



Many Gifts  
One Community

# St Pauls CATHOLIC COLLEGE Student Diary

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## COLLEGE HOURS

The College Office is open from 8.00am to 4.00pm daily.

**Student arrival at College - 8.05am    Move to class - 8.30am    Class commences - 8.35am**

Students should not be present on the property prior to 8.05am as adequate supervision is not available.

Supervision by teachers will start at 8.05am.

## PERSONAL INFORMATION

Student Name: .....

Year Group: ..... Homeroom:..... House: .....

Home Address: .....

..... Postcode: .....

Home Phone Number: .....

Email: ..... Locker No: .....

Parent/Guardian Signature: .....

House Leader of Learning Signature: .....

Learning Mentor's Signature: .....

Emergency Contact Name: ..... Phone No: .....

We have read and understood the policies and procedures outlines in the front pages of the College diary and agree to abide by and support these policies and procedures at all times.

Student's Signature: ..... Parent/Caregiver's Signature: .....

## USE OF THE DIARY

All students in Year 7 to 12 have a diary and are expected to use it for school related matters only. It is an organizational tool and students should record their subjects for each day along with any Homework or tasks set.

Parents are required to sign the student diary at the end of each week. In doing so, any communication by teachers to parents should be noted.

Students are required to have their diary signed by their Learning Mentor weekly as part of the mentoring process.

Students must take the diary with them anytime they leave their classroom.

The diary is not to be used for personal notes as teachers have the right to and will check diaries on a regular basis – at least once a week.

If a diary is defaced with graffiti or damaged in any way, the student is to obtain approval from his Leader of Learning House, to purchase a new diary at a cost of \$25.00.

# ROUTES TO ASSEMBLY AREAS & SITE PLAN

**EVACUATION PROCEDURE**

On hearing the “Evacuation Tone” (whoop, whoop, whoop) and/or announcement from the Warden:

Remain calm and proceed to the specified assembly point;

- Leave bags
- You may take personal effects, including hat and water; and
- Close doors but **do not** lock.

**Do not** re-enter the buildings until the “All Clear” is provided by the Warden.

**LOCKDOWN PROCEDURE**

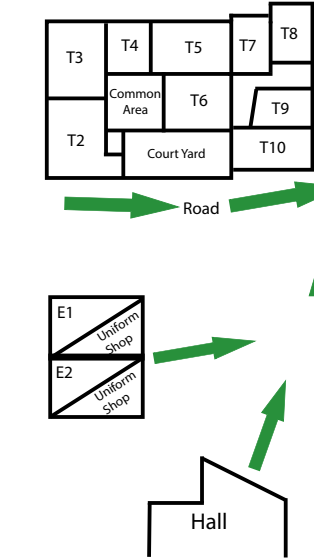
On hearing “Alert Tone” (beep, beep, beep) and then the Lockdown Announcement from the Warden:

Remain calm and immediately:

- Lock doors and windows, close blinds and turn off lights;
- Move to an area where you cannot be seen from the outside; and
- Remain quiet and turn off all mobile devices.

Refer to the full “Lockdown Procedures.”

Remain where you are until the “All Clear” is announced by the Warden.



**Evacuation Route:**

Follow to Emergency Assembly Area 1 - College Oval

Follow to Emergency Assembly Area 2 - Daniel Street Park

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## TERM DATES 2022

<b>TERM 1</b>	Term 1 Starts (Staff only).....Friday 28th January
	Staff Professional Day (Pupil Free) ..... Monday 31st January
	Year 7 & Year 10 Peer Support Leaders Commence ..... Tuesday 1st February
	Years 8 to 12 Commence ..... Wednesday 2nd February
	Term 1 Ends ..... Friday 8th April
	<b>Holy Thursday ..... Thursday 14th April</b>
	<b>Good Friday (Public Holiday) ..... Friday 15th April</b>
	<b>Easter Saturday ..... Saturday 16th April</b>
	<b>Easter Sunday ..... Sunday 17th April</b>
	<b>Easter Monday (Public Holiday) ..... Monday 18th April</b>
<b>TERM 2</b>	<b>ANZAC Day ..... Monday 25th April</b>
	Professional Development Day (Pupil Free) ..... Tuesday 26th April
	Term 2 Commences..... Wednesday 27th April
	College Photo Day ..... Monday 9th May
	<b>Queen's Birthday (Public Holiday) ..... Monday 13th June</b>
	Term 2 Ends ..... Friday 1st July
<b>TERM 3</b>	Staff Spirituality Day (Pupil Free)..... Monday 18th July
	Term 3 Commences ..... Tuesday 19th July
	College Sports Photo Day ..... Thursday 8th September
	Term 3 Ends ..... Friday 23rd September
<b>TERM 4</b>	<b>Labour Day (Public Holiday) ..... Monday 3rd October</b>
	Term 4 Commences ..... Monday 10th October
	Staff Development Day (Pupil Free).....Tuesday 20th December

## BELL TIMES 2022

### MONDAY TO FRIDAY

Period 1	8.35am – 9.35am
Period 2	9.35am – 10.35am
Homeroom	10.35am – 10.55am
<b>Break 1</b>	<b>10.55am – 11.25am</b>
Period 3	11.25am – 12.25pm
Period 4	12.25pm – 1.25pm
<b>Break 2</b>	<b>1.25pm – 1.55pm</b>
Period 5	1.55pm – 2.55pm

### THURSDAY

Period 1	8.35am – 9.35am
Period 2	9.35am – 10.35am
Homeroom	10.35am – 10.55am
<b>Break 1</b>	<b>10.55am – 11.25am</b>
Period 3	11.25am – 12.15pm
<b>Break 2</b>	<b>12.15pm – 12.45pm</b>
Sport 1/2	12.45pm – 2.55pm

## ACKNOWLEDGEMENT OF COUNTRY

We acknowledge and pay our respects to the traditional custodians, past and present, of this land of the Darug people who long before us lived, loved and raised their children on this land. We acknowledge all the Aboriginal and Torres Strait Islander families in our community and acknowledge their deep physical and spiritual connections to their land.

We come together today to learn, to share and to journey together.

The **Darug** or **Dharug** people are an Aboriginal Australian people, who share strong ties of kinship and, in pre-colonial times, lived as skilled hunters in family groups or clans, scattered throughout much of what is modern-day Sydney.

The Darug, originally a Western Sydney people, were bounded by the Kuringgai to the northeast around Broken Bay, the Darkinjung to the north, the Wiradjuri to the west on the eastern fringe of the Blue Mountains, the Gandangara to the southwest in the Southern Highlands, the Eora to the east and the Tharawal to the southeast in the Illawarra area.



### DARUG TOTEM

The totem of the Darug Boorooberongal male is **the Wirambi the flying fox**. The totem belonging to the Darugule Boorooberongal woman is the Wuban the possum or it may carry the name of Burumin which is closely associated with the word for younger sister (Durumin) during Garriberri (Corrooberee).

# According to St Paul

**Respect yourself, each other  
and your environment.**

**Listen to each other, speak  
positively, share ideas.**

**Do the right thing because it is  
right, not just to avoid  
being punished.**

**Don't give in to selfish  
behaviour, work together.**

**Be honest and truthful in all  
your actions.**



**Remember, you are brothers and sisters in Christ!**

## STUDENT LEADERSHIP TEAM 2022



**College Captain**  
Victor Doueihy



**College Vice Captain**  
Daniel Pedavoli



**Wellbeing Prefect**  
Adrian Kacanik



**Sport Prefect**  
Yianni Vavdinis



**Stewardship Prefect**  
T J Furness



**Mission Prefect**  
John Azizi

## HOUSES

### THE HOUSE & HOMEROOM SYSTEM

The House & Homeroom System at St Pauls provides a chance for students to work with all staff, their peers and parents on a broad range of activities within the College. Every student and staff member at St Pauls is placed into one of our five houses:

- Bennelong (Orange)
- Churchill (Green)
- Florey (Red)
- Greenway (Yellow)
- MacKillop (Light Blue)

Leaders of Learning House (LOL5) are supported by staff Learning Mentors assigned to each Homeroom Mentor Group. Each House has elected House Prefects that encourage participation and co-operation in all activities. Each activity that the boys participate in provides them with the opportunity to earn House Points for their House. House Points are awarded for many different activities. These may be academic activities such as Subject, KLA and Principal Awards, Competitions or Challenges, Sporting activities such as MCS teams, representative teams and House sporting competitions or extra curricular activities such as Social Justice Initiatives or Solar Car Challenge. House points are also awarded for exemplary attendance. The House which has accumulated the most House Points at the end of the year is awarded with the House Cup. The House Competition finishes at the end of Term 3 each year when Year 12 graduates. All students are expected to fully participate in activities organised within the House System.

## HOUSES (CONT)

### Bennelong House Prefects



### Wissam AbdelSamad



### Samuel Touma



### Churchill House Prefects



### Dennis Asante



### Christopher Halabi



### Florey House Prefects



### Huseyin Mani



### Abishek Sudharshanan



### Greenway House Prefects



### Ethan Barden



### Cullen Rota-Wallace



### Mackillop House Prefects



### Jai Foley



### Thishanth Visuvanathan





## HOUSES (CONT)

### BENNELONG HOUSE



**Patron:** Woollarawarre Bennelong

**House Motto:** *"In Word & Deed"*

**House Colour:** Orange

Woollarawarre Bennelong was a senior member of the Eora people and of the Wangal clan at the time of the European settlement in Australia. Having learnt to speak English he became the first and a most valued interpreter between the Aboriginal and British people both in Sydney and the United Kingdom. It is from his language abilities that we take the house motto. The colour of the House, orange, represents Bennelong's proud indigenous heritage.

#### HOUSE PRAYER

Lord Jesus,  
may we as members of the Bennelong House  
be inspired to live out our motto,  
*"In Word & Deed"*.

Let your spirit guide us to always  
listen to each other,  
speaking positively  
and share our ideas  
so that all may learn and grow in your name.

May we learn from the Indigenous people  
of our land,  
Sharing our resources and caring for our  
country.

We are one body,  
and one spirit in the One Lord,  
Amen

### CHURCHILL HOUSE



**Patron:** Clive Churchill

**House Motto:** *"Strive To Achieve"*

**House Colour:** Green

Clive Churchill was a South Sydney Rugby League fullback in the 1950s-1960s. He represented Australia in 34 international matches as well as captaining the team on several occasions. It is from Clive Churchill's ideals we take the house motto. The colour of the House, green, is taken from South Sydney's colours.

#### HOUSE PRAYER

Lord Jesus,  
may we as members of the Churchill House  
be inspired to live out our motto,  
*"Strive To Achieve"*.

Let your spirit guide us to always  
work together  
and not give in to selfish behaviour  
so that all may learn and grow in your name.

May we share our special gifts  
and appreciate the gifts of others  
so that our community may be  
inclusive and inspiring.

We are one body,  
and one spirit in the One Lord,  
Amen

### FLOREY HOUSE



**Patron:** Howard Florey

**House Motto:** *"Heal The Heart"*

**House Colour:** Red

Howard Florey is known as Australia's most famous scientist. He played a crucial part in the discovery of penicillin. He dedicated his life to striving for scientific advancement and he is truly an inspiration to our House and College as we too strive for academic excellence.

#### HOUSE PRAYER

Lord Jesus,  
may we as members of the Florey House  
be inspired to live out our motto,  
*"Heal The Heart"*.

Let your spirit guide us to always  
respect ourselves,  
each other,  
and our environment  
so that all may learn and grow in your name.

May we strive for excellence in all aspects  
of our life,  
sharing our gifts for the common good so  
that all may experience your love.

We are one body,  
and one spirit in the One Lord,  
Amen

## HOUSES (CONT)

### GREENWAY HOUSE



**Patron:** Francis Greenway

**House Motto:** *“Leading The Way”*

**House Colour:** Yellow

Francis Greenway is known as one of Australia’s famous settlers. Many of his architectural buildings are still present in Sydney today. He began life in Australia as a convict but eventually became a free settler thanks to his determination and skill.

#### HOUSE PRAYER

Lord Jesus,  
may we as members of the Greenway  
House be inspired to live out our motto,  
*“Leading The Way”*.

Let your spirit guide us to always  
be honest and truthful in our actions  
so that all may learn and grow in your name.

May we strive to be the very best that we can be,  
knowing that we are deserving of forgiveness and  
challenged to be an example to others.

We are one body,  
and one spirit in the One Lord,  
Amen

### MACKILLOP HOUSE



**Patron:** Mary Mackillop

**House Motto:** *“In The Service of Others”*

**House Colour:** Light Blue

Mary MacKillop’s life is full of inspiration for all Australians. Her life was a struggle against poverty, prejudice and hostility and her attitude to those who acted against her was one of forgiveness.

Mary MacKillop was canonised in 2010 which made her the first Australian to be recognised as a Saint by the Catholic Church.

#### HOUSE PRAYER

Lord Jesus,  
may we as members of the Mackillop House  
be inspired to live out our motto,  
*“In The Service of Others”*.

Let your spirit guide us to always  
do the right thing  
so that all may learn and grow in your name.

May we strive to be generous to the needy,  
a friend to the lonely,  
and a living expression of hope in our community.

We are one body,  
and one spirit in the One Lord,  
Amen

## ST PAULS COLLEGE PRAYER

Lord Jesus, may we as members of the community of St Pauls College Be always humble, gentle, and patient.  
 May we show Your love by being tolerant with each other.  
 Let Your Spirit be in us to give us a peace that binds us together.  
 We celebrate the hope that Your Spirit gives us in our daily lives. We are one body and one spirit, in the One Lord. Amen  
 (Based Ephesians 4: 2-4)

## THE ST PAULS CREST & MOTTO



*“Many Gifts – One Community”*

The crest and motto of St Pauls have been selected due to their association with the apostle, Paul.

In many of his letters to the communities of the early church, St Paul stressed the capacity of the church and teaching of the gospel to include different cultures and backgrounds into the one Church. He emphasised faith in the one Lord.

Our crest is to symbolise St Paul's strength, with the red cross symbolising both the centrality of Christ to his teachings about salvation and his own commitment to place his belief in Christ, as Saviour, before all things, even the loss of his own life. The blue waves symbolise the missionary journeys he undertook.

The motto “Many Gifts – One Community” encompasses the ideals of St Paul's teachings.

St Paul is seen as a wonderful model for our community with his ability and willingness to change from someone who persecuted the Faith to a person who, when converted, undertook the spreading of the Good News as the passion of his life.

Paul has set himself as a model and also a challenge for all Christians. All Christians are called to spread the Good News of Jesus, and we may achieve this by modelling our lives on the same integrity and Faith as St Paul.

## CHARISM OF ST PAUL

Saint Paul was an intelligent, energetic dynamo, deeply inspired by Jesus, and famous for his courage and his preparedness to challenge for the truth and for love — against any odds.

He was the proverbial **rough diamond**, shaped by his constantly being on the move, by his many hardships, and by his profound devotion to people.

**As the Great Missionary** who founded the first Christian communities, St Paul insisted that these be places of welcome and hospitality, places where mutual respect and the hand of friendship are warmly extended. In addition, he was very clear — in any Christian community there is no place for **spectators**. Involvement, participation and genuine interest in each other are the price of belonging.

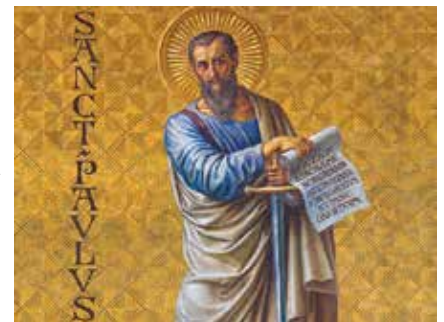
**“You're welcome here, whoever you are.” (College Song)**

As a man whose life had more than its fair share of hardships, he encouraged all whom he met to live life to the full, to give of their best, to strive for wisdom and excellence (his word was “perfection”). And these personal gifts or achievements only became valuable when they were shared.

**“Many gifts to build a community.” (College Song)**

Saint Paul was a doer. He lived what he preached. Like Jesus, his inspiration, he was a man of great heart and lively compassion — the eternal optimist. For him, life was about the positive, about affirmation and encouragement. He was an obsessive builder of community spirit, and we at St Pauls Catholic College are honoured that we have him as our role model and our namesake.

**“St Pauls is a place for your heart to belong.” (College Song)**



## NATIONAL ANTHEM & COLLEGE SONG

### NATIONAL ANTHEM

#### Advance Australia Fair

Australians all, let us rejoice,  
For we are one and free.  
We've golden soil and wealth for toil,  
Our home is girt by sea;  
Our land abounds in nature's gifts,  
Of beauty rich and rare.  
In history's page, let every stage  
Advance Australia Fair.  
In joyful strains then let us sing,  
Advance Australia Fair.

Beneath our radiant Southern Cross,  
We'll toil with hearts and hands,  
To make this Commonwealth of ours,  
Renowned of all the lands;  
For those who've come across the seas,  
We've boundless plains to share:  
With courage let us all combine to  
Advance Australia Fair.  
In joyful strains then let us sing,  
Advance Australia Fair.

### PRAYER BEFORE CLASS

Dear Lord,

As we commit ourselves to this time of learning  
may we show humility, patience and love.

We are called to use our gifts to achieve our best  
and build a community of peace.

We are one body and one spirit in the Lord. Amen

St Paul. Pray for Us.

### ST PAULS COLLEGE SONG

#### Many Gifts — One Community

(Kevin Bates SM)

**1.** Many gifts to build a community  
Many gifts that each of us brings.  
Gifts break open and speak to each other  
So together as one gift our family sings.

#### Chorus:

*You're welcome here, whoever you are.  
Tell us your story and sing us your song.  
St Pauls is a chance for your spirit to run,  
St Pauls is a place for your heart to belong.*

**2.** Growing free and wiser each season,  
Growing in courage and truth clear and strong.  
Growing in faith and hope gives a reason,  
To celebrate here in the place we belong.

**3.** Hope is the power to gather our memories,  
Hope is the future that we long to shape,  
Hope is the rising of Jesus' own spirit,  
Hope is the gift to each other we make.

### THE ANGELUS

V The Angel of the Lord declared unto Mary

**R And she conceived of the Holy Spirit**

Hail Mary, full of grace,  
The Lord is with thee.  
Blessed art thou among women  
and Blessed is the fruit of thy womb, Jesus.

**Holy Mary, Mother of God**

**Pray for us sinners now**

**And at the hour of our death. Amen.**

V Behold the handmaid of the Lord.

**R Be it done unto me according to thy word. (Hail Mary...)**

V And the Word was made Flesh

**R and dwelt among us. (Hail Mary...)**

V Pray for us, O Holy Mother of God.

**R That we may be made worthy of the promises of Christ**

### LET US PRAY

**Pour forth, we beseech Thee, O Lord,**

**Thy grace into our hearts; that, we to whom the  
Incarnation of Christ,**

**Thy Son, was made known by the message of an Angel,  
may by His Passion and Cross, be brought to the glory of  
His Resurrection.**

**Through the same Christ our Lord. Amen.**

## HOW TO PRAY THE ROSARY

The Rosary is made up of 'decades'. A decade is one 'Our Father' followed by ten 'Hail Mary's' and a 'Glory Be'. Whilst it is usual to say five decades at a time, it is better to say one decade well, rather than five decades badly. We focus on one of the Mysteries when saying each of the Decades.

Begin with the sign of the cross. Pray the "Apostles Creed" holding the crucifix and continue on the straight piece of the Rosary with one Our Father, three Hail Marys and a Glory Be, as shown in the picture. Then, to start the first decade, pray one Our Father.

Moving on to the circular piece of the Rosary, continue with ten Hail Marys and finish the first decade with one Glory Be and the "Fatima Prayer". By saying five decades of the Rosary, you will complete one full circuit of the beads. To finish, after completing your chosen number of decades, pray the "Hail Holy Queen".

### THE SIGN OF THE CROSS

In the name of the Father, and of the Son, and of the Holy Spirit. Amen.

## PRAYERS OF THE ROSARY

### Apostles' Creed

I believe in God the Father Almighty, Creator of heaven and earth. I believe in Jesus Christ, His only Son, Our Lord. He was conceived by the power of the Holy Spirit and was born of the Virgin Mary. He suffered under Pontius Pilate, was crucified, died, and was buried.

He descended to the dead. On the third day He rose again. He ascended into heaven, and is seated at the right hand of the Father. He will come again to judge the living and the dead.

I believe in the Holy Spirit, the holy Catholic Church, the communion of saints; the forgiveness of sins, the resurrection of the body; and life everlasting. Amen.

### Hail Mary

Hail Mary, full of grace, the Lord is with thee; blessed art thou among women, and blessed is the fruit of thy womb, Jesus. Holy Mary, mother of God, pray for us sinners, now and at the hour of our death. Amen.

### Glory Be To The Father

Glory be to the Father, and to the Son, and to the Holy Spirit. As it was in the beginning, is now, and ever shall be, world without end. Amen.

### The Fatima Prayer

O my Jesus, forgive us our sins, save us from the fires of hell. Lead all souls to Heaven, especially those in most need of Thy mercy.

### Hail, Holy Queen

Hail, Holy Queen, Mother of Mercy, hail our life, our sweetness and our hope! To thee do we cry, poor banished children of Eve; to thee do we send up our sighs, mourning and weeping in this vale of tears. Turn then, O most gracious Advocate, thine eyes of mercy towards us and after this our exile show unto us the blessed fruit of thy womb, Jesus; O clement, O loving, O sweet Virgin Mary. Pray for us, O holy Mother of God. That we may be made worthy of the promises of Christ.

#### Let us pray:

O God, whose only-begotten Son, by his life, death and resurrection has purchased for us the rewards of eternal life; grant, we beseech you, that meditating on these Mysteries of the most holy Rosary of the Blessed Virgin Mary, we may both imitate what they contain and obtain what they promise, through the same Christ our Lord.

Amen.

## ATTENDANCE & PUNCTUALITY

Regular attendance at school is imperative to the academic success and holistic educational development of our students.

Students with irregular attendance may be subject to intervention procedures as per CEDP policy. It is expected that students have an attendance rate of at least 95%.

Punctuality to school is as important in preparing students for life after school. It encourages good and healthy habits and the development of organizational skills in students. Students late to school after 8.35am are missing their Period 1 class.

Students that are habitually late to school or have attendance rates less than 90% during the year will be monitored and parent intervention will be required.

### ABSENCE FROM SCHOOL

All absences, full day and partial, must be explained by parents/guardians. This is the law – a legal requirement – not just school policy. The College uses a SMS system to notify parents of absences. Parents are asked to utilise this convenient method of explaining absences. However, if the SMS system is not operational at any time then a handwritten or email note is required. All absences are printed on school reports.

If for any reason, parents are not able to utilise the SMS responses to explain their son's absence, a note explaining the absence should be brought in or emailed to the school on the first day back following the absence. The note must include the full name of your son, his Mentor Group, the date of the absence/s, the reason for the absence/s and be signed by the parent/guardian. Parents have seven (7) days from the day of the absence/s to explain the absence. After this time an 'unexplained absence' has to be recorded and cannot be changed.

### LEAVE/EXTENDED LEAVE

Parents must be aware that the College Curriculum entails continuous assessment as a form of learning and a means of gauging academic performance and achievement. In view of this knowledge parents must be willing to undertake the responsibility of the impact of substantial non "Illness & Misadventure" leave during the school term. Consequently, the College is only able to provide your son with broad indicators of work missed during his absence. It is the student's responsibility to follow up on missed work.

Parents who wish to take their sons on a period of leave will need to seek approval from the Principal within a reasonable amount of time before departure.

The endorsement of any leave shall consider the student in relation to:

- Payment of school fees
- His academic record
- His attendance records
- Meeting Course outcomes
- Impact on missing formal assessment tasks
- Work placement for VET students
- Commitment to extracurricular activities, eg. Sport, Debating, etc.

Any assessment task missed due to extended leave, other than illness or misadventure, will receive a zero grade.

If approval is not given, at the very least students will receive a zero mark for tasks missed but will still need to demonstrate the meeting of Course outcomes missed during the remainder of the Course. There may be substantial enough impact for outcomes not to be met for the completion of that Year, the ROSA or the Higher School Certificate.

If such leave were still to be taken, even though approval was denied, enrolment would certainly be jeopardised.

Application for Extended Leave can be downloaded from the College website.

### SPORTS ATTENDANCE

Students are expected to participate in an MCS Sport or an Internal School Sport of their choice every Thursday afternoon. Attendance on this day is compulsory and exemption from sport is only granted in cases of emergency.

A permission note from a parent/guardian is required and is given to the LOL House to sign. Before leaving the College grounds, students are expected to present the note to the Front Office and sign out appropriately.

### LEAVING SCHOOL EARLY

If a student needs to sign out early for some non-emergency reason the following guidelines need to be followed:

The student must bring a note from his parent clearly outlining these details:

- The reasons for his early departure.
- Arrangements for his travel from school if not being picked up by a parent (eg bus, walking, cycling etc.)
- If someone other than the parent is picking him up, the name of the person that will pick him up.
- The student must have this permission note signed by his LOL House (usually done during morning Homeroom).
- The student must show this note (signed by the parent and the LOL House) to his class teacher when it is time to leave; bring it with him to the Front Office; be signed out by the College Secretary and the person nominated as permitted to pick him up early.

**N.B.** Permission for students to sign out early on a sports day is outlined above.

## STUDENT BEHAVIOUR MANAGEMENT POLICY

At St Pauls College, our goal is to foster positive relationships with students and their parents. Regular and open and honest communication between the College and parents are important prerequisites for building these positive relationships.

Our student diary is an important means of assisting students become responsible, resilient, assessment capable learners.

Students commence the day in Homeroom with their Learning Mentors and the focus during this time each day is on Gratitude, Empathy and Mindfulness.

This new approach is designed to assist students to focus on the positives in their lives, whether it be at school or in their wider environment.

### MERITS AND DEMERITS

We have a Merit system which is recorded on Compass. Students and parents will be notified electronically, of Merit awards that they receive. As the number of Merit awards increases, students progress to higher awards, such as Learning Leader Awards and culminating in Principal's awards.

While there are Demerits also recorded on Compass, these do not negate the positive awards. Leaders of Learning will monitor the number of Demerits on a regular basis and apply appropriate interventions to avoid an increase in the number of Demerits received by a student. When these positive interventions fail, further consequences such as after school detentions may need to be issued. See Detention policy below.

In all circumstances, regular communication with parents and guardians is critical in addressing negative behaviours and building on the positive interactions between students and their teachers.

Parents are encouraged to use the communication section at the bottom of each page in the diary to keep in regular contact with teachers and Leaders of Learning.

As this system of entry of Merits and Demerits is developed further during the year, parents will be informed as to details of the higher levels of awards as well as the sanctions to be applied for students that accumulate Demerits.

Any teacher can and is encouraged to issue Merit Awards to students that are deserving of recognition. Similarly, Demerits can be issued by staff.

Merits are issued for any of the following:

- Consistent Effort in Class
- Achievement in Formal/Informal Assessment
- Charism of St Paul (Leadership)
- Extra/Co-curricular participation
- Volunteering Service to Staff/Students
- Striving for personal best
- Commendable bookwork/organization
- Commendable achievement in class
- Consistently setting a good example

This list is by no means exhaustive and staff can issue Merits for any behaviour that warrants acknowledgement and recognition.

In addition to these, there are a number of other Annual Awards that are presented to students in each Year Group at the end of year Presentation Days. Names of these awards and criteria for nomination of students for these awards can be found on the College Website.

Similarly, Demerits can also be recorded and these are regularly monitored by Leaders of Learning. Students that receive multiple Demerits will be counselled by their Learning Mentors and Leaders of Learning. If there is no change in behaviour, appropriate sanctions such as detentions may need to be imposed. Parents will be kept informed at all times in order that we can work together to bring about the most positive outcomes when students fail to live up to expectations.

Demerits are issued for any of the following:

- Homework/Classwork incomplete
- Disruptive behaviour in Class/College grounds
- Breaking Hands Off Policy/Bullying/Inappropriate Language
- Failure to follow teachers' instructions
- Breaching of Mobile phone/ICT Policies
- Diary not signed or no absentee note
- Failure to bring equipment to class
- Late to class
- Uniform breach

## STUDENT BEHAVIOUR MANAGEMENT POLICY (CONT)

### CLASSROOM EXPECTATIONS

#### Prior to The Lesson

- Students must come to classes with all necessary books and resources.
- Students must be punctual to class, but are not allowed to enter the classroom without a teacher present.
- If the teacher is not there students must line up quietly outside the classroom.
- When the teacher invites them into the classroom, students must enter quietly and Year 7 to 10 boys must stand behind their chairs until asked to sit.
- Any student who is detained by another staff member and arrives at class late must have their diary signed by the staff member that delayed them. Students late to class without an acceptable reason will be issued with a penalty.

#### During The Lesson

All students have the right to learn without disruption. Behaviour during lessons must be respectful at all times. Some general expectations include:

- Noise levels being kept to a minimum – even during practical lessons.
- Students should remain in their designated seats and not move around the class without the teacher's permission.
- Being respectful of others requires the student to listen when the teacher is speaking or another student is responding to a question by the teacher.
- Furniture should be cared for e.g. sit on chairs without rocking them and keeping all four legs on the floor.
- Leaving desks where they are and not moving them around. Desks must be away from walls and not up against them.

#### End of The Lesson

- The lesson ends when the teacher directs students to pack up and not before.
- When directed by the teacher, chairs are to be pushed under desks or tables.
- The room is to be kept tidy for the next class using it.
- Students leave quietly and in an orderly fashion when dismissed by the teacher.

Some guidelines to assist students to achieve to their potential include:

- Being on time for class
- Regularly completing set homework
- Setting aside time for regular independent study
- Submitting all assignments on time
- Bringing texts and required equipment to class
- Being a co-operative member of the class
- Participating actively in class
- Behaving courteously towards Teachers and peers
- Making a diligent, sustained effort throughout each Term
- Attending all lessons and catching up on any work missed
- Working to the best of their ability
- Always having their device fully charged each day



## HOMEWORK POLICY

Homework is set every period, every day. All homework is to be noted in the Student Diary at the end of each lesson.

### RATIONALE

Homework at St Pauls Catholic College is seen as being an integral component of the learning process across all Year Groups.

Since not all students learn at the same rate, the setting of homework can allow for all students to achieve desired lesson outcomes by completing those tasks not finished during the school day. Just as importantly, it can serve to reinforce, consolidate and extend what has previously been learnt.

Homework also serves to develop self-discipline by fostering long term habits of learning, study and planning, which together enable students to develop responsibility for their own learning.

Tasks set for completion outside of normal lesson time play an important role in providing a range of opportunities for students to develop their research skills, to undertake and/or complete tasks that are not possible in the classroom. In this way homework serves to complement and reinforce what is done in the classroom, and add to the overall enrichment of student learning.

### STATEMENT OF PURPOSE

This policy seeks to:

- Provide guidelines for teachers, parents and students concerning the setting and completion of homework.
- Assist students to learn more effectively.
- Assist students to develop a positive attitude towards schoolwork and to take responsibility for their learning both at school and at home.

### GUIDELINES

#### Nature of Tasks

As well as Assessment Tasks that are set by teachers for completion, each student should also be encouraged to allocate time each night to other important aspects of learning, including revision and study for class tests, major exams, research etc.

#### Time Allocation

Students may need more or less time to complete tasks, depending on how quickly they work.

Where assignments, study or research tasks are set, it is expected that students may need to devote an additional amount of time to their completion.

As a general guide, students should be devoting the following minimum amounts of time to homework:

Year Group	Nightly	Monday-Friday	Per Subject	Weekend
Yrs 7 & 8	1½ hrs	7½ hrs	15 min	1 hr
Yrs 9 & 10	2 hrs	10 hrs	20 min	2 hrs
Yrs 11 & 12	3 hrs	15 hrs	3 hrs/wk	5 hrs

## EXTRA-CURRICULAR ACTIVITIES

The College offers a wide range of extra-curricular activities such as MCS Sport Representation, Debating, Public Speaking etc.

It is an expectation that if a student is capable of representation in any extra-curricular activity at the College, they accept the privilege and the responsibility to do so. In keeping with the hallmark of St. Paul and as a condition of enrolment at the College, students must fully participate and become actively involved in the life of the College.

## JOHN HENRY CARDINAL NEWMAN LIBRARY AND RESOURCE CENTRE

### Vision

The Newman Centre will be the hub of teaching and learning at St. Pauls Catholic College, the “go-to” place for resources. It will lead the development of Information Literacy Skills to improve learning outcomes for every student, and support the professional role of teachers.

### Mission

#### *A Place Where all are Welcome*

Our College ethos has its foundation in the Gospels, so we strive to uphold the teachings of Jesus Christ, to serve the community faithfully and provide comprehensive resources and services in support of the holistic educational needs of the St. Pauls Catholic College community.

To fulfil this mission, the Newman Centre commits to:

- actively listening and responding to the needs and expectations of our community,
- designing and delivering outstanding services, ensuring high quality and relevance, meeting the needs of all users,
- delivering and enhancing Information Literacy skills across the College,
- building collections and creating tools to support teaching and learning,
- creating flexible and welcoming physical environments for study, teaching, and personal interest,
- providing access to and promoting the discovery and use of local and external information resources.

### Hours

Open from 8am to 4pm. Unless otherwise notified.

### Resources

[ceop.ent.sirsidynix.net.au/client/en\\_GB/2009/?](http://ceop.ent.sirsidynix.net.au/client/en_GB/2009/?)

- Our catalogue is on-line and can be searched from any computer or device with internet access. When searching selected items will show a Cite This! Tool for easy bibliographic reference.
- Some searches will link you straight, to ClickView On-Line so you may view films and video clips that have been saved to our server.
- Following the link to eResources will give you access to EBSCO Host databases that have inbuilt citing tools.
- Another link on our catalogue site will take you to the growing CEO collection of E-Books both fiction and Nonfiction that can be downloaded and read on your own devices.
- We also have access to WorldBook On-Line Encyclopaedia, which provides accurate up to date information with links to primary sources, videos & images. With an inbuilt citing tool.
- The flexible learning spaces in the Newman Centre allow for varied teaching and learning activities, loose lap-top computers allow students to setup work-stations to their individual or group learning needs.
- Students have immediate access to printing, laminating and photocopying; account recharge cards are available at the service desk for \$5.

When borrowing resources from the Library, students and parents should be aware that the general borrowing period is two (2) weeks (although some variations occur), if required for longer, items will need to be re-borrowed. If students have unexplained overdue resources their borrowing rights will be suspended. Reminder notices of overdue resources are emailed each Term. If the items have not been returned by the end of term students will be charged the replacement cost of the overdue items.

Volunteer Student Librarians are trained and contracted to be a part of the service team in the centre. These young men are an asset to our community and take their duties very seriously.

### Volunteers

Parental involvement is strongly encouraged and there is plenty of work to be done, from covering and shelving books to setting up displays and everything in between. As a volunteer you are required by law to have a current Working With Children Check.

## UNIFORM POLICY

### UNIFORM AND GENERAL GROOMING

Our College believes in certain values associated with the wearing of uniform and general grooming. We have devoted much time and thought to its place in the life of our students. In addition to its contribution to neatness, dress sense, College identity, good order and discipline, it should be a bond between parents and the College in a common endeavour to present our young men with one acceptable standard. In all aspects of grooming extremes of fashion are not acceptable. The College uniform must be worn at all times with pride. Uniform items can be purchased online via the Qkr! app or in person at the college uniform shop. Students who do not wear the College uniform correctly and who do not have an acceptable reason for this, will be issued with a Demerit. Continual breaches of uniform will result in further action being taken.

**Students who do not have the correct sports uniform are required to wear the normal school uniform.** The College blazers can be ordered from the Uniform Shop.

Grooming guidelines are listed below:

- All boys are to be clean shaven at all times.
- Full College Uniform includes black leather polishable lace-up school shoes (no boots), and a black leather belt.
- Students not able to wear full sports uniform on Thursdays are required to wear normal College uniform instead. There are no notes to excuse the incomplete sports uniform this day. (Sports uniform on Thursday includes St Pauls sports socks).
- Students wishing to wear College blazers during Term 1 and Term 4 must also wear the College tie whenever they wear the blazer.
- Earrings, Nose rings and rings are not to be worn
  - inconspicuous neck chains are permitted but must be covered by the College shirt. No ear plugs of any type or bracelets are permitted.
- Sports jackets may only be worn with sports uniform. They are never to be worn with the normal uniform.
- Non-uniform clothing may not be worn where it can be seen through or outside the College Uniform.

Students are expected to keep their hair moderately short (ie collar length, fringe not exceeding top of eye length at any time, including during sports carnivals etc). Hairstyles should avoid the extremes of fashion.

In regards to hairstyles/grooming, the following are unacceptable:

- Long, untidy hair, dirty and unwashed
- Undercuts, steps or ridges; flat tops
- Shaved hair (no number 1 or 2 blade cuts)
- Dyed hair, perms, dreadlocks
- Hairstyles that are inappropriate i.e. attention-seeking hairstyles
- Long hair tucked behind the ears or under the shirt collar
- Pony tails or man buns.

Navy scarf purchased from the College Uniform Shop is permitted to be worn during Terms 2 and 3.

## UNIFORM POLICY (CONT)

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### CORRECT UNIFORM

#### Summer

Long College grey trousers. Black leather belt.  
Short sleeved, open neck mid blue shirt with the College crest on the pocket.  
St Pauls jumper (the Junior jumper does not have a red stripe in the neckbank).  
College grey socks.  
Black lace-up leather shoes.  
St Pauls hat or cap (compulsory when playing or sitting in the sun).

#### Sports

St Pauls sport shorts.  
St Pauls House polo shirt.  
St Pauls tracksuit.  
St Pauls sport socks.  
Proper sports sandals (not slip-on, skate or raben types).

We encourage all boys to be responsible for their appearance. Failure to do so may require boys to stay away from the College until the problem is fixed.

### Casual Clothes Day Guidelines

There may be occasions when students will be allowed to come to school dressed in casual clothing e.g. for fund-raising for charity or on special days at the College. For safety reasons (eg Science, TAS, PDHPE) students are to wear closed-in shoes (no thongs etc). Casual clothing should be neat and suitable for school, and the usual grooming regulations still apply on these days. Therefore, sleeveless singlets; other accessories such as studded bans, chains or earrings; clothing with inappropriate or offensive images or messages etc. are not to be worn on these days. All other normal school rules will apply on these days. If necessary, seek clarification from the Assistant Principal about what is permissible, prior to the Casual Clothes Day.

## HAT POLICY

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For the health and wellbeing of all students, in Terms 1 and 4 students playing or sitting in the sun are required to wear a College cap or hat. Students without hats or caps will not be allowed to play games or stay in the sun.

**No Hat, No Play, No Stay.**

## BULLYING POLICY

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Every student at St Pauls Catholic College has a right to feel safe. All our students should be able to come to school each day without fear of being teased, intimidated, humiliated or being threatened in any way, whether it be verbal, physical or by any other means.

If a student should experience any form of bullying, it is imperative that they report it to a teacher, a House Leader of Learning or anyone with whom they feel comfortable. At the very least, they should inform their parents who should then contact the school immediately to report the matter to a House Leader of Learning or the Assistant Principal.

Any student involved in bullying behaviours will be dealt with very seriously. Parents of these students will be contacted and informed of the bullying behaviour.

A continuation of that kind of behaviour by the student will result in more serious consequences including the possibility of suspension from school.

## HANDS-OFF POLICY

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St Pauls Catholic College has a strict hands-off rule which states that students should not make any physical contact with any other student or interfere with their property in any way.

This rule is in place to ensure the safety and wellbeing of every one of our students.

Wrestling, pushing and shoving, grabbing other students or even throwing objects at other students are all behaviours that will be considered a breach of the Hands-Off policy and could result in an immediate detention.

Any student that resorts to physical aggression as a means to address conflict will be suspended from school as there is no place in this College for violent behaviour.

## DETENTION POLICY

After school detentions are issued as part of our process for managing Student Behaviour. They are applied when other strategies to bring about improved behaviour prove to be ineffective. Detentions are held each Wednesday & Friday [3.15pm to 4.15pm]. It is the College Policy that students attend on the set detention date nominated, **and only in the most unusual circumstances will other arrangements be made, requiring parent consultation with the Assistant Principal, and before the set Detention date.**

Students on detention are required to complete set work.

Parents are required to make suitable transport arrangements for their son to travel home from school after detention. The Acknowledgement Slip section of the detention form is to be given to the Detention Supervisor **on the day of the detention**. As a general principle of operation any student missing his assigned detention without the College's permission will be immediately issued with two [2] detentions. If a student fails to attend any of these detentions then he may be suspended until a parent interview takes place to satisfactorily resolve the matter. Unacceptable excuses for boys missing detention would include the following; not passing information onto parents, not bringing the signed Acknowledgement Slip to the actual Detention, or choosing not to attend, ie simply forgetting. If a student misses his set Detention with College approval eg absent, sick, then he is automatically assigned to the very next Detention session and must arrange to bring his own note from his parents giving permission for him to attend that Detention. No new Detention Form needs to be issued by the College.

Enquiries regarding any detentions should initially be made to the teacher issuing the detention then if necessary, to the relevant Leader of Learning KLA who has signed the Detention Letter.

Dates of detentions will not be changed for student work commitments.

### PHOTOGRAPH PERMISSION

St Pauls Catholic College takes many photographs of students throughout the year. These photographs may be used in College and Diocesan publications, newsletters, media releases, and College and Catholic Education Office websites. If for any reason parents do not want a photo of their child included, they should let the College know. Please contact the Principal's Secretary if you have any concerns.

### PUBLIC DISPLAY OF INAPPROPRIATE MATERIAL

St Pauls does not allow the public display of any offensive or sexually graphic material. This includes inappropriate writing, pictures, photographs, posters, cartoons or drawings of any type which may be displayed publicly on folders, books, student diaries, pencil cases or school bags. The public display of such material may constitute a form of sexual harassment. Students are asked not to place any such material on their property.

If a complaint of this nature is made the offensive material may be removed from public display under the direction of the Assistant Principal.

### SPITTING

Spitting anywhere on College grounds is unacceptable. Appropriate consequences for this unhygienic action will be issued.

### CHEWING GUM

Chewing gum is not permitted at school. This includes at any time a student is in College Uniform. A \$25.00 fine applies.

### DAMAGE TO COLLEGE PROPERTY

Facilities at the College need to be maintained in good condition and all students have a responsibility to ensure that they play a part in ensuring that good care is taken of furniture and learning spaces, as well as the College premises in general.

For any deliberate damage to College property, students will be required to pay for the repair or replacement cost of the damaged property. Other consequences may also be applied as deemed appropriate by the College.

### ITEMS NOT TO BE BROUGHT TO SCHOOL

Common sense is expected with this issue but for good reason the following items are not to be brought to school.

- Drugs
- Fireworks
- Knives/Weapons
- Matches or fire lighters
- Pornographical Material
- Speakers
- Tobacco
- Liquid Paper
- Alcohol
- Steel Rulers
- Textas
- E-Cigarette
- Energy Drinks
- Box Cutters or any bladed instrument
- Chewing Gum

Chewing gum is not permitted in the College at any time or whenever the student is in his school uniform. The cost of chewing gum removal from desks, carpets, walking areas etc is very expensive. If a student does bring chewing gum into the College then he will pay a fine of \$25. This fine applies whenever a student is in College uniform and travelling on public transport to or from the College.

### CORPORAL PUNISHMENT

**St Paul's Catholic College does not endorse any form of corporal punishment. The student management policies we have in place are intended to promote positive behaviours and restorative justice processes are employed to modify behaviours.**

## ST PAULS CATHOLIC COLLEGE STUDENT ACCEPTABLE USE OF ICT POLICY

The purpose of Information and Communication Technologies (ICTs) at St Pauls Catholic College is to:

- Enhance student learning opportunities.
- Promote student achievement.
- Support the professional work of staff.
- Enhance the school's management information and business administration systems.

The use of these ICTs within school should be responsible, legal, appropriate and for educational purposes and should follow the guidelines outlined in this policy. This policy applies to the use of all school related ICTs for educational purposes, whether provided by the school or the student.

Student information - Name, Class, and Email may be given to external providers engaged by the College. A copy of each provider Privacy statement is available on their website.

### DEFINITIONS

Information and Communications Technologies are any electronic device or related applications which allow users to record, send, access, or receive information, in textual, audio, image or video form. These may include but are not restricted to:

- Computer systems and related applications such as email and Internet.
- Web-based tools such as discussion forums, chat rooms, blogs, pod casts, social networking sites and instant messaging systems.
- Mobile devices.
- Fax machines.
- Imaging tools such as video or still cameras.
- Audio tools such as audio recording devices.
- CeNet.

### ACCEPTABLE USES

Students should:

#### 1. Respect Resources

- Use ICT equipment and resources for educational purposes under teacher supervision.
- Follow teacher directions for accessing files, programs, email and Internet resources.
- Seek advice from a teacher before responding to online prompts.
- Delete emails from unknown sources without opening any attachments as they may contain a virus.

#### 2. Respect Others

- Respect the rights, beliefs, and viewpoints of others.
- Follow the same standards of behaviour online as you are expected to follow in real life.
- Follow the Netiquette guidelines for online communications at the end of the document.
- Observe copyright rules by respecting the information, ideas and artistic works of others.
- Acknowledge the author or publisher of information from the Internet and do not claim the work or pictures as your own.

#### 3. Keep Yourself Safe Online

- Keep your passwords and personal work secure.
- Use the Internet and email for educational purposes only.
- Use school provided email accounts when communicating online.
- Seek teacher advice before providing personal details online.
- Always get teacher permission before publishing any personal information or photos online.

### UNACCEPTABLE USES

The following uses of ICTs are considered unacceptable:

#### 1. Personal safety

Disclosure of personal information can expose users to inappropriate material, physical danger, unsolicited commercial material, financial risks, harassment and bullying, exploitation, unreliable information, nuisance and sabotage.

You should **NOT**:

- Send or post detailed personal information, images or audio about yourself or other people. Personal contact information includes home address, telephone or mobile number, school address, work address, email addresses, etc
- Meet with someone you have met online without your parents/guardian's approval and participation.

## ST PAULS CATHOLIC COLLEGE STUDENT ACCEPTABLE USE OF ICT POLICY (CONT)

### 2. Illegal Activities

Students need to be aware that they are subject to laws relating to assault, trafficking and computer offences.

An electronic audit trail may provide evidence of offences.

You should **NOT**:

- Attempt to gain access to any computer system or service, to which you do not have authorised access. This includes attempting to log in through another person's account or accessing another person's files or emails.
- Make deliberate attempts to disrupt other people's use of ICTs.
- Make deliberate attempts to destroy data by hacking, spreading computer viruses or by any other means.
- Engage in any illegal act, such as threatening the personal safety of others, arranging for a drug sale or the purchase of alcohol, engaging in criminal activity, etc.
- Install or use software which is not licensed by the school.
- Install the College profile on more than one mobile device.

### 3. Network Security

You should **NOT**:

- Provide your password to another person or in response to a request via email (even if it looks like the email comes from someone you know).
- Go looking for network security problems, because this may be seen as an attempt to gain unauthorised access to the network.
- Post information that, if acted upon, could cause damage to or disrupt the network.
- Open e-mails from unknown sources.
- Download any digital content without express permission of staff.
- Leave the computer while logged onto the network.

### 4. Inappropriate Language

Restrictions against 'inappropriate language' apply to public messages, private messages, and material posted on web pages.

Messages sent using the school's ICTs may be monitored or scanned.

You should **NOT**:

- Use obscene, profane, rude, threatening, sexist, racist, disrespectful, or inappropriate language.

### 5. Respect For Privacy

You should **NOT**:

- Re-post a message that was sent to you privately without the permission of the person who sent the message.
- Take photos, sound, or video recordings of people, including background figures and voices, without their permission.
- Distribute private information, including photos or recordings, about another person without their permission.
- Send or post any digital content relating to and or identifying the College or Staff without the express permission of the Principal.

### 6. Respect For Others

You should **NOT**:

- Make personal attacks on another person.
- Harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If someone tells you to stop sending them messages, you must comply with their request.
- Send or post any inappropriate or inaccurate information, comments, images, video or audio about other people or organisations.
- Send or post personal information about other people without their permission. • Send or post any digital content that may be found to be offensive by others.

### 7. Respecting Resource Limits

You should **NOT**:

- Use ICTs for other than educational activities and limited, high quality, self discovery activities.
- Download or send large files (>5 Mb) without Teacher permission.
- Post or respond to chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.
- Store any unauthorised material on the College network.

## ST PAULS CATHOLIC COLLEGE STUDENT ACCEPTABLE USE OF ICT POLICY (CONT)

### 8. Plagiarism and Copyright

You should **NOT**:

- Plagiarise works found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.
- Use material from the Internet in a manner which violates copyright laws.
- Access or use material from the Internet which relates to exam cheating or providing completed assignments.

### 9. Access to Inappropriate Material

Attempts to access inappropriate material using the school's ICTs is monitored and logged by the College or CEDP.

Some inappropriate material may be filtered or blocked by the College or CEDP. You should **NOT**:

- Use ICTs to access material that:
  - is profane or obscene (pornography).
  - advocates illegal acts.
  - advocates violence or discrimination towards other people.
- Participate in online chats, discussion groups or mailing lists that are not relevant to your education.
- Access material which is not relevant to your education.
- Use the school ICTs to purchase, order or sell any goods.

A special exception may be made if the purpose of such access is to conduct educational research and both the teacher and the parent/guardian approve access.

### NOTIFICATION

You should:

- Disclose to your teacher any messages you receive that are inappropriate or disturb you.
- Notify the IT Dept of the College if you identify a possible security problem.
- Immediately disclose accidental access to inappropriate material to the IT Dept. of the College. This will protect you against an allegation that you have intentionally violated the Acceptable Use Policy.
- Notify the IT Dept. at the College if you are offended by another person's use of ICT.

### CONSEQUENCES OF IMPROPER USE

Any user violation will be recorded and may be subject to the following consequences:

- Loss of access privileges for a period of time.
- Dealt with in accordance with the College discipline policy according to the nature and severity of the breach.
- Informing parents/guardians.
- Legal action.

### NETIQUETTE

Netiquette refers to the guidelines and etiquette for online communication.

You should:

- Ensure that email and online messages are written carefully and politely. You should also try to keep messages short and precise.
- Check e-mail frequently and delete unwanted messages promptly.
- Use appropriate language. Anything you post online is public.
- Be cautious in using humour and satire as they can easily be misinterpreted.
- Respect the rights, beliefs and viewpoints of others.
- Follow the same standards of behaviour online as you are expected to follow in real life.
- Ensure Caps Lock is off when typing text, as typing in all capitals is equivalent to online shouting.

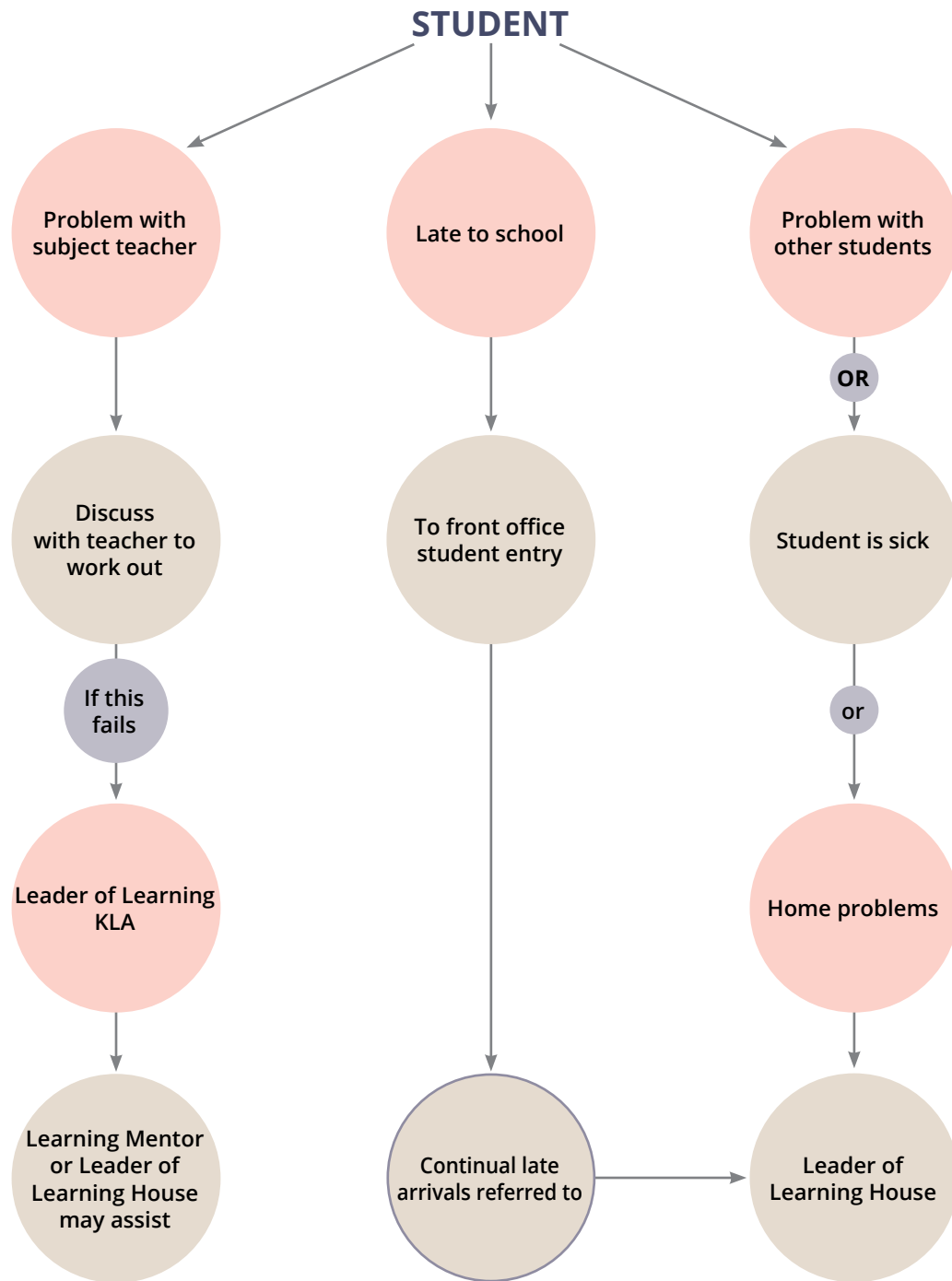
### SOCIAL MEDIA

Students are not permitted to make contact with any Staff Member through any social media platform. Eg. Facebook, Twitter, Snapchat, Instagram.

A student's enrolment may be terminated if this important rule is breached.



# WHO TO CONTACT FLOWCHART



## MOBILE PHONE POLICY

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### PURPOSE

Mobile phones are an integral part of technology used in today's society. Although many people consider access is needed 24/7 in many situations and workplaces, they cause distraction and hinder the focus on required tasks. These can be particularly distracting in a learning environment.

### PROCESS

If a student needs to use a mobile phone it is always at the discretion of the teacher. The student **MUST** request permission, with a justifiable reason. This does **NOT** include listening to music, playing games or watching videos.

Phones should never be used to hotspot other devices unless with the teacher's permission.

### In Class

Mobile phones are to be switched off (**Power Off**) and out of sight as soon as the music commences for the start of the day.

They are not to be seen in the hands of students at any time in class or in between periods during the day.

If a student is seen with his phone switched on at any time during the day (except during the breaks for Recess and Lunch), it will be confiscated. **See Confiscation Policy below.**

### In The Playground

Phones must be switched off (power off) at the end of each break. They can be left on during the breaks as long as students are not on their phones continuously.

The breaks are times to relax, socialise and have conversations with friends and are not to be spent browsing through phone messages or sending messages, using social media or playing electronic games.

Earphones or airpods are not to be worn by students at any time from the start of Homeroom. One earphone or airpod may be worn before school and during the breaks. This is to enable students to hear staff instructions during these times.

Phones should never be used for any other purpose. Taking photos, video or audio recording of others, playing games etc. are strictly prohibited and will result in confiscation of the phone.

### At Sport

Sport time is part of the school day so all the same rules apply during sport. Phones are switched off and out of sight at all times.

### Students Leaving The Classroom

If at any time during a lesson, a student needs to leave the room, the phone must be given to the teacher to be kept in a secure box (switched off) until the student returns.

## CONFISCATION POLICY

1. **First occasion:** The phone is confiscated and kept in the office for the student to collect at the end of the day. The teacher is to ensure that the phone is handed into the Office for the student to collect at the end of the day. The Office staff will write a note in the diary, acknowledging receipt of the phone.
2. A message to the parent will be sent to the parent via Compass for them to acknowledge the confiscation. The parent is informed in the message that a second confiscation will result in an after school for the detention and any confiscation after that will require a parent interview with the House LOL and if necessary, the Assistant Principal.
3. **Second occasion:** The phone is confiscated and the Assistant Principal will issue a detention. The student and parent are notified of the detention on Compass.
4. **Third occasion:** The phone is confiscated and a parent interview with the student's House LOL (or AP) will be required to discuss the student's misuse of the phone and future management strategies e.g. the student having to log in their phone at the Office every day for a period of time ranging from a week to a month.

**NB.** If a phone is taken from a student it must be kept secure until sent to the Office by the teacher to be locked away until collection by the student at the end of the day.

Creation Date: 7/10/2020 Implementation Date: 26/10/20

## COMMUNICATION AND PARENTAL INVOLVEMENT

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### PARENT INVOLVEMENT

Parental involvement is strongly encouraged by the College. The College has a very effective Parents and Friends Association which provides parents with a range of avenues for communication and active participation in the life of the College. The P&F General Meetings are held twice a term beginning at 5.00pm. Reminders of these dates are printed in the College Newsletter and in the Student Diary Calendar and can be found on the College website. From 2022 the P&F Meetings will be on Zoom.

### CONTACTING STUDENTS DURING SCHOOL HOURS

Students may only be contacted during school hours in a family emergency. Arrangements for getting home, forgotten lunches, assignments, sports gear etc are not considered an emergency. Please attend to these matters before school. The office staff will not be able to pass these types of messages on. Too many interruptions are disruptive to other students and staff and must be kept to an absolute minimum. Do not ring or message your son during his classes.

### VISITORS TO THE COLLEGE

In line with Child Protection laws, the College has its "Visitors Policy". All visitors to the College must report to Administration prior to entering the College grounds. All visitors will be issued a "Visitor's Badge" which must be worn at all times. When leaving the College visitors must also sign out.

This procedure means that College staff are aware at all times of who is on the school grounds

### COLLEGE AND CAREERS NEWSLETTERS

The College Newsletter, The Word & The Sword, is produced twice a term and will feature the vast array of activities and events within the College. It is produced to keep parents and guardians informed and up to date with their son's educational experiences. The Word and The Sword is emailed to parents who have provided their email address.

The College Careers Newsletter is produced fortnightly and is also emailed to parents.

All our newsletters are available on the College website and by email to subscribers.

### REPORTS

All students receive formal reports twice per year. These are issued as per dates in the College Calendar. When reports are issued, Student Conferences will then be made available online.

### ADDRESS/EMAIL/PHONE NUMBER CHANGES

The College requests that parents notify the College before or quickly after moving, advising of new address/phone numbers/email or and any other contact details required.

### FIRST AID AND ILLNESS

If a student is ill he should not attend school. If a student becomes ill at school he must report to the Front Office with a note in his diary from his class teacher. The LOL House will then be notified. If there is an emergency case, accident or illness the College will contact parents/guardians – students are not allowed to make this contact. If the student needs to leave school he is required to be taken home and signed out by a parent or guardian.

## MEDICATION POLICY

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No student is allowed to keep medicines of any kind in their bag or on their person, excluding "Ventolin" and Epipens if required. If medication is required, it must be left at the Front Office and taken under supervision. For the well being of all, the College has in place the following procedures concerning medication for students where students need our Office Staff to supervise the taking of such medication:

Parents are required to bring medication to school, with a signed note stating the student's name, name of medication and dosage. N.B. The medication is not to be sent to the school with a student.

Leftover medication is to be collected and signed for by a parent. N.B. No student will be given medication to carry home.

Please note that no headache medication, Panadol etc. can be issued to students.

## LOCKERS

The use of College lockers is provided under the following conditions:

1. Lockers are provided for the use of students to store school equipment, eg books, ipads/ Chromebooks, stationery and sports clothes. The College accepts no responsibility for items left in lockers.
2. Students are not to go to their lockers during periods, or at times other than those specified in Point 3 below.
3. When accessing the lockers, students are to get what they need for the next set of two periods and carry these with them until the net access time. Eg. Before morning homeroom students will get everything they need until recess, then at recess they will get all books for periods 3 and 4, at lunch all books for periods 5, and after school.
4. Food and drinks are not to be put in lockers.
5. Each student is responsible for the security and cleanliness of his own locker. Lockers come with a 3 digit preset combination lock. If a lock is lost or damaged a replacement fee of \$15.00 will be payable.
6. Lockers incur a yearly fee of \$40.
  - Lockers are compulsory for Year 7. The cost will be added to the student's school fees. Lockers are optional for students in Years 8 -12. If a student in Years 8-12 elects to pay the locker fee this is **done through the Qkr! App. Students wishing to keep the same locker as previous years will be given two weeks from the start of the year to pay the fee. If it is not paid within the first two weeks the locker will be forfeited and hired to another student on the waiting list.**
7. If the College has reason to inspect a locker students may be asked to open their locker in the presence of the Assistant Principal and another staff member.
8. All students will be required to clean their lockers out at the end of each Term.
9. No pictures or items are to be displayed on the inside/outside of the locker.
10. As usual for any damage to College property, damage to a locker must be reported immediately to the Assistant Principal.

## IDENTIFYING PROPERTY

All clothing, bags, calculators etc, must be clearly labelled with the name of the student. Items not labelled will be donated to charity.

## OPAL TRAVEL CARDS

It is the students responsibility to ensure they always have a current working Opal Card in order to travel on the school route buses.

## STUDENT ID CARDS

All students are issued with a College Student ID Card. This card must be brought to school every day and produced when requested. The Student ID Card is used for numerous purposes around the College including photocopying and signing in and out of the College. Students must pay \$10 for the replacement of any lost or damaged cards.

## TRAVEL TO AND FROM SCHOOL

There are school bus services that provide transport for students to and from school.

Behaviour on buses and anywhere out of school must be impeccable. The image of the school depends very much on the behaviour of our students and the manner in which they present themselves in their school uniform.

Opal Cards must be used by students when they board and get of buses each day.

Parents may drop students at school but are asked to strictly observe timings for this and locations for drop off and pick up of students.

## CARPARK DROP OFF ZONE

Our major priority with the Carpark Drop Off Zone is the safety of our students, staff and parishioners – not the convenience. Drop Off in the morning is the only time parents are permitted to drive into the College/ Church Carpark. No student can be picked up on College grounds in the afternoon between 2.30pm-3.30pm. If you are picking up your son make arrangements with him to be along Old Prospect Road or Ettalong Road.

**No Student Pick-Up in the carpark  
2.30pm-3.30pm**

## GLOSSARY OF TERMS

<b>Account</b>	Account for: state reasons for, report on. Give an account of: narrate a series of events or transactions.
<b>Analyse</b>	Identify components and the relationship between them; draw out and relate implications.
<b>Apply</b>	Use, utilise, employ in a particular situation.
<b>Appreciate</b>	Make a judgement about the value of.
<b>Assess</b>	Make a judgement of value, quality, outcomes, results or size.
<b>Calculate</b>	Ascertain/determine from given facts, figures or information.
<b>Clarify</b>	Make clear or plain.
<b>Classify</b>	Arrange or include in classes/categories.
<b>Compare</b>	Show how things are similar or different.
<b>Construct</b>	Make; build; put together items or arguments.
<b>Contrast</b>	Show how things are different or opposite.
<b>Critically (analyse/evaluate)</b>	Add a degree or level of accuracy, depth, knowledge and understanding, logic, questioning, reflection and quality to (analysis/evaluation).
<b>Deduce</b>	Draw conclusions.
<b>Define</b>	State meaning and identify essential qualities.
<b>Demonstrate</b>	Show by example.
<b>Describe</b>	Provide characteristics and features.
<b>Discuss</b>	Identify issues and provide points for and/or against.
<b>Distinguish</b>	Recognise or note/indicate as being distinct or different from; to note differences between.
<b>Evaluate</b>	Make a judgement based on criteria: determine the value of.
<b>Examine</b>	Inquire into.
<b>Explain</b>	Relate cause and effect; make the relationships between things evident; provide why and/or how.
<b>Extract</b>	Choose relevant and/or appropriate details.
<b>Identify</b>	Recognise and name
<b>Interpret</b>	Draw meaning from.
<b>Investigate</b>	Plan, inquire into and draw conclusions about.
<b>Justify</b>	Support an argument or conclusion.
<b>Outline</b>	Sketch in general terms; indicate the main features of.
<b>Predict</b>	Suggest what may happen based on available information.
<b>Propose</b>	Put forward (for example a point of view, idea, argument, suggestion) for consideration or action.
<b>Recall</b>	Present remembered ideas, facts or experiences.
<b>Recount</b>	Retell a series of events.
<b>Summarise</b>	Express, concisely, the relevant details.
<b>Synthesise</b>	Putting together various elements to make a whole.

## OTHER INFORMATION FOR PARENTS AND STUDENTS

**Assessment and Reporting Policies can be found on the College Website.**

**Information relating to Referencing for Assessment tasks and Assignments is also found on the College Website.**

**We present a range of awards as part of our Awards System and detailed information on these awards is also on the College Website.**

### MUST HAVE APPS ON YOUR SMARTPHONE

Using **Compass** allows you to access up-to- date and meaningful information about our school and your child's progress. Compass includes many different features, including the ability to:

- Monitor your child's attendance, and enter an explanation for absence or lateness
- View your child's timetable and the school calendar
- Monitor your child's homework and assessment tasks
- Download and view your child's academic reports
- View the college calendar.



The school will give you more detailed instructions on Compass, when your son commences at the College.

**Qkr!** is the preferred payment method for school payments excluding school fees. Qkr! by Masterpass is a secure mobile phone payment app designed for Australian Schools. For further information please visit the St Pauls Website.



### STUDENT WELLBEING AND MENTAL HEALTH

Student safety, wellbeing and mental health are critical to the educational success and achievement and our approach to teaching, learning and behaviour management will be one that supports the holistic development of all our students.

In the event that any of our students encounter difficulties of a personal nature, we offer counselling services at the College with an experienced school counsellor. Should further assistance be required to support the welfare of students , any of the following are useful contacts that may be able to provide extra support.

- **Office of the e-Safety Commissioner** for online support on  
<https://www.esafety.gov.au/parents> for parents  
<https://www.esafety.gov.au/kids>

-  **kids helpline** – Call 1800 551 800  
Anytime Any Reason

- **Child Protection Helpline** – Telephone 132 111
- **BITE BACK** is the very first online positive psychology program designed to improve the overall wellbeing and resilience of young Australians aged 13 – 16 years old. Get in touch with the BITE BACK team at [emh@blackdog.org.au](mailto:emh@blackdog.org.au) or 02 9382 3719.
- **Beyond Blue** Telephone Contact 1300 22 4636 for services provided to assist with Anxiety and Depression
- **Headspace** for advice on a range of topics such as Bullying, Depression and Anxiety, Stress etc.  
Website: <https://headspace.org.au/eheadspace/>



