastoral Care teachers, the Pastoral Co-ordinator and the Assistant Principal as the situation demands.

The College issues appropriate consequences for infringements of the discipline code. These consequences may include; behaviour report, afternoon detention, suspension and possible termination of enrolment.

Certain disciplinary actions will always incur the same sanctions for instance:

Automatic Suspension

- Fighting or breaking the Hands Off rule in a serious manner
- The possession of drugs and alcohol at school, consumption of drugs or alcohol at, or prior to, school or any school function.
- Any other offences – at the discretion of the Principal

The following offences, depending on their severity, may also incur a suspension, at the discretion of the Principal.

- Failure to follow instructions
- Incorrect uniform
- Bad language
- Vandalism
- Repeat offence
- Unsatisfactory homework/assignments
- Conduct during an examination of an inappropriate nature
- Disrespectful behaviour
- Theft
- Truancy from class/school
- Disruptive behaviour in class
- Breaking the Hands Off rule

At times it may be decided that an Afternoon detention may be an appropriate consequence. It should be noted that an accumulation of 2 Afternoon Detentions will generally incur an external Suspension.

AFTERNOON DETENTION POLICY

- Students are given a minimum of 48 hours' notice of being on an afternoon detention.
- A student on this detention is expected to be present on the designated Wednesday afternoon from 3.30pm to 4.30pm.
- Detentions are conducted in the library.
- Students must bring a pen and are expected to write penalty work for the entire time.
- As a disciplinary action, detention takes precedence over all other activities.
- Students who fail to attend a designated detention will be referred to the Principal for further disciplinary action. This will normally mean that students will be suspended, unless satisfactory arrangements are made with the Principal. Parents are expected to collect students promptly at the conclusion of detention.
- **After two afternoon detentions in the year** the next infringement of school rules, would generally incur an external suspension.
- Students need to be aware that an afternoon detention places under review their eligibility for a Bronze, Silver, or Gold Commendation Award.
- Students who are not picked up at 4.30pm will be placed in the front office, continue penalty work, and be supervised by the College Executive.

SUSPENSION POLICIES

INTERNAL SUSPENSION POLICY

Once a student completes an internal suspension they will be placed on a 5 day Pastoral Co-ordinator monitoring booklet (yellow) with all the keys and descriptors on the inside cover for easy reference.

When on the card, no school representation or extra-curricular activities will be allowed (this does not include assessable items or activities). This will be at the discretion of the Assistant Principal in consultation with the Principal and the Pastoral Co-ordinator.

EXTERNAL SUSPENSION POLICY

Parents will be notified that their child has received an external suspension as a consequence of their behaviour. As part of the suspension, the student is to complete set educational work. A re-entry meeting must be conducted as requested by the Principal before the student's return to school. The principal or relevant Pastoral Co-ordinator will inform the parents who will be in attendance at the re-entry meeting. The student should be present. The principal may decide to extend the suspension if the re-entry meeting does not meet the desired outcomes.

It is also a requirement for return to the College that any student who has been externally suspended is to make an appointment (or have an appointment made for them) to see the College Counsellor. The outcome of this appointment together with the counsellor's professional judgement will determine how many appointments will be required.

A complete record which includes the student's name, reason for suspension, the type of suspension and length of suspension is kept on the students schoolworx record. All records pertaining to any incident involving suspension must be carefully recorded on schoolworx. A schoolworx letter is the suggested form in which the letter home is to be written. A file copy of this letter and any other records related to the suspension incident are to be placed into the students schoolworx file.

Illness/Misadventure for suspensions-If a student is suspended from school by the Principal or delegate and this suspension falls on a scheduled assessment task or across the form exam day, the student will be awarded a zero for this exam. In this case, catch up

exams may be sat, however, this will be completed for practice and feedback only and a zero mark will still be awarded.

All students who return to the College after an external suspension will be placed on an 'Assistant Principal Student Monitoring Card'. A one to three day suspension will result in the student being on the monitoring card for five school days, while suspensions over three days will result in the student being on the monitoring card for ten school days. A suspension of ten days or more is considered exceptional, and as such, the length of time the student is monitored for will be dependent on discussions between the Principal, the Assistant Principal and the Pastoral Co-ordinator. Whilst on an 'Assistant Principal Student Monitoring Card' students may be unable to represent the College or participate in extracurricular activities. This will be at the discretion of the Assistant Principal in consultation with the Principal and the Pastoral Co-ordinator.

N.B. There are times when internal suspensions are given for an offence which would normally result in an external suspension. On these occasions, the internal suspension will count as an external suspension and the student will be made aware of this.

Suspensions of 1-3 days can be determined by the principal without reference to the Education Consultant.

Suspensions over 3 days are considered very serious and can be determined by the principal only after consultation with the CSO Education Consultant.

A suspension of 10 days or more is considered exceptional and can only be determined by the principal after consultation with the Director of Catholic Schools.

Please refer to the CEO Lismore '*Violence in Schools- Resource and support package*' document which can be found at; <http://intranet.lism.catholic.edu.au/pages/education-services/violence-in-schools.php>

POLICY ON STUDENT ACADEMIC RESPONSIBILITY

Rationale

The College and the staff believe that a renewed focus on academic rigour, student responsibility and accountability is a key component in ensuring that all students learn at high levels and achieve their potential. For this reason a process has been implemented to ensure that all students take full responsibility for completing work to a high standard. The College believes that allowing students to be irresponsible for their own progress is not in the best interest of the student.

Specifically, students will not be permitted to miss homework without a genuine explanation, fail to bring equipment or submit work of a poor standard. It is in ensuring responsibility for their own progress, that students will learn valuable lessons for life and gain the most benefit from their education at the College.

This will require:

- a whole school approach
- the support and direction of Leaders of Learning
- formal processes for determining, assigning and administering appropriate follow up

This support is in relation to:

- homework
- specific faculty requirements such as failure to bring subject equipment including; sport gear, iPad, calculators and novels for reading
- non completion of work requirements during class time
- failure to complete or a non-serious attempt at an assessment task

THE HANDS OFF RULE

Having a responsibility to provide a safe and secure environment, St Paul's College has a 'hands off' rule to preserve the safety, well-being and dignity of all members of its community. This is the most important safety rule for students to keep in mind. It requires that students keep their hands off others including their property.

The following forms of behaviour are examples of breaches of the 'Hands off' rule:

- Fighting – punching, slapping, kicking and wrestling.
- Pushing, shouldering, shoving and grabbing other students by their clothing or bag.
- Rumbling (either aggressively or in play).
- Tripping
- Throwing or flicking objects in the yard or class.
- kissing, hugging and holding hands
- Any other physical action that compromises the safety of others.
- Interfering with the property of others (including school bags and books) without the consent of the owner.

Those who are found to be engaging in physical conflict such as fighting may be suspended from the College until the matter can be investigated. The 'Hands off' rule also applies to St Paul's College Students whilst they are wearing the College uniform and/or are engaged in a school-related activity. Appropriate physical greetings, such as handshakes are not included in this rule. Teachers have the right to determine what appropriate behaviour is in this regard. Breaches of the 'Hands off' rule will be reported to the relevant Pastoral Co-ordinator possibly resulting in a disciplinary consequence. Those students who promote and encourage physical conflict are also in breach of College rules. As individuals, we are all responsible for our actions. Students are encouraged to make positive choices which remove tensions rather than inflame sensitive situations. Such positive choices are indicative of a student's commitment to the College vision and Gospel values.

THE HOMEWORK INCOMPLETE STAMP

This stamp when placed in diaries has many meanings which include:

- Failure to present 'student homework diary' and SSR book in PC without explanation.
- Failure to have the 'student homework diary' signed.
- Failure to complete set homework without explanation.
- Failure to comply with specific subject requirements, e.g. not bringing subject equipment, charged iPads & notebooks, PE uniform & student homework diary.
- Failure to have the "Homework Incomplete" stamp signed by parents'.
- Failure to submit or a non-serious attempt at an assessment task, across the form task or examination.
- Not working to the best of your ability.

Academic Support will be given for:

- Three 'Homework Incomplete' stamps in your diary for a subject.
- Failure to submit (or a non-serious attempt at) an assessment task, across the form task or examination. This will continue until the work is submitted to a satisfactory standard

Failure to complete lunch detention for academic follow-up will result in an automatic **after school detention** issued by the Curriculum Co-ordinator.

Continued failure to complete work to a satisfactory standard may result in the student being excluded from school sporting and cultural activities and from non-essential or non-curricula excursions.

Parents are encouraged to check the diary regularly to ensure they have an accurate understanding of their child's progress and to make regular contact with the PC teacher, class teacher or Year Coordinator if they have any concerns.

CORPORAL PUNISHMENT

Staff in schools of the Lismore Diocese are prohibited from using corporal punishment as a means of punishment or correction of students.

SILENT SUSTAINED READING

The research is clear that sustained, targeted and uninterrupted reading has a profound impact on increasing student literacy levels. Improved literacy is clearly linked to better employment outcomes, increased incomes for workers and a more efficient and safe workplace.

For this reason the College has implemented a designated reading times during the timetabled week for reading. Silent Sustained Reading (SSR) will occur during selected Pastoral care time.

During Silent Sustained Reading;

- All students must have an appropriate text (novel/non-fiction text) to read on each of the four days. Devices may be used for this at the discretion of the PC teacher.
- Seniors may read a coursework related text.
- No student will be allowed to leave their PC room for any reason including going to their locker to get a book during SSR.
- All students and their PC teacher will read silently.

TERMINATION OF ENROLMENT POLICY

The philosophy of the College and enrolment process suggests that students make an active choice to be members of this community. This choice is evidenced in their commitment to maintain the terms of enrolment, which they agreed to upon their application for enrolment. As such, termination of enrolment should be rare.

In cases where continued enrolment appears not to be beneficial, parents may be asked to consider enrolling their child in more suitable educational facility.

A student's enrolment may be terminated when it is the opinion of the Principal in consultation with the Parish Priest, Director of Catholic Education, Assistant Principal and Pastoral Co-ordinator that:

- The College's resources, both material and personal, are being wasted or abused by the student.
- The Student has been involved in a serious incident of misconduct, which may or may not have necessitated police involvement.
- The student has been involved in an incident of misconduct of a sexual nature
- The student's misbehaviour is persistent and the student has been unwilling to accept the values and standards of the College as explained by the authority of the College.
- The student's behaviour is injurious to students or staff.
- The student is adversely affecting the education of other students.
- The student is not profiting from continued attendance at the College.
- The student is not able to demonstrate a commitment to maintaining the terms of enrolment.
- The parent has failed to support the conditions of the enrolment contract which they signed.
- The student has or had possession and/or use of drugs either at school or at a school related activity/event.

Termination of enrolment, except in cases of serious misconduct, will normally be the final step in an extended process. Documentation will be kept in student files of action taken at every step. Parents will be informed at each stage.

The process will normally include:

- Warnings and discussions with the students of the consequences of behaviour

- Contact with parents about deteriorating conduct
- Detentions/Interim Reports/monitoring cards
- Afternoon detentions
- Internal and external Suspensions from the College.

In exceptional circumstances enrolment may be immediately terminated after consultation with the Parish Priest and the Director of Catholic Education.

- for a serious, isolated act of misconduct at St Paul's College, or at any College function
- for the possession or use of illegal drugs at St Paul's College, or at any College function
- for misconduct of a sexual nature at St Paul's College, or at any College function.

ALCOHOL AND DRUGS

The drinking and/or possession of alcohol in any form is strictly prohibited at the College. Possession of alcohol at the College, consumption of alcohol at, or prior to any College function, or being under the influence of alcohol whilst at a College function will be severely punished. These offences may incur an immediate automatic suspension, the duration of which will be determined by the circumstances. **In some circumstances a student's enrolment may be terminated.**

Under no circumstances whatsoever will the use or possession of unlawful drugs of any kind, in any form, be permitted at St. Paul's College. Students are not to attend the College, or any College function, under the influence of illegal drugs. Possession and/or use of any illegal drugs is absolutely prohibited. The police will be informed and the matter handed over to them for investigation. Students who disobey this rule will face severe consequences. These offences incur an immediate automatic suspension, until an interview with the Principal is arranged. A student will be asked to leave the College at the discretion of the Principal, in consultation with the Parish Priest and the Director of Catholic Education, as this behaviour is regarded by the College as serious misconduct.

VERTICAL PASTORAL CARE GROUPS

At St Paul's College we run vertical Pastoral Care Groups (PC Groups) for years 8-12 students in order to give them a real sense of belonging, and engender community and team spirit within each PC group. This means that each PC group is made up of a cross-section of students from years 8-12. Year 7 students will be in individual PC groups, in order for them to be orientated into the College. Each student has been allocated to a PC which has been arranged within house structures. The PC group will be supervised and cared for by PC teachers who remain with them throughout their time at the College from year 8-12.

This structure has been designed for optimum student interaction, and is based on solid objectives. A vital component of the process is the peer support which develops within each group. Senior students are given the opportunity to mentor younger students as well as model positive behaviour and attitude. It involves students helping other students in a caring environment.

A house points system exists, whereby students are awarded points for their house for each commendation they receive in all spheres of College life, including academic, sporting, cultural and community service. These points will be added to points awarded at our major sporting carnivals and other mechanisms by which points are awarded. At the Major Award Ceremony in term 3, a perpetual shield will be presented to the House Captains of the winning house.

POLICY ON ANTI-BULLYING

Statement of college policy

At St. Paul's college the dignity of the human person is the foundation of all Catholic social teaching and intrinsic to our education ministry. Consequently, the principle that the person is made in the image and likeness of God, is central to the mission of our parish college. This policy identifies the interconnectedness of the characteristics of quality Catholic learning and teaching and is intended to value, respect and promote the self-esteem and dignity of each student. The college will actively promote anti-bullying messages alerting students and staff of the need to be vigilant.

Scope of the policy

It is essential that we create and maintain a respectful, safe and supportive learning environment that promotes student wellbeing and enables them to engage a diverse range of learners including those with a disability.

This Anti-Bullying policy supports the college's Mission and Vision Statements and Catholic Education in the Diocese of Lismore, Foundational Beliefs and Practices-*The Essential Framework*.

This policy covers the bullying of students with disabilities. Disabled children and young people enrolled at St. Paul's College need:

- To know they have the right to be safe from bullying. They need to know what bullying is, how to keep safe and what to do if adults do not do enough to stop the bullying
- To be involved in the development and review of college anti-bullying policies
- All children and young people need to know what to do to help stop a disabled child or disabled young person being bullied

At St. Paul's College we expect that learning technologies are used ethically and responsibly in the college environment, so that communication is respectful and human dignity valued. The prevention of and responses to incidents of bullying, inappropriate use of technology and disrespectful behaviour is more readily achieved in a caring and supportive college culture that promotes positive relationships and reflects Gospel values. Bullying, cyber-bullying, harassment, aggression and violence disregard core values of our faith including dignity, respect, justice, equity, compassion, trust and courage. Importantly, such actions can adversely affect the wellbeing of our students and are therefore unacceptable.

All members of this college community are expected to prevent and challenge such actions in order to build respectful relationships that respond effectively and sensitively to the needs of each student.

Context

At St. Paul's College we define bullying as:

A pattern of repeated physical, verbal, psychological or social aggression that is directed towards a specific student by someone with more power and is intended to cause harm, distress and/or create fear. Bullying of any form or for any reason can have long-term physical and psychological effects on those involved, including bystanders.

Bullying may be carried out overtly (e.g. face – to – face) or covertly (e.g. through repeated social exclusion or via technology). It is a sub-category of aggression and is different to, but also related to, harassment and violence. It is not the same as conflict or social dislike even though, in some cases, the outcome of both can be bullying.

The different types of bullying identified by the National Safe Schools Framework (NSSF) include:

Face-to-face bullying (sometimes referred to as direct bullying) involves physical actions such as punching or kicking or overt verbal actions such as name-calling and insulting.

Covert bullying (sometimes referred to as indirect bullying) is a subtle type of non-physical bullying which isn't easily seen by others and is conducted out of sight, and often unacknowledged by adults.

Cyber-bullying occurs through the use of information or communication technologies such as Instant Messaging, text messages, email and social networking sites. Cyber-bullying involves the use of any information and communication technology involving deliberate, isolated or repeatedly hostile behaviour by an individual or group, that is intended to harm others or is undertaken recklessly, without concern for its impact on others. By virtue of its nature, technology facilitates repeated access to harmful content. It has many similarities with offline bullying but it differs in that the student(s) who is/are bullying can be anonymous, it can reach a wide audience and the sent or uploaded material can be difficult to remove.

Most students who cyber bully also bully off-line. It is now recognised that many forms of covert bullying appear to have significant potential for serious harm.

This definition refers to the use of digital technologies which are very much a part of life and learning, because they offer such a wide range of tools and platforms for social and educational engagement. However, the risks of the digital environment must be acknowledged and constantly addressed. Being cyber safe and acting ethically when using electronic communications is the responsibility of all members of this college community.

At St. Paul's College a conflict between equals and single incidents are not defined as bullying although, of course, such incidents will require intervention by the college and are treated as serious.

Responsibilities: Students

The staff at St. Paul's College will encourage and support students to:

- Follow the anti-bullying and responsible use of technology procedures. Assist students to understand what their signature means on use of technology documents.
- Immediately seek help from a trusted adult if they are aware of or involved in a bullying or cyber-bullying incident.
- Seek support if bullied and refrain from retaliating in any bullying incident.
- Understand that any social networking site that identifies the college by name or image or implication is part of the college environment.
- In age appropriate circumstances the student should keep evidence of alleged bullying in the students file and produce it on request (for example phone text messages).

Responsibilities: Parent/Carers

At St. Paul's College we will:

- Ensure parents understand the College Enrolment Application Form inclusions on anti-bullying by discussing this in relevant parent forums.
- Request that parents notify the college promptly of all bullying situations involving their children.

- Remind parents about the need to reinforce the college messages in the proper use of technology to help children grow into ethical and responsible digital citizens.
- Encourage parents to report serious matters of out-of-college hours bullying and cyber-bullying to the Police or other appropriate authority (such as the Internet Service Provider) and, as relevant, to the college.
- Ask parents to contact the college immediately through the class teacher or directly through the principal if they know of any bullying incident.

COMMENDATIONS

Students can be rewarded for any outstanding effort and achievements.

Commendations are given in the five areas of; MINISTRY, ACADEMIC, SPORTING, CULTURAL and COMMUNITY SERVICE. Students are recommended for commendations by staff and in some cases by other students. These Commendations are presented during Pastoral Care time or year meetings.

Criteria for Awarding Commendations:

Ministry Commendation

To be considered for ministry commendation, students should;

- Support ministry and faith based St Paul's College and CSO organised events , and/or
- Play a positive role in the evangelisation and ministry of the College, and/or
- Displays Christian values and lives the Gospel message.

Academic Commendation

To be considered for academic commendation students should

- show diligence in classwork and assignments, and/or
- participate in all varieties of class and school activities, and/or
- do their best in lessons while setting high standards of behaviour, and/or
- show academic excellence in a particular area.

Sporting Commendation

To be considered for sporting commendation students should

- participate in all sporting events, carnivals, etc., to the best of their ability, and/or
- show skills and/or leadership be representing the school in either individual or team events, and/or
- exhibit the many aspects of good sportsmanship, and/or
- conduct themselves correctly at all sporting events.

Community Service Commendation

To be considered for Community Service commendation students should model Christian values by

- setting high standards of behaviour and co-operation in both playground and classroom, and/or
- showing unselfishness and consideration by aiding other members of the school or outside community, and/or
- initiating a scheme or activity that benefits the school and/or student body.

Cultural Commendation

For participation in cultural activities such as spiritual activities, band, choir, public speaking, drama, dance, exhibition of art, craft, etc.

Pastoral Co-ordinators may also give Commendation awards at Year Meetings for those who may not be recognized for specific activities but who are consistent in their good attitude, application and co-operation.

Pastoral Co-ordinators will have an input into a student's eligibility for a Bronze, Silver or Gold Award.

A student may request an award if they have not received sufficient blue commendations, but feel they can provide evidence of satisfying requirements.

An Afternoon detention or external suspension will mean that the student's eligibility for a Bronze, Silver or Gold Award will be under review.

At the end of each Semester Bronze, Silver and Gold Awards are given in the Commendation Ceremony:

Bronze

3 Commendations in one or more of the four areas

Silver

5 Commendations in one or more of the four areas

Gold

7 Commendations in two or more of the four areas

The Principal will keep records of commendations received and these will complement students' school report and school reference.

All students are eligible for a commendation.

CLASSROOM EXPECTATIONS

Students are expected to:

1. Behave in a Christian manner following the expectations of the College at all times.
2. Show respect for all members of the College Community and College property.
3. Be punctual to class, arriving promptly.
4. Bring all necessary equipment and their student diaries to every lesson (7-12).
5. Wait quietly in two lines outside the classroom until the teacher arrives. (7-10)
6. Enter the room only at the teacher's request in silence.
7. Greet the teacher respectfully, while standing behind their desks.
8. Wait to be acknowledged before speaking.
9. Respect the right of others to speak and learn.
10. Have obtained a 'Pass Out' prior to leaving the classroom.
11. Stay seated unless told otherwise.
12. Not eat during a lesson or in any classroom.
13. Follow teacher instructions promptly.
14. Wear the College uniform correctly at all times.
15. Leave the classroom clean and tidy after each lesson.
16. Stand behind desks at the end of the lesson until the teacher dismisses them.

ACE AWARD SYSTEM

These awards are spontaneous rewards for good behaviour. This is an approach designed to give immediate, positive reinforcement for behaviour that is reflecting the ideals of St Paul's College.

Outline

These are unlimited tokens that may be given to students by any teacher for positive behaviour. Throughout the year winners are drawn for prizes.

RETREAT AND REFLECTION DAY ATTENDANCE POLICY

RATIONALE

The St Paul's College Community is a faith community which reflects Gospel values and the Tradition of the Catholic Church. As such, Religious Instruction and Faith experiences should permeate the whole College community.

Faith cannot be imposed, and no attempt will be made to do so. Faith involves both, a gift from God, and a free response from the recipient. However, it is the concern of the College to provide Catholic faith experiences in which the students at St Paul's College will be expected to be active, willing and reverent participants. These experiences include liturgy, worship, prayer, retreats and reflection days, all of which are not optional.

The choice to accept this policy is one which parents make when they apply for enrolment to St Paul's College.

GUIDELINES

St Paul's College views Retreats and Reflection Days as being fundamental to the education program offered by the College. As such, it is essential that students attend these experiences.

Therefore, the College has determined that if a student fails to attend any of these experiences for any reason then the parents must contact the Principal. A genuine case of illness is an acceptable reason, however, allowing your child to not attend school on this day because it is not a normal school day is not accepted.

In addition, if a student fails to attend the Retreat or Reflection Day, then parents are advised not to assume an automatic refund of any monies paid. This is due to costing's and bookings being made prior to the event calculated on year level numbers.

SCHOOL FEES

When your child is enrolled at St Paul's College, it is assumed that you understand the obligation you make to pay school fees. Parents/Carers who fail to meet their commitment to pay school fees or who consistently ignore accounts and letters from the school fee office are not fulfilling the contractual obligation made on enrolment.

Tuition fees will be charged on a term basis for each student enrolled, as well as a non-refundable school services levy charged per family (billed on the Term 1 account). While the child is enrolled at the school, irrespective of whether the child is present or not, school fees will be charged.

Overdue accounts, including those where agreements for the payments have not been honoured, will result in a review of the student's continuing enrolment at the College and may impact on future sibling enrolments. As a last resort due to non-payment of fees, students may be excluded from any non-compulsory activities as determined from time to time by the Principal in consultation with the School Fees Administration Officer and Pastoral Coordinator.

For further information please refer to the Fees Policy available on our College website or phone the College on 6562 7200.

The fees structure for 2020 is as follows.

2020 Yearly School Fees	Years 7 - 10	Years 11 & 12
Tuition Base Fee (per student per term)	\$418.00	\$525.25
School Services Levy (per family) – total billed on Term 1 account	\$590.00	\$590.00
Yearly total:	\$2262.00	\$2691.00

If three or more siblings are enrolled in Macleay Valley Parish schools, a discount on tuition fees will be given as per table below.

Discount
Eldest Child
2nd Child
3rd Child (discount of 10%)
4th Child (discount of 30%)
5th Child (discount of 40%)
6th Child (discount of 50%)

2020 SUBJECT LEVY

Certain courses at St Paul's College incur a substantial cost in resources (i.e. timber, food, paints, metal, material, etc.). To be equitable to all students, those who undertake study in the following courses are asked to cover the cost of these resources by paying a subject levy. These levies will be billed on the Term 1 account.

PASTORAL CARE LEVY - \$50 - this levy offsets a number of small charges that occur throughout the year and allows parents, as well as school administration, to streamline budgeting and save time organising payment. The levy covers the costs associated with Reflection Days, bus trips to the parish church for masses throughout the year (x5), Brainstorm Productions and Motivational Media presentation. All of these are **compulsory activities for students** at St Paul's College and the cost has been kept to a minimum.

The anticipated fees for 2020 are listed below:

SUBJECT	LEVY	SUBJECT	LEVY
Agriculture	Year 9 - \$45 Year 10 - \$45 Year 11 - \$55 Year 12 - \$55	iSTEM	Year 9 - \$50 Year 10 - \$50
Construction VET	Year 11 - \$80 Year 12 - \$75	Music	Year 7 - \$10 Year 8 - \$10 Year 9 - \$10 Year 10 - \$10
Technology	Year 7 - \$45 Year 8 - \$50		
Food Technology	Year 9 - \$90 Year 10 - \$90 Year 11 - \$90 Year 12 - \$80	Primary Industries VET	Year 11 - \$50 Year 12 - \$50
Hospitality VET	Year 11 - \$135 Year 12 - \$120	School Sport	Year 7 - \$108 Year 8 - \$108
Industrial Technology Graphics	Year 9 - \$0 Year 10 - \$25 Year 11 - \$25 Year 12 - \$25	Swimming & Athletics Carnivals	Year 7-12 - \$10
Industrial Technology/ Metal	Year 9 - \$95 Year 10 - \$75 Year 11 - \$85 Year 12 - \$70	Textiles Technology	Year 9 - \$60 Year 10 - \$60 Year 11 - \$60 Year 12 - \$60
Industrial Multi Media	Year 9 - \$0 Year 10 - \$0 Year 11 - \$10 Year 12 - \$10	Visual Arts	Year 7 - \$45 Year 8 - \$45 Year 9 - \$50 Year 10 - \$50 Year 11 - \$50 Year 12 - \$50
Industrial Technology/ Timber	Year 9 - \$100 Year 10 - \$80 Year 11 - \$85 Year 12 - \$65	Work Studies	Year 11 - \$10 Year 12 - \$10
Information & Computing Technology	Year 9 - \$0 Year 10 - \$0 Year 11 - \$0 Year 12 - \$0		

HOMWORK AND ASSIGNMENTS

The setting of homework and assignments is left to the discretion of the teachers within the course Professional Learning Team.

The purpose of homework and assignments are to:

- consolidate and practise the work done in class.
- to provide remediation when students haven't learnt the work.
- to provide extension work when students have learnt the work.
- to review previously taught topics and years' work.
- to complete tasks unable to be completed in class time.

Homework and assignments should be differentiated so that all the students will be able to complete the task i.e. only work which is within the scope of the students should be given and there should be sufficient time allowed for the students to complete the set task.

It is expected that when homework or assignments are set that all students will complete the task. If this does not occur then it is expected that the teacher will give the student a 'homework incomplete stamp', and follow the Procedure for Academic Support.

The expectation with regards to homework is that it will be given to juniors three to four times per week and to seniors four to five times per week. Year 7 should not be given homework over the weekend.

In giving assignments, teachers should be realistic in their expectations of the students.

- Year 7 & 8 students should only be expected to produce about three paragraphs to one page of writing in their own words.
- Years 9 & 10 students should be able to produce around two pages of writing in their own words with relevant illustrations and diagrams included.
- Years 11 & 12 students should be able to produce three to five pages of work in their own words with relevant diagrams, illustration and examples included.

Alternative formats for assignment presentations could include posters, models, collages, games, quizzes, biographies, role plays, surveys, practical demonstrations, interviews and imaginative writing, IT presentations. Technology can also be incorporated into both the research and presentation of the assignment.

In setting an assignment, the students should be given an outline of the task with clearly defined expectations and outcomes. The criteria for assessment of the assignment should be given to the students prior to the commencement of the task.

A student diary is issued to each student. Parents are asked to check and to sign this at least once a week. Pastoral Care teachers check these diaries each Monday.

Suggested homework schedule

	Years 7 & 8	Years 9 & 10	Years 11 & 12
Appropriate Homework Activities	Finishing off work, remedial exercises, enrichment exercises, revision work, reading maths, library research, practical activities.		
Frequency per cycle	8-10	10	10-12
Time per HW task	15-20 mins Some tasks will take more time than one night	25-35 mins Some tasks will take more time than one night	35-45 mins Some tasks will take more time than one night
Marking/checking required	Finishing off work should generally be corrected by the students. The teacher should correct this homework from time to time to check on progress and for understanding. Assignments should be marked by the teacher.		
Tasks to be avoided	Tasks which are too difficult or too lengthy. Tasks which are 'impossible' instead of challenging. Tasks which involve work which has not yet been studied.		
If not done?	'Homework incomplete' stamp in the student diary. Chase up the completion of homework either through a check the next lesson or by detention to complete the work. On the third 'Homework incomplete' stamp students are referred to the Leader of Learning for an Academic Support.		

PLAGIARISM

WHAT IS PLAGIARISM?

Plagiarism is using the work, words and ideas of others without acknowledging their authorship or giving them credit for their original work.

It is dishonest and may also be fraud if you are gaining a benefit from stealing another's work and passing it off as your own.

How can work be plagiarised?

- By copying the writer's exact words without using quotation marks or giving the source.
- By using the writer's ideas but writing them in your own words and presenting the ideas as your own.
- By buying or borrowing someone else's assignment and copying it.
- By cutting and pasting work from several different sources.
- By quoting a small part of the original and presenting the remainder as your own.

How do I know if I am plagiarising work?

Ask yourself these questions:

- Have I read information or books on this subject?
- Am I using any of this information?
- Am I looking up information as I am working on this assignment?
- If your answer is 'yes' to any of these questions then the books and information you have consulted should be acknowledged in quotations marks, footnotes or your bibliography.

How do I guard against plagiarism?

- Take careful notes and when you use exact words from the source, enclose those words in quotation marks.
- Be clear about which parts you have quoted, which parts you have rewritten in your own words (paraphrased), which parts you have summarised, which parts are your own

thoughts and ideas that have occurred to you as you have been reading. If necessary, colour-code each section of notes.

- Write down the details of all the sources you use, including web pages. It is a good idea to print out the first page of a web resource so you have a record of the source.
- Keep all your notes and sources until your assignment is marked.
- Acknowledge sources in the main body of the text using brackets (see explanation of the 'HARVARD SYSTEM' below), and in your bibliography at the end of your assignment.
- If you cannot trace the source but know the words or ideas are not your own, let your reader know this.
- Use your own words and ideas as much as possible. Your teachers know how you normally write and express your ideas, so it is usually foolish to try to deceive them.
- Discuss the issue with your teachers so you are clear about their expectations.

What are the penalties for plagiarism?

- You will lose your marks and have to resubmit the work.
- You may be found guilty of cheating and face disciplinary action.
- You will have missed the chance to improve and deepen your learning.

In regard to the issue of plagiarism, the NSW Board of Studies has implemented a program named **HSC: All My Own Work**. This “program is designed to help Higher School Certificate students to follow the principles and practices of good scholarship. This includes understanding and valuing ethical practices when locating and using information as part of their HSC studies”. BOS.(2006). **HSC: All My Own Work**, [Internet]. <http://amow.boardofstudies.nsw.edu.au> [Accessed 3 September, 2013].

This documentation indicates the expectations of the Board of Studies in regard to the issue of plagiarism. Students who contravene this expectation in regard to this issue may put their HSC in jeopardy; hence it is even more important that they develop good practices now.

One method of documentation is the APA referencing System. Bibliographies and references should be completed using the APA style referencing.

Refer to;

<http://www.citefast.com/>

http://students.acu.edu.au/office_of_student_success/academic_skills_unit_asu/academic_referencing/apa2

Visit the APA blog;

<http://blog.apastyle.org/>

ORGANISATION OF CLASSES

Some classes in Years 7 to 10 are streamed according to academic ability whereby more capable students may be extended and less able students are supported through remediation and intervention.

The streaming structure for year groups changes year to year and different orientations may occur. Elective courses are not streamed.

PARENT-TEACHER NIGHTS AND REPORTS

Students in years 7-10 are issued with Plain English reports at the end of each Semester. In the middle of Term 1 and Term 3 there will be formal Parent/Teacher Nights to discuss your child's progress.

Senior students receive the following reports:

Preliminary Year

Mid-term One Parent/Teacher Night
End of Term Two Full Report
Mid-term Three Parent/Teacher Night
Early Term four Full Report

HSC Year

Mid-term One Parent/Teacher Night
Early Term Two Full report
Mid-term Three Parent/Teacher Night
End of Term Three Full Report

The report issued at the end of Term 4 to Years 7-10 is given to parents at the conclusion of the Presentation ceremony. Parent/Teacher interviews are available after this event by bookings only.

Where parents are concerned about the student's progress, arrangements should be made for an interview with the Pastoral Co-ordinator, class teacher or appropriate Leaders of Learning in order to discuss the concerns.

All students receive reports, however, students who depart school before examination weeks in Semester 1 or Semester 2 will not receive reports for these semesters. Optional class comments can be produced at the end of the semester if requested for students who depart after week 5 in terms 2 & 4.

Note: If a 'Notice of Departure' form is not completed, or if the section title 'Semester Report' is not complete, then NO report will be issued for the student's last semester enrolled.

PARENTS & FRIENDS ASSOCIATION

The P & F meets on the second Wednesday of each month in the Administration Conference room at 6:00 pm. Various topics relevant to the College are discussed. Please make every effort to be at meetings or to volunteer to help the P & F in their fund raising activities.

COURSES OFFERED

Courses offered in Years 11 and 12:

Ancient History	Mathematics Extension 2
Agriculture	Mathematics Extension 1
Biology	Mathematics
Business Studies	Mathematics General 1 & 2
VET Construction	Modern History
Chemistry	Music 1
Drama	Personal Development Health & Physical Education
Earth & Environmental Science	Physics
English – Extension 1 & 2	VET Primary Industries
English – Advanced	Senior Science
English – Standard	Studies of Religion I & II
English – Studies	Catholic Studies
Food Technology	Textiles & Design
Geography	Visual Arts
VET Hospitality Operations	Work Studies
Industrial Technology	TVET Courses
Information Processes & Technology	Online Distance Ed Courses
Sport, Lifestyle and Recreation	Online Education Centre Courses
Legal Studies	

Subjects studied in Years 9 & 10

Catholic Studies	Australian History
English	Australian Geography
Mathematics	PD/H/PE
Science	Sport

and two electives from the following:

Agriculture	Elective History
Textiles Technology	Industrial Technology(Metal)
Food Technology	Industrial Technology(multi media)
Music	Industrial Technology(Timber)
Visual Arts	Drama
Commerce	Physical Activity and Sports Studies
STEM	Online Distance Ed Courses

Subjects studied in Years 7 & 8:

Catholic Studies	Technology
English	Language – Indonesian
Mathematics	Visual Arts
Science	Music
Geography	PD/H/PE
History	

SPORT

St Paul's College has a very good reputation in the sporting arena. Students have the opportunity to compete in weekly sport as well as in representative teams.

Weekly Sport

In Years 7 & 8, students will be involved in either pool activities or school sport. Pool activities include swimming carnival preparation, stroke correction, fun relays and water polo. School sport involves mixed teams playing sports such as touch, basketball, soccer, netball, volleyball and softball.

Years 9 & 10 students select a sport from the local facilities e.g. aerobics, surfing, squash, school sport, indoor sports and ten pin bowling.

Year 11 Sport is held for one period every Friday at school.

If a student is unable to wear the full PE uniform to school on Sports day, then they must wear full school uniform to and from school, and change into the PE uniform they have, for the sports periods only. Please refer to the Uniform section in this handbook for a more detailed sport/PE uniform outline, including what to wear during swimming activities.

Any student unable to participate in sport must have a note explaining the reason. They must report to the person in charge of Sport in the morning before or during Pastoral Care on Sports Day. These students will attend the venue as normal as no supervision is available at school. An injury or medical condition which will result in a student being unable to participate for more than two weeks requires a medical certificate.

UNIFORM

The wearing of full school uniform is compulsory. It is important that all students wear our uniform and take pride in their appearance, as this is a very public way of exhibiting our Catholic identity.

Students are required to wear the full uniform to and from school and we ask that 'parts' of the uniform not be worn in public out of school hours.

If, for any reason, a student is unable to be in full school uniform they must have a note from parents/carers explaining the problem and the expected day when the student will be back in full uniform. It is expected that this will be for only a short period of time.

Continued unwillingness to wear the school uniform correctly is showing a lack of school pride and in some instances lack of co-operation. It will result in a lunch time uniform detention and/or an after-school detention and may result in suspension.

If a student is unable to wear the full PE uniform to school on sports or sport prac day, then they must wear full school uniform to and from school, and change into the PE uniform they have for the two periods of sport.

During all swimming activities, swimming attire must be appropriate for the activity being undertaken for the time of year. Rash shirts and board shorts may be worn by students. Female students are not, under any circumstances, to wear string bikinis or the type of bikini's used for sun baking. Sporting Bikinis will be allowed as in the type used in surf carnivals.

Uniform at Sports Carnivals

During all sporting carnivals (Athletics and Swimming), students in years 7-11 must be dressed in full College sports uniform with the option of wearing a House coloured T-shirt or polo shirt. Only year 12 students are permitted to attend dressed as novelty characters with modesty being a key requirement. This is not an out of uniform day. On these days, students are permitted to change into more appropriate competition attire only whilst they are competing. Containers of coloured sprays, dyes, coloured zinc etc. are not to be brought to carnivals.

SCHOOL UNIFORM STOCKISTS -

- The College Canteen – Open before school and between recess and lunch for the sale of College sports uniform, jackets and hats. Phone: (02) 65627200
- The Uniform Company – The sole provider of all regular uniform items (with the exception of sports uniform, jackets and hats). All regular uniform items must be purchased via on-line ordering only. Email: orders@williamson.com.au, Web: <https://shop-williamson.com.au/catalogue>, Tel: (07) 3267 2888. (see the uniform link on our web site)

The uniform will include the following items which may be worn across all four terms.

GIRLS UNIFORM	BOYS UNIFORM
Senior girls blouse (Yr 11-12) Junior girls blouse (Yr 7-10) Girls skirt (Yr 7-12) Girls slacks (Yr 7-12) Girls shorts (Yr 7-12) Senior girls tie (Yr 11-12)	Senior boys shirt (Yr 11-12) Junior boys shirts (Yr 7-10) Boys tailored shorts (Yr 7-12) Boys tailored trousers (Yr 7-12) Senior boys tie (Yr 11-12)
<ul style="list-style-type: none"> • Girls across all years will have the option of wearing the skirt, shorts or slacks with the appropriate blouse. 	<ul style="list-style-type: none"> • Boys across all years will have the option of wearing the tailored shorts or tailored trousers with a belt and the appropriate shirt. • Boys in years 7-10 are not required to tuck their shirts in. • Boys in years 11 and 12 are required to tuck their shirts in during terms 2 and 3 while wearing their tie
Unisex items for all students	
Navy blue striped socks Poly cotton knitted pullover	
<u>Boys and Girls PE/Sport</u>	Microfibre shorts with angled contrast pockets. SPC embroidery on left leg (available from the College canteen). Short sleeve light blue polo shirt with contrast panels, with school emblem (available from the College canteen). College jacket (available from the College canteen). Navy blue track pants without any emblems or logos (available from the College canteen). Navy blue striped socks Representative sport football socks- light blue with two thin dark blue bands at top (available from the College canteen).

Shoes

Footwear is an important safety item. Good soles provide a sound grip on the floor preventing accidents such as slips, trips and falls from occurring. Footwear can also protect feet from damage caused by accidents such as falling objects or chemical spillages. The College strongly recommends a shoe with a small heel, for added safety and support.

<p><u>School Shoes</u></p> 	<p>Polishable, black, solid leather upper, lace-up (not buckle up), solid sole.</p> 
	<p>Boots, black joggers and skate shoes with logos, white or coloured markings are <u>NOT</u> accepted.</p> 
<p><u>Sport/ PE Shoes</u></p> 	
	<p>Skate shoes with logos, white or coloured markings, basketball boots, canvas shoes or Dunlop Volleys etc., are NOT accepted.</p> 

COMMON ACCESSORIES (for all students 7-12)

- Up to two small plain studs or sleepers in each ear (only)
- No visible facial or body piercing is permitted.
- No Visible tattoos are permitted.
- One small plain ring may be worn.
- No bangles, bands or bracelets. (Medical alert bracelets are the exception to this)
- One plain metal chain necklace with or without small cross only. (Medical alert necklaces are the exception to this)
- Inappropriate jewellery will be confiscated and kept until the end of term. All care will be taken, but no responsibility accepted.
- Make-up of any description is not permitted for any students in years 7-10 (this includes tinted moisturizer, and coloured lip gloss). Year 11 and 12 students may minimally use make-up such as foundation and mascara which are of natural shades only. Minimal and Natural are the key words here.
- Nail polish must be clear or natural coloured.
- The Year 12 Rugby type jerseys are a privilege and are not an official College uniform item. If these are allowed to be worn at school it will only be in conjunction with the correct uniform. Where the College uniform is not correct, the jersey will be removed until the uniform is corrected. Rugby type jerseys are not to be worn at official occasions such as; Mass and excursions, where the College is being represented.

HAIR

Hair accessories should be a plain design in black, blue or white.

Hairstyle is a matter that invites good taste and judgement as to appropriateness. The College has particular expectations in regards to hairstyles, which are to be adhered to. Allowing a student to adopt the latest fad or trend is not always consistent with both these points.

Parents are asked to ensure that their child's hairstyle conforms to the following:

- Hair should be neatly groomed and maintained at all times;
- Extremes in hairstyles are unacceptable
- Dramatic layered effect of levels are not permitted
- Hair should not be overly styled by the use of hair products
- Hair is not to be tinted or coloured in any colour other than that of a natural hair colour
- Long hair must be kept neat and off the face. Long strands such as 'rat's tails' are unacceptable as are dread locks.

The College Principal has the final say as to the appropriateness of a hairstyle.

Boys must be clean-shaven at all times.

HATS/CAPS

The College cap and bucket hat is a compulsory College uniform item for all students at the College. Students must be wearing a College cap or bucket hat during passive and active outdoor activity.

POLICY ON DRESS FOR 'OUT OF UNIFORM' DAYS

Parents and students are reminded that all clothing worn on these days must be appropriate. If a student arrives at school on one of these days in clothing deemed to be inappropriate, parents may be contacted and asked to collect the students in order to rectify the matter. It is inappropriate for brief and revealing clothing to be worn to school. This includes low-cut, strapless, backless or mid-riff tops, mini-skirts and brief shorts. Parents are also asked to consider the appropriateness of all writing and graphics on T-shirts.

Due to WHS regulations, sandals, thongs and other similar footwear may not be worn. All students must wear either joggers or some other kind of enclosed footwear.

If a student has a PE or Practical lesson then they must bring the correct shoes for that lesson, i.e. joggers for PE and school shoes for Practical lessons. Students, who have PE or Sport on these particular days, must bring their PE uniform with them.

SUPERVISION OF STUDENTS

Supervision of students begins before school at 8.30am and concludes at 3.25pm. Students should not arrive before 8.30am unless instructed to do so by a teacher and should not leave the grounds before 3.25pm unless they have a pass out.

On arrival at school students are expected to move immediately into the College playground area and not remain at the front of the school or in the College car parks.

COMMUNICATION

Parents have various communication avenues if the need arises to contact the College. The College contact numbers are listed below:

Phone: 65 627200

Fax: 65 631364

Email: spckemp@lism.catholic.edu.au

Web Site: <http://moodle.kmpslism.catholic.edu.au/>

Teacher email addresses can be accessed from the College web site under the 'Parents' tab. Then click on 'college information', then 'staff list'.

COLLEGE NEWSLETTER

The College newsletter is sent home fortnightly on Fridays and is also available through the school website (<http://moodle.kmpslism.catholic.edu.au/>) under; Parents/Newsletters and Events. If requested the newsletter is also emailed to parents.

The College newsletter is an important means of communication between the College and home. It contains information from the different faculties and offices in the College, as well as upcoming events, notices and activities, which the students have been involved in.

STUDENT PROGRESS

Parent or carer enquiries about a student's general progress are best directed to the Pastoral Care group teacher or the relevant Year Group Pastoral Co-ordinator. Enquiries regarding specific subject areas should be directed to the student's class teacher or the relevant Leader of Learning. Student welfare concerns may be best directed to the appropriate Pastoral Co-ordinator, the Leader of Welfare & Pastoral care or the Assistant Principal.

PASTORAL CO-ORDINATOR

The Pastoral Co-ordinator is responsible for all students in a particular year group. Areas of concern of a more serious nature may be addressed to the appropriate Pastoral Co-ordinator.

The Leader of Welfare & Pastoral Care, Assistant Principal and Principal are available to see parents if it is judged that this is more appropriate on any occasion.

THE COLLEGE DAY

Organisation of the Day

The College runs on a ten day teaching cycle with six 50 minute (approximately) lessons per day. Playground supervision is provided from 8.30 am each day and at recess and lunch. Parents are asked not to drop students at school before 8.30 am each day and to collect them at 3.25 pm.

LEAVING THE GROUNDS

Students seeking permission to leave the college grounds should report to their Pastoral Co-ordinator prior to or during Pastoral Care with a note **written** and signed by their parent or carer. Students who are given permission are issued with a Leave Pass obtained from the Front Office and they should show this card to the teacher(s) affected by their absence. Students returning to the College are to report back to the Front Office upon return, where the time will be recorded and printed. This is then shown to the teacher to re-enter a class. The times of absence is recorded by the office staff to facilitate the correct marking of class rolls.

STUDENT VEHICLES

Student parking on College grounds is a privilege, and is done at the risk of the student and the owner of the vehicle. Vehicles damaged on College grounds are not the responsibility of St Paul's College. Students are only to park their cars in the lower Sea Street car park in the parking area directly to the right once you enter the College grounds. Once cars are parked students should not return to them until the end of the day. Cars must be driven at a safe speed otherwise students may lose their right to park on the college grounds.

It is a condition of the College that all persons driving onto the College site do so in a manner that reflects road rules and legalities. If these requirements are not adhered to, then permission to park on College grounds may be revoked.

BELL TIMES AND THE LATE BELL

In order to have approval to be late to class, all students (yr 7-12) late to any class must have their diary signed by the teacher they are with. This is to be written on the *out of class permission* page in the diary.

Without approval, all students (yr 7-2) late to class will;

- 1st time late- be given a warning by the class teacher.
- 2nd time late- be given a penalty by the class teacher e.g. lunch time detention or picking up papers.
- 3rd time late- the student is to be referred to the Pastoral Co-ordinator and be placed on an afternoon detention.

Bell Times	
8:30	Briefing (Mon only)
8:55	PC
9:15	Period 1
10:15	movement
10:20	Period 2
11:20	Recess (20 min)
11:40	Period 3
12:40	movement
12:45	Period 4
1:45	Lunch 1 (20 min)
2:05	Lunch 2 (20 min)
2:25	Period 5
3:25	Finish

ROLL MARKING

Class rolls are marked in Pastoral Care Groups during morning Pastoral Care time. If a pupil is late to school they must report to the Office with a parent explanation and receive a late note before going to class. This enables us to amend the absentee list for the day, ensure that a 'student is absent' text message isn't sent home, and ensure the student is not marked absent unexplained for the whole day.

For partial absences, students need to obtain a Leave Pass from the Front Office before school commences or during recess or lunch. In order to obtain a Leave Pass, students need to provide a note **written** and signed by their parent/guardian to their Pastoral Co-ordinator, who will sign the note. This is then taken to the front office where a pass will be issued. (Please refer to **Leaving the Grounds.**)

ATTENDANCE

At St. Paul's College:

Parents are legally responsible for the regular attendance of their children at school.

College staff, as part of their duty of care, are responsible for monitoring part or whole day absences and for ensuring that school attendance records are maintained.

For more information on compulsory attendance from the Catholic Schools Office, please refer to the College web site under; Parents/compulsory school attendance.

Definitions

Unexplained absence: A student absence where a parent provides no reason for a student's non-attendance

Truancy: The absence of a student from school without the knowledge or permission of their parent or carer

Parent condoned absence: When a parent or carer causes a student to be absent from school without acceptable reason

Explained/justified absence: A parent has provided an explanation of the student's absence which has been accepted by the principal

Explained/unjustified absence: A parent has provided an explanation of the student's absence which has not been accepted by the principal

Unexplained/unjustified absence: A parent has not provided an explanation of the student's absence within seven days of the occurrence of the absence

RESPONSIBILITIES

All children from six years of age and under the minimum school leaving age of 17 years are legally required to attend school.

All New South Wales students must complete Year 10. After Year 10 and until they turn 17 years of age students must be in a school or registered for home schooling, or full-time in

- further education and training (e.g. TAFE, traineeship, apprenticeship);
- full-time, paid employment of an average 25 hours per week; or
- a combination of both of the above.

At St. Paul's College:

Parents and Carers are responsible for:

1. Ensuring their child is legally enrolled at the correct age
2. Ensuring that their child attends school regularly
3. Promptly explaining the absences of their child from school
4. Taking measures to resolve attendance issues involving their child
5. Signing the register for late arrivals or early departures

Unendorsed educational activity in school hours

Involvement in private lessons, such as ballet and music classes, conducted outside the school during school hours may not be conducive to the effective operation of the school or to the education of the student concerned. Students' involvement in extra-curricular activities will usually be limited to outside school hours.

Where attendance at a private lesson outside the school during school hours is of exceptional importance such as sitting examinations, the principal may use discretion in justifying the absence.

If parents withdraw their children from school for private lessons when permission to do so has been refused, an unjustified absence will be recorded and dealt with in the usual manner.

Students leaving the school

The school office needs to be informed of any student departure date with all known details including the parents' forwarding address and the name and address of the new school provided. The School Enrolment register will be completed in full.

Students Exempted from School Attendance

The principal can exempt students from attending school under certain circumstances. An 'A1' form is required before exemption can be granted (see the Principal for this form).

Procedures when attendance is an issue

The school takes its attendance responsibilities seriously and will support parents with their son or daughter's attendance issues. While parents will be reminded of their legal obligations under the **Education Act (1990)** the welfare of the student must be the focus of this consultation.

Resolution of student attendance difficulties will require a range of additional school based strategies including:

1. Student and parent interviews
2. A review of the appropriateness of the student's educational program
3. The development of a school-based attendance improvement plan
4. A referral to the school counsellor or outside agency
5. Further support from school based personnel

If a range of school based interventions has been unsuccessful, support will be requested by referring individual cases of unsatisfactory attendance to the Catholic Schools Office in the first instance, which then advises the Catholic Education Commission, NSW. The CEC, NSW manages the process of informing NSW DEC. Police Officers are authorised to act as attendance officers under Section 122 of the Education Act (1990).

St. Paul's College attendance information for parents

Extended Leave

From the beginning of 2015, family holidays and travel are no longer considered under the *Exemption from School – Procedures* and therefore, as a general rule, principals should not approve leave for this purpose. An absence in this case will be recorded using the code 'A' (Unjustified Leave). Travel outside of vacation period is now counted as an absence for statistical purposes. In exceptional circumstances parents may complete a *Form A1 Application for Extended Leave-Travel* for consideration explaining why an absence for extended leave is in the best educational interest of the student. The principal may accept or decline this application.

For leave greater than 50 days (10 weeks of a school term) access to distance education or enrolment in another school must be considered.

Please be aware that these requirements are legislated by the State government. This is not unique to our school and we are following our registration obligations.

SPORT HOUSES

The Pastoral Care groups are based on the four College Houses:

Farrelly (Red)

McAuley (Green)

Edmund (Yellow)

Mackillop (Blue)

ILLNESS AND INJURY AT SCHOOL/SICK BAY

If a student is not well enough to attend class they must have their class teacher's permission to report to the office. Appropriate staff will decide whether to put the student in sick bay or to contact parents to take the student home. In the case of an accident attempts will be made to contact parents and medical assistance sought if thought necessary.

AMBULANCE COVER POLICY

On occasions students injure themselves or present to the front office with illness. It is the School Policy to call an Ambulance as a priority if required. Given the particular circumstances of an incident, the College will sometimes make the decision to call an Ambulance without immediately speaking to a parent, as parents have given consent for this to occur at the point of their child's enrolment. Parents are immediately notified and are expected to meet their child at the hospital.

Having an ambulance attend a student and/or transport a student to hospital DOES NOT COST PARENTS. The college pays a levy to subscribe to the Ambulance School Cover Scheme. While no student will be required to pay, all students will receive a bill from the NSW Ambulance Service. Parents simply need to follow the process outlined below.

If the student's parents:

1. have a Health Care Card, then they simply notify the Ambulance Service of their Pension details, or
2. have Private Health Insurance, then they take the bill to their Health Fund for Endorsement, and return it to the Ambulance Service, or
3. do not have either a Health Care Card or Private Health Insurance, then they simply present the bill to the school for Endorsement that the student attends the school and then return the bill to the Ambulance Service.

CANTEEN

Students are encouraged to order their lunch before school or at recess in order to assist the canteen workers. The canteen is open at recess and lunch, and also for breakfast. Students are NOT permitted to visit the canteen between lessons.

PERSONAL PROPERTY

Students are strongly discouraged from bringing valuables and large sums of money to school. Where money is brought to school for payments it should be paid to the front office, or placed into the office money slot before school begins. It is also recommended that students carry money on their person rather than in their bag, or leave it in their pad locked locker. Items of uniform should be marked clearly with a name.

LIBRARY

The Chisholm Library is named after Percy and Amber Chisholm, two stalwarts of the College community in its foundation days.

It is open from 8.15 am to 4.30 pm for study, reading, chess, homework, video-conferencing and organised lessons.

Students may borrow three items (fiction, non-fiction, DVDs, magazines, eBooks) for a period of three weeks and loans can be re-negotiated if required.

The Library is also responsible for the storage, distribution and collection of text books as well as laptops and iPads.

Another service is the re-sale of second-hand senior study guides on behalf of former students, as well as the sale (or donation) of pre-loved library books, the proceeds of which help to fund literacy programs in disadvantaged communities throughout Australia and beyond.

The Chisholm Library Homepage can be accessed via the College moodle page. This includes a catalogue search facility, as well many useful links to a range of other lending and learning resources, such as the Kempsey Shire Library, the State Library of NSW, HSC "Discovery" resources and the Premier's Reading Challenge, to name a few.

MEDICATION

Medication refers to medication prescribed by or used on the advice of a medical practitioner and which is considered essential to be administered at the college for a student to achieve optimum health and to participate fully in college life. Medication is likely to be associated with a health condition such as epilepsy, diabetes, asthma, anaphylaxis, cystic fibrosis, Attention Deficit Hyperactivity Disorder (ADHD), or other conditions diagnosed by a medical practitioner.

Parents are responsible for:

- Obtaining the relevant medication forms from the college and arranging for their completion and return
- Providing the medication in the original labeled container to the nominated staff member
- Ensuring the medication is not out of date and has an original pharmacy label with the student's name, dosage and time to be taken
- Providing a request by parents and written instructions from a medical practitioner for medication that is not obtained on prescription, indicating:
 - Name of student
 - Condition for which the medication is required
 - Guidelines for administration

DOCUMENTATION

It is necessary that the appropriate forms be filled in by parent/guardian, and/or doctor before the medication can be dispensed to the student. These are available from the Front Office.

TEXT BOOKS

Textbooks are issued on loan to students in the various subject areas as part of the College fee structure and it is expected that these books are returned in the same condition as they are issued.

PICKING UP STUDENTS FROM SCHOOL

After School hours:

All students leaving the College at the conclusion of the school day are asked to exit via the Sea Street gates. Students crossing Sea Street to either walk home or be picked up must use the designated flag crossing.

The road directly outside and perpendicular to the top Sea Street gate is a designated 'school drop-off pick-up zone'. Student pick up at the conclusion of the school day is to occur from this zone. All buses use the North Street entrance. Therefore to minimise congestion and for safety reasons we ask that parents do not wait for children within the North St entrance car park.

Students waiting for parents to pick them up are requested to wait inside the school grounds at the top Sea Street gate.

During School:

All parents who are collecting students from school during school hours are asked to collect them from the School Office. **As a result of Safety Guidelines and WHS requirements parents are requested to park their car in the North St carpark and walk to the office to collect their children.** Students are expected to wait in the office until signed out by their parents.

The School does not allow students to wait at the front gate to be picked up.

MOBILE PHONE and ELECTRONIC DEVICES POLICY

Bringing **mobile phones and electronic devices** (including; BYOD (Bring Your Own Device) devices, iPods, digital/video cameras, electronic games, Bluetooth devices etc), to school, if not for learning purposes, is discouraged. The College takes no responsibility for the safety and security of these devices.

Mobile phones **ARE TO BE IN SILENT MODE AND OUT OF SIGHT AT ALL TIMES.** For security purposes, students may still leave their phones or other electronic devices switched on and secured within their lockers in order for messages to be accepted.

Mobile phones and electronic devices are not to be seen or heard on the College grounds prior to the 3:25pm bell without permission. If a member of the College Executive or appropriate Pastoral Co-ordinator considers it necessary, students may use the phone under their supervision. Phones are permitted to be used appropriately on bus lines in the afternoon.

The college recognises that certain items may be required for class learning and may be requested by the class teacher. For example, there may be times when a teacher allows students to use their mobile phones in the classroom as a learning tool. BYO devices which are required for daily learning are exceptions to this policy and are expected to be accessible by the student each lesson, however, the use of these devices are to be appropriate and for learning only.

Earphones can be used for teacher instructed learning. Music through a device may be listened to in class at the teacher's discretion, that is, when the teacher gives explicit permission to do so. If permission to listen to music is given by the teacher, the following conditions must apply;

- Students must have a pre-organised play list and are not to search for music.
- Music cannot be downloaded at school.
- Music must not be audible to others or distracting self or others.

Exceptions to this are Year 11 and 12 students in Senior Study, who are permitted to listen to music at any time without disturbing others.

Devices may be listened to in the playground (prior to the 8:55am PC bell, at recess and at lunchtime only), however, must be listened to through earphones, and must not be audible to others. Staff on duty, using professional judgement, have the right to instruct a student to cease listening to music in the playground (devices can be viewed in order to turn music on/off only).

Year 12 students are permitted to use mobile phones for calls and texts (excluding social media) within the McAuley Centre at the following times; before Pastoral Care time, during recess and during lunch. Outside of these times and location, mobile phones **ARE TO BE IN SILENT MODE AND OUT OF SIGHT**, otherwise they will be confiscated and kept at the front office until 3:25pm, after which it can be collected by the student.

Any photographic or video material taken at College or at a College event must be used in appropriate manner or else consequences may apply.

If parents need to contact their child they are asked to do so through the front office. The College's obligations under 'duty of care' are severely diminished when parents allow and encourage student use of phones during the school day. We ask the support of parents in regards to this. If a student is ill and needs to go home, then they are to come to the front office with a note from the class teacher and ask the administration staff to contact their parents. We ask that students do not use their mobile phones to directly contact their parents during school hours.

The enforcement of this policy involves a confiscation component when students contravene the rules, and depending on the severity of the offence, a suspension may also occur. If a student's Mobile phone or electronic device is seen and or heard during school hours, then it will be confiscated and kept at the front office until 3:25pm, after which it can be collected by the student. **The Pastoral Co-ordinator or Assistant Principal will contact parents, informing them of the action and consequence. As a consequence, the student will be placed on a lunch time detention by the Pastoral Co-ordinator the first time the offence occurs in any term and an afternoon detention thereafter.**

This policy aims to reduce class distraction and cyber bullying, control inappropriate access to social networking sites and help to manage potential legal and sensitive issues that may arise.

SENIOR STUDY ROOM

SENIOR STUDY ROOM EXPECTATIONS AND RULES

Attendance in the Senior Study Room (room 20) is compulsory for Year 11 and Year 12 students who do not have a timetabled class in any period. This includes those students who do Work Studies, Online Distance Education, Distance Education and any one unit courses outside of SoR I.

THIS STUDY IS TO BE CONDUCTED IN SILENCE.

Each student is to have their name marked on the roll at the beginning of each lesson by the supervisor.

Students may work on practical course work outside of the senior study room only when: the course teacher has given permission that they will be actively supervising the student that lesson. Students must bring to the study supervisor a note signed by the course teacher for that lesson, stating that they will be supervising the student.

the student has had their attendance taken by the senior study supervisor at the beginning of the lesson.

Students may, on occasion, seek the permission of the study supervisor to use the library resources for part of a study lesson. Students are not to remain in the library for the entire lesson, but are to return to the study room.

SENIOR STUDY ROOM RULES

Students are to have their names taken by the supervisor at the beginning of each lesson. Students are expected to be in the study room promptly at the beginning of each lesson or will be issued with a late warning. Three late warnings will incur an afternoon detention.

Students are to work individually and in silence.

Students may listen to music through a device, however, this must not disturb others.

Students must bring academic study material with them as they are not to go back to classrooms during lessons.

Students must request permission from the supervisor before leaving the study room.

STUDENT DIARY

One of the most important organisational tools that students have is the College Diary. Students need to learn the skills of using a diary to organise and schedule themselves. By writing homework, assessment tasks and other reminders, students will learn to become more organised for the coming day and upcoming events. The other important function that a diary plays is that it is a quick and effective method of communication between students, parents and teachers. The diary is also a quick reference point for information about school policies. All students are given a diary at the beginning of the year, and it is the expectation that it is used appropriately. This includes; having all homework clearly listed in the diary; having parents sign it weekly; and, having their diary with them every lesson.

All diaries are checked and signed by the Pastoral Care teachers every Monday during PC. During Pastoral Care time each day, all students are expected to list their days lessons into their diary. At the conclusion of each lesson, all students are expected to have their homework written into their diary. Class teachers are to ensure this occurs.

ASTHMA POLICY

- Asthma attacks involve the narrowing of airways making it difficult to breathe. Symptoms commonly include difficulty breathing, wheezy breathing, dry and irritating cough, tightness in the chest and difficulty speaking.
- Children and adults with mild asthma rarely require medication; however, severe asthma sufferers may require daily or additional medication (particularly after exercise).
- On enrolment, all students with asthma must have provided a written asthma management plan consistent with the Asthma Friendly Schools requirements completed by their parents. It is then the parent's responsibility to update their child's asthma plan. Please either ask the Administration Office for reference to the relevant form, or access it from the College web site under Parents/Medical Information.
- Parents/guardians are responsible for ensuring their children have an adequate supply of appropriate asthma medication (including a spacer) with them at school at all times.
- The school will provide, and have staff trained in the administering of, reliever puffers (blue canister) such as Ventolin, and spacer devices in all first-aid kits, including kits on excursions and camps. Clear written instructions on how to use these medications and devices will be included in each first aid kit, along with steps to be taken to treat severe asthma attacks.
- The first aid staff member will be responsible for checking reliever puffer expiry dates.
- All devices used for the delivery of asthma medication will be cleaned appropriately after

each use.

- Care must be provided immediately for any student who develops signs of an asthma attack.
- Children suffering asthma attacks should be treated in accordance with their asthma plan.
- If no plan is available at the time of an attack children are to be sat down, reassured, administered 4 puffs of a shaken reliever puffer (blue canister) delivered via a spacer - inhaling 4 deep breaths per puff, wait 4 minutes, if necessary administer 4 more puffs and repeat the cycle. An ambulance must be called if there is no improvement after the second 4-minute wait period, or if it is the child's first known attack. Parents must be contacted whenever their child suffers an asthma attack.

AEROSOL PRODUCTS POLICY

Owing to the serious nature of the allergic reactions of some members of the St Paul's College community to aerosol products, such as deodorants, hair spray and body spray, the school community is banning these products.

Aerosol products for personal use are not to be brought onto the school grounds.

Students and staff are asked to use pump sprays instead of aerosol cans, or use liquid or paste forms of products, or in the case of deodorants roll-ons. Pressurised aerosol products emit volatile organic chemicals and produce a fine mist that is easily inhaled and absorbed into the lungs and bloodstream. Teachers are asked to confiscate any aerosol products found at school and bring them to the relevant Pastoral Co-ordinator. Parents will be informed that the products have been taken from their child and that they can call into the school and collect the item. ***Products will not be returned to students.***

Exemptions may apply with teacher permission for the limited use of aerosol products in some courses. Students will be specifically advised of this permission, and must not assume that it is given.

RESOLVING CONCERNS AND COMPLAINTS: INFORMATION FOR PARENTS AND CAREGIVERS

Schools recognise that parents and caregivers must have access to processes that allow them to resolve concerns and complaints in a supportive conciliatory environment

THE RIGHTS AND RESPONSIBILITIES OF PARENTS/CAREGIVERS

Any parent or caregiver has the right to raise a concern or complaint and have it responded to promptly and without fear of repercussions according to principles of procedural fairness. Many issues will be able to be resolved informally.

Any concern or complaint should address the individual situation and not be presented in a group action to the school.

Any parent or caregiver has a responsibility to promptly raise concerns or complaints so that these do not become overwhelming for either the child or the family.

Formal complaints need to be put in writing to be acted upon.

GENERAL PRINCIPLES

Concerns and complaints will be resolved according to the principles of procedural fairness.

Every endeavour will be made to address all concerns and complaints within reasonable timeframes and under mutual agreement. However, principals and school staff may not always be available to address the issue at the time it is raised, but will do so at the earliest mutually acceptable time.

Persons who phone the Catholic Schools Office to raise a concern or complaint about a school issue will be informed by an Assistant Director or Consultant that the matter must be put in writing if they wish it to be progressed.

PARISH SCHOOLS IN THE DIOCESE OF LISMORE SEEK TO:

- develop a positive and collaborative relationship between home and school
- welcome and value diversity of opinion
- ensure staff are aware of community expectations and the needs of students and families
- develop clear and open communication within the community
- ensure the well-being of the student is the central focus of all processes.

It is acknowledged that parents / caregivers can feel concerned about an incident or something that they believe is happening in their child's school. The satisfactory resolution of any concern or complaint is vital to the Christian life and the wellbeing of the community.

It is recognised that parents and caregivers must have access to processes that allow them to resolve concerns and complaints in a supportive, conciliatory environment. This policy has been developed to assist in the resolution of complaints and concerns.

Please refer to the College website under, Parents/Policies/Resolving concerns and complaints, for more information, or, ask at the College Administration office for a 'Resolving concerns and complaints at school: Information for Parents & Caregivers' brochure.

CHILD PROTECTION POLICY

St Paul's College follows the policy of [the Catholic Schools Office Diocesan Child Protection Policy and Procedures](#). This policy can be found in full on the College web site under the Parents tab / Policies / CSO Child Protection Policy.

Staff in Catholic Schools in the Diocese of Lismore have significant obligations as Mandatory Reporters, for the safety, welfare and well-being of children and young people. A Mandatory Reporter is a person who, due to the nature of their employment must report any concern regarding the safety, welfare or well-being of a child. This means that they must report any issue that they suspect, on reasonable grounds, that a child is at risk of significant harm to the school Principal who will take the required action. More detailed information can be found on the school website in the Child Protection Policy and Procedures document.

College Layout

St Paul's College Map

Francis Farm
Primary Industries

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