



Student Information Handbook



2022

Need to talk to us

Reception: (02) 4961 2863

Hours: 8:00 am - 3:30 pm

Email: admin@hamilton.catholic.edu.au

Student Services: (02) 4961 2110

*All student related phone calls can be made directly to Student Services.
If the phone is unattended, please leave a message.
Messages are checked regularly*

Hours: 8:00 am - 3:15 pm

Email: hml-studentservices@hamilton.catholic.edu.au

Finance Office: (02) 4969 0315

Hours: 8:30 am - 3:30 pm

Email: hml-finance@hamilton.catholic.edu.au

Website: www.hamilton.catholic.edu.au

Postal Address: P O Box 300
Hamilton NSW 2330

Street Address: Admin Building
Hebburn Street
Hamilton



Uniform Shop

Telephone: 0413 474 519

Email: stfrancisxaviers@alinta.com.au

Uniform Shop opening hours during school terms are:

Tuesday 8:30 am – 12:30 pm

Thursday 10:30 am – 12:30 pm



Foreword

by Greg Ptolemy
Principal

Welcome to the next phase of your transition to Stage 6 studies at St Francis Xavier's College. Our community is looking forward to working with you to ensure that your experience in the final years of schooling is both individually and communally enriching, challenging, engaging, and ultimately rewarding.

As you would recall, the College has previously issued a Curriculum Handbook, containing critical information about Stage 6 courses and other matters related to Stage 6 study. We now present to you a second handbook that explores a more detailed and diverse array of College matters. It contains useful, practical information about being a student at St Francis Xavier's College pertaining to both curricular and non-curricular concerns.

Now is a time of transition for students, parents and the College alike. As such it can be a time of both excitement and apprehension, which is normal in a time of change. The issuing of this second handbook is part of our process of supporting our new students, and their families, during this time.

As you prepare for this next phase of your educational journey, I would invite you to spend a few moments reflecting on the partnership into which you are venturing. As a College we will strive to offer the best environment for each student where they will be challenged and supported in their growth academically, spiritually and personally. In return, we will expect each student to achieve to their full potential in accordance with their various talents. We will also ask that our students respect every person who is a part of this community, whilst also committing to College life through active participation in all that is on offer. We trust that your contribution to this environment will provide you with a great platform for the future.

For now, I urge you to carefully read the material that is contained in both of our handbooks to ensure readiness for the year ahead and encourage you to retain them for future reference.

If you still have queries that have not been addressed in these handbooks, you are always welcome to contact the College.

I wish all families the very best for the remainder of the year and throughout this transition period.

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OUR VISION

St Francis Xavier's College will be recognised as a vital community, proclaiming Jesus as Lord, witnessing Excellence, Generosity and Compassion shaped by the Catholic tradition; where all engage in active evangelisation and quality teaching and learning; where senior students, along with their teachers, parents and carers participate fully in the life of the College reaching out to others through their families, parishes and society; and where all realise their full potential.

OUR VALUES

Our College is a place where people know that God is recognised and spoken about.
Feel welcome, accepted and valued.
Grow as Christians.
Pursue knowledge and lifelong learning.
Develop an awareness of social justice and ethical issues.
Exercise responsible care for each other.
Understand and appreciate the role and contribution of families.
Grow towards wholeness.
Develop their own special identity.
Develop a healthy discipline and respect for self.

OUR MISSION

To bring St Francis Xavier's College closer to achieving its vision by bringing together the teaching, learning, resources and support services required so that all involved in the College feel enabled and empowered to achieve their vocation in life.

St Francis Xavier's College Hamilton

Vision and Mission launched at the Student Commissioning Ceremony, 18 February 2000

St Francis Xavier's College is a comprehensive, co-educational Catholic senior high school serving the people of the greater Newcastle region. As part of the Catholic School System, we receive our mandate from the Bishop of Maitland-Newcastle and within that the College is administered according to Diocesan Education Policy and shaped by the Marist Tradition of Education.

The College motto 'Christ My Light' animates the life of the College and we recognise and celebrate the contribution of our four House Patrons drawing on a central feature of each.



Champagnat (*Marist Brothers*) Family
Dominic (*Dominican Sisters*) Truth
MacKillop (*Sisters of St Joseph*) Service
McAuley (*Sisters of Mercy*) Mercy

We are committed to providing a curriculum that caters for the diversity of student needs, one that is Catholic and imbued with Gospel Values.

Such a curriculum is holistic (*mind, heart, body, soul*) challenging, appropriate and is concerned with excellence and a keen sense of personal and social responsibility.

We achieve this by striving to establish a learning community and an enlivening experience of Christian faith so that our graduates leave us as good Christians and good citizens having entered into a personal relationship with Jesus. They will take with them a Catholic perspective; they will be confident in themselves, and their education and they will have an attitude to learning that will enable them to respond positively to the challenges and choices that will confront them in an ever changing world.

College Crest



The Motto

“Christus Lux Mea” (Christ My Light) emphasises the reason for the existence of the College. It is essentially a Catholic community dedicated to the development of personal excellence in its members and the spread of this excellence to the wider community.

The Cross

In bold detail, is the centre, the strength and the uniting theme of the badge. It emphasises elements of self-discipline and self-sacrifice implied in the motto.

St Francis Xavier

When the Marist Brothers’ school “St Mary’s Star of the Sea” moved from Newcastle on the Hill to our present College site in 1928, St Francis Xavier was chosen as the Patron Saint of the new school. He was a great Jesuit scholar, a missionary to our Asian neighbours and one of the Patron Saints of Australia.

The Sailing Ship

Emphasises the missionary element in the life of St Francis Xavier and in the life of every Christian in spreading the “Good News”.

The Star

Mary, Mother of God, guides all Christians on their journey through life, and Mary “Star of the Sea” is a very old and favourite title given to her. As stated above, it was the name given to our first Newcastle school in 1898.

Brief History of St Francis Xavier's College

St Francis Xavier's College was established in 1985 to serve the Catholic youth of Newcastle, and district, for the last two years of their secondary schooling. It was seen as a continuation of the Catholic Education system founded in the Diocese of Maitland-Newcastle more than a hundred years ago.

The establishment of this senior College was a result of a major restructuring of Catholic schools in the Newcastle area at the time. An essential principle of this restructuring was "to establish a system which would provide equality of access and opportunity for both boys and girls, thereby eliminating some inequality that currently existed throughout the city."

In deciding on one senior co-educational College for the Newcastle area, the Bishop and his advisers reasoned that "St Francis Xavier's College will also be able to offer a wide range of electives and levels, improved class size and maximum use of senior school facilities". The choice of the site was greatly influenced by its centrality and accessibility to transport facilities.

1985, the inaugural year of the new College, was a transitional year with co-educational classes in Year 10 as well as in Year 11, and with boys only in Year 12. It was not until the following year that there were only Years 11 and 12 at the College. 1986 saw a total student enrolment of approximately 850. This number continued to grow steadily and now enrolment numbers consistently exceed 1000.

From the beginning there has been an ongoing building program necessitated by an increasing enrolment and a changing school curriculum. There were also the disastrous effects of the 1989 earthquake involving considerable damage to many of the College buildings. It took at least two years to restore some buildings and to replace others completely lost.

A major addition to the campus was the construction of the College Hall. This building was opened in 2006 which then enabled assemblies, sports and drama to be undertaken in a modern and appropriate complex.

In more recent years there has been an emphasis on upgrading the facilities of the College. To this end a major program to provide disability access throughout the campus was undertaken in 2013.

Specialist centres were also constructed that included the MacKillop Centre for students with special needs and the Hospitality Centre for the delivery of VET Hospitality and Food Technology. This centre also operates as a café for students and staff before the start of school each day.

Towards the end of 2014 the campus was significantly enhanced with a complete renovation of the main quadrangle. This area was re-designed to include outdoor basketball/volleyball courts, artificial turf and modern landscaping.

Significant works were also undertaken in 2015 and 2016. These works included re-constructing four science laboratories, re-building the Music Centre into a modern, purpose-built complex and a complete re-construction of the student toilets. Also, an extensive air-conditioning program was undertaken so that all classrooms were equipped with reverse-cycle air conditioning.



College Leadership 2022

Executive



Greg Ptolemy
PRINCIPAL



Julia Lederwasch
ASSISTANT PRINCIPAL
WELLBEING AND
ENGAGEMENT



Colin Mulhearn
ASSISTANT PRINCIPAL
TEACHING AND
LEARNING



Cassie Mowbray
MINISTRY COORDINATOR

Year 11 Leaders of Wellbeing and Engagement



Daniel Mitchell
Champagnat



Kirsten Beletich
Dominic



Jo Begley
MacKillop

Year 12 Leaders of Wellbeing and Engagement



Nick Dalton
Champagnat



Kim Scully
Dominic



Robin Bell-Griffin
MacKillop



Amanda Calvi
McAuley

Leaders of Learning



Jane Rees
Religion



Patrick Campbell
CPA/LOTE



Mary Picton
English



Tony Stone
HSIE



Andrew Middleton
Mathematics



Chris Henry
PDHPE



Patricia Stallard
Technologies



Rosemary Wilkinson
VET



Melissa Chellis
Learning Support



Peter Brown
Curriculum



Phil Oke
DIAL

General Co-ordinators



Rowan Kelly
Administration



Nicholas Jones
Wellbeing

Tutor Group and House System

The Tutor Group is the basic pastoral care group within the College. Each group consists of approximately 20 students. The Tutor Group, under the care of a member of staff known as the Tutor Group Leader, stays together for the entire two years.

The purpose of Tutor Group is to give students a place “to be at home” within the College; it will be a place where they will feel most supported and very much at ease with a particular group of students and the member of staff appointed as the Tutor Group Leader. The teacher develops a solid rapport with the students and makes every effort to be available and to support them. They will be encouraged to be appropriately and fully involved in College life.

The Tutor Group meets each day. It commences with prayer. The roll is marked, and Daily Notices are discussed. The Tutor Group Leader will contact parents/guardians after a third consecutive day of a student’s absence to check whether any support is required.

The Tutor Group unit remains intact for the bigger events of the College calendar such as ‘Getting to Know You Day’, HSC and Beyond Day and the Year 12 Retreat. A core feature of Tutor Group life is the social interaction among the students and their Tutor Group Leader daily.

Most of the College’s administration and celebrations are carried out through the House system.

The names of the Houses acknowledge the four religious orders who established Catholic education in the Diocese of Maitland-Newcastle.

Champagnat (*Marist Brothers*)

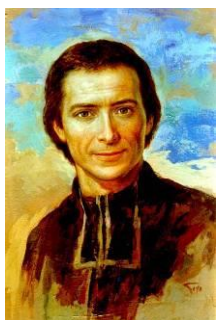
Dominic (*Dominican Sisters*)

MacKillop (*Sisters of St Joseph*)

McAuley (*Sisters of Mercy*)

The House Names

The names of the four Houses which the students belong to come from the founders of the religious orders which firmly established Catholic education in the diocese in the last century.



Champagnat House

Takes its name from Saint Marcellin Champagnat, the founder of the Marist Brothers. The Brothers were founded in France in 1817 to respond to the spiritual and physical needs of the young and poor, especially through education. By the time Champagnat died in 1840, there were over 280 Brothers, and already some had left as missionaries in lands far away. Today, Marist Brothers live and work in 70 countries and number about 6000. The Marist Brothers came to the Diocese of Maitland in 1898, opening schools in Maitland and Newcastle.



Dominic House

Is named after the Spaniard, St Dominic de Guzman, ca. 1170-1221, the founder of the Order of Preachers (the Dominicans). At an early age Dominic was motivated to oppose the heresy at the time which promoted the dual concept of a good God and an evil God. Travelling on foot, Dominic founded communities of his Priests and Sisters in France, Italy and Spain. The Sisters of St Dominic are now found in all parts of the world; they came to the Diocese of Maitland in 1867.



MacKillop House

Is named after Saint Mary of the Cross MacKillop, the founder of the Sisters of St Joseph. Mary, the eldest of eight children, was born in Melbourne on 15 January 1842. Not a great deal is known about her early life and education, but as an adult she wrote that her home was not a happy one. Her father experienced great difficulty in supporting his family, emotionally and financially. At the age of 16 Mary sought employment and had a succession of jobs. In 1860, when she was 18, Mary went to Penola in South Australia, where she took up the position of governess. It was here that she first met Fr Julian Tenison Woods. Between them they established a new religious congregation dedicated to the work of educating children in the area. The Sisters of St Joseph were founded, and schools conducted by them spread rapidly; they came to the Diocese of Maitland, to Lochinvar, in 1883.



McAuley House

Is named after the Venerable Catherine McAuley, 1778-1841, the founder of the Sisters of Mercy. Born in Dublin, she established a House of Mercy for the poor in Dublin in 1827, and, with encouragement from the local archbishop, founded a religious community in 1831 to serve the poor, the sick, and the distressed. Between 1831 and 1841, the year of her death, Catherine personally opened twelve of the fourteen original Convents of Mercy. In time, the Sisters of Mercy became the largest group of women religious established in the English-speaking world; they came to the Diocese of Maitland, to Singleton, in 1875.

Student Leadership

All students at the College have the potential for leadership and are called upon to exercise it. Being a senior College there ought to be a high level of maturity and responsibility among students.

At the formal level emphasis is placed on the role students play in the organisation of the College. They lead weekly College assemblies, organise House Day celebrations and play pivotal roles in College events.

*One area that involves everyone
is the care that we should have for one another.*

Areas of Leadership

Tutor Group Representatives

The Tutor Group elects representatives who help to organise the Tutor Group and support the Tutor Group Leader. They also meet with the other Tutor Group Representatives in their House and their House Captain.

Student Council

The Student Council comprises a group of students who are elected from the student body to represent their interests and to promote events which improve the way of life at the College for each student. Two College Captains, two Vice-Captains and four House Captains from each Year Group form the Student Representative Council.

There is a leadership program held for the elected Year 12 Tutor Group Representatives at the end of Year 11. This body of students nominate the students who are to be considered for appointment to the Student Representative Council.

The Student Representative Council attend a Marist Leadership Conference at Mittagong with student leaders from other Marist schools in New South Wales.



Student Wellbeing

The approach to Wellbeing and Pastoral Care fits within, and is complemented by, the Diocesan Learning Framework, *Creating the conditions for supportive Learning* in the sense that ‘the environment is designed to be safe and inclusive, one that promotes academic rigour. A high priority is given to building and maintaining positive and caring relationships between staff, students and parents, and the wellbeing of all’.

St Francis Xavier’s College seeks to promote a respectful, secure and healthy environment in which students grow to be discerning self-disciplined and contributing members of society.

Wellbeing and Pastoral Care Policy – Students [September 2019]

At St Francis Xavier’s College we recognise the importance of, and work to, build connectedness and enhance relationships. The following help to promote wellbeing:

- Orientation into the College
- The Commissioning Ceremony
- The House System
- “Meet and Greets”
- Community Days
- House Days
- Social Justice activities
- Vinnies
- Leadership training
- Cambodian Immersion
- DARA Night Care Van
- “What Works for Me?”
- “Ready, Set, Succeed”
- Student Wellbeing Group
- “Teaching in the Primary School’s” Program
- Sport
- Yoga



This list is not exhaustive. Additionally, we have a full time Careers Advisor and an onsite counsellor available to the students, five days per week.

College Counselling Service Availability and Referral Process

The College counselling service is provided by School Psychologists who are available each day of the week. The counselling service provides learning assessments and counselling for students. Students can access this service through a number of options.

1. Students can self-refer by making an appointment with the administration staff in Student Services.
2. Parents can refer their child by contacting the administration staff in Student Services.
3. Staff can refer students, after speaking with a student first, by making an appointment in Student Services or directly with the School Psychologist.
4. The Learning Support Coordinator can refer students for learning assessments, with parental consent.

Student Activities

There are many opportunities to become involved in the SFX community. We encourage students to take advantage of as many of these opportunities as they can. In addition to becoming mindful about and active in social justice issues by providing a service to others, students will form new relationships and hopefully build strong and lasting connections. Opportunities will be advertised through Tutor Group and assemblies. Some examples are as follows.

St Vincent de Paul Group

The “Vinnies” group is an active group of students who meet weekly and organise awareness raising activities, fundraising and community events. Additionally, they visit those people in the public in need of assistance and social contact.

Teaching in Primary Schools

There are twenty places per term for students to volunteer to participate in this program which services three primary schools: St Dominic’s Mayfield, St Joseph’s Merewether and Hamilton South Public School where they work with students to assist with reading, maths or sporting activities and at Hamilton South Primary School where they teach religion.

Yoga

Yoga is offered free of charge to students once per week as a practice to improve student wellbeing. Yoga is a proven method of increasing flexibility, strength and general fitness. It is an effective way to reduce stress and anxiety. It is also fun and a great way to build community, connections and confidence. The classes are suitable for all levels of fitness and ability. A qualified yoga teacher leads the classes and adapts the classes to students’ needs.

Disability Provisions

Students, in the alternate year group, volunteer to support students as a reader and/or a writer for numerous and varied reasons in assessment tasks.

Collections

The College continues with its long history of supporting worthy charities by participating in collections for charities such as Red Cross and Legacy.

Community Days

There are various days throughout the year where the College community comes together to celebrate, commemorate or raise awareness about significant issues. Some of these days are “out of uniform” and themed to highlight the event eg: House Days – Champagnat, MacKillop, McAuley and Dominic Days, SFX Day (Christmas Theme), RuOk day, Vinnies Day, Refugee and Migrant awareness.

Student Activities (continued)

Sport

Whilst the College does not have a dedicated sports afternoon, there are opportunities for students in all sports at a competitive level.

- NSWCCC Hockey
- NSWCCC Basketball
- NSWCCC Open Boys Cricket
- Diocesan Swimming Team
- Diocesan Touch Football
- Diocesan Golf
- Diocesan Athletics
- Rugby Union
- Cross Country
- Rugby League
- Netball
- Soccer
- Surfing
- Touch



Student Attendance Procedures and Absences

An area of concern is that sometimes students can miss learning opportunities due to absences. This is particularly relevant in regard to assessments. Therefore, students taking leave during school time is of great significance especially in Years 11 and 12.

To this end we would like to highlight one area of concern – students taking leave during school terms. While we understand that families are sometimes only able to take holidays outside of designated school holiday breaks, there are now implications that parents/guardians need to be aware of in relation to the matter of student leave.

- To comply with government regulations absences must be authorised by parent/guardian within **seven (7) school days of the absence occurring.**
- Student absences can be telephoned directly to Student Services on 4961 2110 or emailed to hml-studentservices@mn.catholic.edu.au
- A letter from parent/guardian is **required at least two weeks prior to any extended leave** and is to be submitted to the Principal for approval. Students must notify the Tutor Group Leader, Leaders of Learning and class teachers of such absences.
- Students arriving late must sign in at Student Services, parent/guardian can explain late arrival by phone, email or written note by parent/guardian within seven (7) school days of the absence.
- Students who need to leave early must have a parent phone or email Student Services or bring a note from a parent/guardian within seven (7) school days of the absence. Once students are signed into the College, they are not permitted to leave the grounds without permission, if students are granted permission, they must sign out at Student Services.
- SMS messages are automatically sent each day unless the Student Services has been notified of the absence.

Should parents/guardians have issues arise that impact on the child's attendance it is very important that they contact the relevant Leaders of Wellbeing and Engagement, or Assistant Principal

2022 ASSESSMENT BLOCKS

Mid Course Assessment Block

Monday, 23 May 2022 until
Friday, 27 May 2022
inclusive

Year 11 Final Examinations

Monday, 5 September 2022
until Friday, 16 September
2022 Inclusive

Students are NOT granted leave during assessment and examination blocks.

To clarify, if students are absent during exams (*other than ill*) they will not necessarily be given an estimate for the exam, or the opportunity to sit for the exam before or after the exam block. It is impossible to maintain security and to run a parallel exam timetable with 500 plus students to consider, neither is it fair for some students to have additional time to prepare for exams. **All leave should occur outside of exam/assessment blocks.**

Parents should also be aware that if students are absent in the weeks prior to the examination block, students can be disadvantaged as teachers may be completing work or revising work that is included in the examination. No additional time will be given in this case.

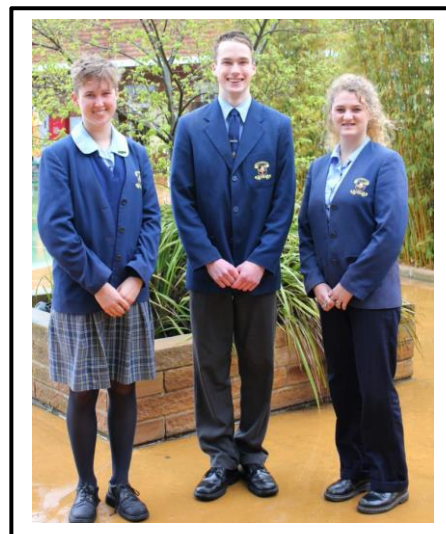
It is expected that parents/guardians will support their child's studies by planning and making arrangements for appointments and holidays in term breaks.

Student Uniform

Uniform must be purchased from the College Uniform Supplier **ALINTA School Uniform**. This ensures that there is no variation in style or colour.

Girls

<i>Skirt</i>	College tartan skirt
<i>Formal Pants</i>	Navy with pale blue pin stripe
<i>Blouse</i>	College blue short sleeved blouse
<i>Jumper</i>	College woollen jumper with embroidered crest
<i>Blazer</i>	College girls' blazer (compulsory for Terms 2 and 3)
<i>Socks</i>	College blue socks or on formal occasions Navy opaque tights



Boys

<i>Shorts</i>	Formal College grey shorts or
<i>Trousers</i>	Formal College grey long trousers
<i>Shirts</i>	College blue short sleeved shirt with embroidered crest
<i>Jumper</i>	College woollen jumper with embroidered crest
<i>Blazer</i>	College boys' blazer (worn Terms 2 and 3)
<i>Tie</i>	College tie (compulsory for Terms 2 and 3, may be worn all year)
<i>Socks</i>	Grey crew length socks
<i>Belt</i>	Black belt

Girls and Boys

<i>Footwear</i>	All black leather shoes that provide protection to the upper foot and have safe heels and soles. Ballet style footwear, skate shoes, high tops, ankle boots and riding boots are all unacceptable.
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College Uniform Supplier ALINTA School Uniform

OPENING HOURS

Tuesday
8:30 am – 12:30 pm

Thursday
10:30 am – 12:30 pm

Uniform Shop: (02) 0413 474 519

Email: stfrancisxaviers@alinta.com.au

Student Uniform Expectations

The Uniform is one of the College's expectations.

It is the responsibility of students to know and to follow the requirements of the College uniform. Students are expected to present themselves neatly and be properly attired each school day and at every school function.

A Uniform Code has a number of functions

- Like many of our dressing rituals the donning of the uniform helps to focus our minds on what lies ahead. In this case it helps to focus the student on the College and the requirement that schoolwork and learning be the priority.
- It removes the need to have a range of 'fashion labels' with which to attend school. We come dressed the same. It says something about all being in this together, and it is an external sign of our belonging.
- In a school this size, the uniform has a safety and welfare dimension. Students attend courses both here and other sites eg TAFE. It helps us to locate students and to ensure that all who come onto the College campus are enrolled here.
- It has a modifying influence on extreme forms of behaviour. The uniform and the College are well known. To the extent that it challenges students to behave in a way that safeguards or fosters the good reputation of the College, then it serves a useful purpose.

The uniform is part of the education we provide. Students are to wear it and wear it well! This includes black leather (polishable) shoes. The shoe should give protection to the upper foot and have safe heels and soles.

This has been a requirement of enrolment.

If for some reason a student is unable to present himself or herself in the complete uniform, then a note should be carried to explain the situation. This is for reasons of accountability and courtesy.

Expectations when wearing the Uniform

1. The full College uniform is to be worn on all school days. Students will be regularly checked. Students who consistently disregard the uniform expectations will be placed on detention. Students who seriously breach the expectations will be sent home until the problem is rectified.
2. **The skirt length is to be worn close to the knee.** The band on the skirt is to remain intact and the skirt is not to be worn with the band rolled over.
3. Jewellery is to be discrete. Accordingly multiple ear piercings are not permitted and students will be required to remove excessive, large or colourful jewellery if it is considered inappropriate. Spacers are not permitted.
4. The only facial piercing permitted is a small, discrete clear nose stud. Therefore, nose rings, brow piercings, septum piercings and sub dermal stud implants, etc. are all unacceptable.
5. Any tattoo is not to be visible.
6. Hair is to be neat, tidy and of a "natural" colour. Extreme hair styling is to be avoided. **NO** 'dreadlocks'.
7. Boys are to keep facial hair neatly trimmed.
8. During Terms 2 and 3 (winter uniform) all boys will be expected to have their shirts tucked-in with a belt to be worn.
9. At formal occasions, such as award presentations, the full winter College uniform including blazers is to be worn.

Uniform Fitting Information

Welcome to St Francis Xavier's College. We look forward to meeting you for your uniform fitting. All new students are required to book a fitting appointment. We would encourage you to schedule your appointment as soon as possible to avoid disappointment. Appointments will be available to book online from October.

Fitting Weeks 2021: Monday 18th October - Friday 22nd October - 8:00am - 4:00pm
Monday 25th November - Friday 29th October - 8:00am - 4:00pm

Online Shopping is available 24/7 through our website. Determine your size before ordering by using the size charts and size videos available on our website. Orders are available for collection or home delivery despatch during the Uniform Shop's opening hours.



Register

Visit www.alintaapparel.com.au
Select 'Uniform Shop' and register or sign in.



Book your Fitting

To book your fitting appointment, sign into your account and select 'Appointment' or contact the Uniform Shop during opening hours.
To cancel or reschedule your appointment, sign into your account and go to 'My Account' then 'Appointments Calendar'.



Regular and Amended Trading Hours

Sign into your account and select 'Home'.
The Uniform Shop will be open extended hours up until Week 5 of Term 4 and January for layby collection and exchanges.



Location

Uniform fittings take place in the Uniform Shop located on the School Campus. **Entry and exit to the shop are only through the Monastery Door on Parkway Ave.** Alinta Uniform Shop sign will show direction. If COVID restrictions are in place preventing a School Campus Fitting, your appointment will change to a Phone Call Fitting.



Flexible Payments & Policies

Cash, Credit Card and Layby (available with a 20% deposit).
For policy on returns and exchanges, sign into your account and select 'Home'.



0413 474 519



stfrancisxaviers@alinta.com.au



286 The Parkway, Hamilton NSW 2336

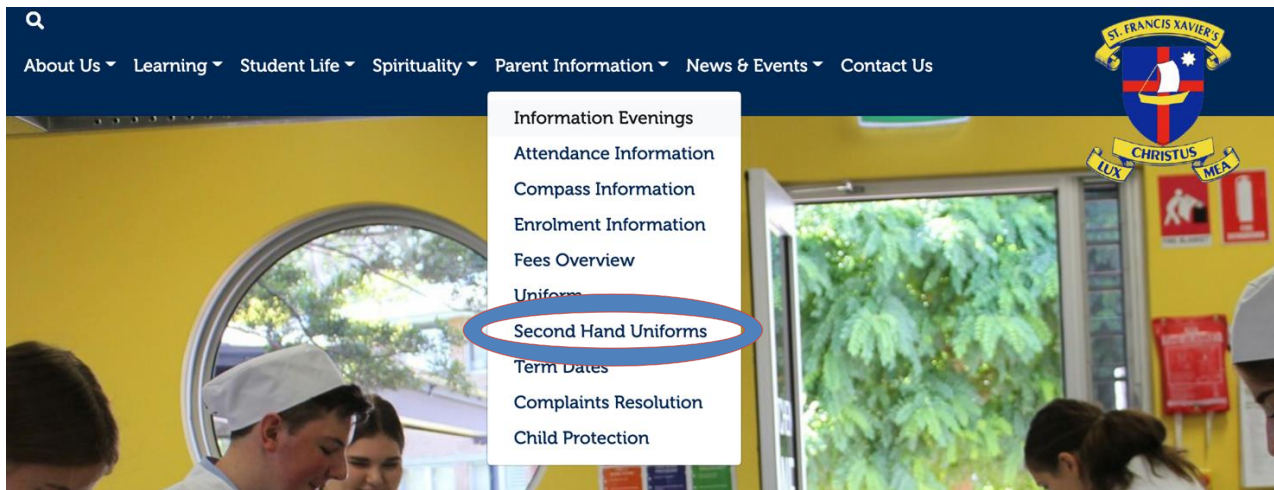


Find us on Facebook and Instagram



Second Hand Uniform

For a second hand uniform the College offers a parent to parent contact through our website www.hamilton.catholic.edu.au



Click on “Parent Information” and then click on Second Hand Uniforms

[Home](#) > [Login](#)

Login to the Second Hand Uniform Shop

In order to view current uniform items for sale, as well as submitting second-hand items, please login using the form below. [Contact St Francis Xavier's College](#) if you need assistance with the username and password to login.

Username:

Password:

[Login](#)

- You will now be able to view the second hand uniform items.
- This is a parent to parent initiative, click on “view item” and this will bring up the details of the person selling the uniform.
- It is your responsibility to contact the seller and make arrangements with them to view and/or buy the uniform item/s.
- If you buy an item, could you please advise the seller to contact the College so that the item/s can be removed from the list.

Communication

Daily Notices

Tutor Group occurs every morning and daily notices are read. This includes information about events for the week or those coming up, careers notices, sport information and changes relevant to that day of the week. Students should also keep themselves abreast of information via the Compass app.

Email

All students will have a student email address which they should access regularly as this is one of the primary sources of communication across the school.

Information / Help / Assistance

Students can access their classroom teacher or Leader of Learning for information regarding courses and assessments. Each student meets daily with their Tutor Group Leader and can access their Leader of Wellbeing and Engagement for any support.

The Assistant Principal – Teaching and Learning and Assistant Principal – Wellbeing and Engagement are also available for help and support.

Student Services Office

Student Services are accessible from 8:00 am until 3:15 pm daily. Parents should contact them directly for any student related issues on 49 612110 or through email hml-studentservices@mncatholicledu.au.

College Website

Information is also available on the College website hamilton.catholic.edu.au

Newsletter

The Lighthouse is issued several times each term. The Lighthouse will be available on the College website and via Compass.



The newsletter will include some of the following:

- Dates for your Diary
- Awards Celebrations
- Finance Information
- Report and photos of House Day Celebrations
- Leaders of Learning reports and photos
- Career information
- Sport reports and photos

Communication (continued)

Compass

St Francis Xavier's College Hamilton's Student Information System is called Compass. Compass is a comprehensive system that will enable the school to effectively manage all information relating to your child/children. Compass forms part of a broader implementation of a Student Information System for the Diocese of Maitland-Newcastle. Compass will offer a secure, yet easy connection to essential information parents and carers need in relation to their children.

A Compass account will be created for parents and carers when Year 11 students commence in 2022. Parents and carers will receive a letter in the week beginning February 2022 containing instructions and login details to their Compass Parent Portal.

Students and parents can download this app from the app store and check for alerts and notifications. It can be downloaded to smart phones and computers.

Logging into the Compass Parent Portal for the First Time

1. Go to the school website, scroll to the bottom of the page under the Parent link (2nd from the left) click on compass **Links for Parents > COMPASS**
2. Enter your **Username** and **Password** from your parent letter *[sent via email]*



St Francis Xavier's College -
Hamilton

Username

Password

Sign in



3. You will be prompted to confirm your contact information. Please ensure that your contact details are correct. Click the **Update My Details** button.
4. You will be prompted to **create a password**. Note that your password must:
 - be at least eight characters in length.
 - contain at least one UPPERCASE and one lowercase letter.
 - contain at least one number.
 - Click **save** when you have created your password.
5. You will be redirected to the **Compass homepage** where you will be able to view your student's profile and schedule, add attendance notes, view and download reports and any news feed items that may be relevant to your student.

General Information

First Day 2022

The first day of classes for Year 11 will be **Tuesday 1 February 2022 commencing at 9:05 am.**

Tuesday 1 February and Wednesday 2 February will be orientation days for Year 11 students **ONLY** and so all will be expected to be in attendance, and dressed in the **summer College uniform** *ie blazer and stockings* **not required**.

Orientation Days

These days occur at the commencement of the academic year. The new Year 11 students will be the only students at the College on the first two days and there are a number of aims:

1. to meet the teachers who have key positions in the College's operation.
2. to meet their Leader of Wellbeing and Engagement and Tutor Group Leader.
3. to become familiar with the layout of the College and meet their subject teachers.
4. to commence their program of study.

Course Choices

We trust that you have felt fully supported and informed in recent months throughout the process of the induction program. We hope that students have been realistic in their course choices. Not only should they keep in mind the requirements for specific courses of study that they wish to pursue after the Higher School Certificate, but they should consider their ability to study those courses successfully.

All requests for changes in course selection need to be completed by the end of the enrolment interviews. **It should be noted that students who request changes to their study program may not be able to be accommodated due to timetable structures and staffing.** Students may complete a 'Waiting List' form if they wish to be considered for courses that are fully enrolled. If a vacancy becomes available, the change will be made on their 2022 timetable.

Course Changes in 2022

Students will not be permitted to change courses until after Week 4 of Term 1. Prior to this if a student feels 'out of their depth' or that the course is not what they anticipated, students are to arrange an interview with their Leader of Wellbeing and Engagement.

If the Leader of Learning agrees with the change, parents will be asked to sign a request form to indicate their approval. **As changes are subject to availability in classes, students should choose carefully in the first instance to avoid disappointment in accessing courses.**

Parents / Guardians and students are reminded that students will not be permitted to change classes based on dislike of a teacher or members of the class. If there is a serious issue an appointment should be made with the relevant Leader of Learning to resolve the issue.

Changes of a level within a subject, for example from English Advanced to English Standard or 2 Unit Mathematics to Standard Mathematics will be permitted at any time, up to the 30 June, with the approval of the Leaders of Learning for English or Mathematics.

General Information (continued)

Textbooks and Stationery

Most required texts will be supplied by the College. This system allows huge savings for parents/guardians, making the purchase of expensive text books unnecessary.

Of course, students will be expected to come to the College on the first day fully equipped with stationery ie lever arch folders, pens, pencils and ruler. This matter must be attended to before the start of the school year. A good beginning with all the right equipment is essential.

Identification Card

The student's Identity Card (ID Card) must be brought to school each day. It is given to students at the beginning of the year.

- It will allow them to collect their text books from the Library.
- The Attendance System used at the College requires the students to carry their ID Card to school each day. If an ID Card is ever lost or mislaid, students must purchase another at a cost of \$10.00.
- **The ID card must be presented at all exam venues for Year 11 and Year 12 course examinations.**

Behavioural Expectations

Curriculum Expectations

Education in Year 11 and Year 12 is a serious endeavour. Accordingly significant expectations are required of each student to ensure that their own learning is productive and the learning of others is not impaired.

- Students are to be fully engaged with their studies (including all school, TAFE and Distance Education courses) and apply themselves with due diligence.
- Students are required to work productively with their teachers and other students in their classes.
- Students are to treat their teachers with respect on all occasions and appreciate that teachers have an authority role in all classes.

Serious Matters Relating to College Discipline

Alcohol: The consumption and/or possession of alcohol in any form is strictly prohibited. Students are not to be at the College, or be involved in any College-based activity, while under the influence of alcohol or in possession of alcohol.

Vaping/Tobacco: The smoking and/or possession of any type of vaping materials or tobacco product is prohibited.

Unlawful drugs: Under no circumstances will the use or possession of unlawful drugs of any kind be permitted.

Violence: The College has a "non-violence" policy which prohibits; fighting, hitting, pushing, wrestling, or any other physical contact. The College enforces this rule for the safety and wellbeing of all its students.

Endangerment: Any action that directly, or indirectly, endangers a member of staff or another student will be considered as very serious. This includes the carrying of weapons (or items that are to be used as weapons), abetting the presence of unauthorised persons on the site and threats of violence.

General Information (continued)

Behavioural Expectations (continued)

Serious Matters Relating to College Discipline

Cyber and phone activity: Using the internet and/or phone to bully, harass, send inappropriate images, access inappropriate images, threaten, organise unacceptable activity is not accepted.

Respect for a person's property: The property of other people is to be respected.

Respect for the College: The College reserves its right to protect its good name and it does not tolerate any activity that undermines it. Frequently, graduating students rely on the good name of the College in their career endeavours.

Unauthorised absence from school: Students are not to leave the College without prior approval from their parents/guardians and the College.

Consequences of Serious Breaches in Expectations

Students can expect that all the actions stated above will lead to significant consequences. Such consequences may include suspension and exclusion. As most of these actions are illegal students can also expect that there may be police involvement. The College has a practice of actively working with the police in incidents that are illegal.

Assessment Advice 2022

Important Information

Parents / Guardians are advised the assessment blocks for the Year 11 course 2022 are as follows.

Mid-Course Assessment Block

**Monday, 23 May 2022 until Friday, 27 May 2022
inclusive**

Year 11 Final Examinations

**Monday, 5 September 2022 until Friday, 16 September 2022
inclusive**

Please note that students commence their HSC courses on **Monday 10 October 2022** ie Week 1 of Term 4 2022 and their first HSC assessments will be scheduled during that Term.

Parents/ Guardians should note the following in relation to leave other than sick leave:

- students will not generally be granted approved leave during examination blocks – therefore if a student is absent from examinations for reasons other than illness – for example family holidays, they will not be able to sit for exams and potentially will receive a zero score. Please understand that, with in excess of 500 students in Year 11, it is not possible to reschedule examinations or to ensure security of papers if a student sits for an examination outside of the usual examination block.
- the assessment calendar can be accessed via Compass Calendar which clearly shows due dates for hand in tasks and dates for in class assessments.
- if students have assessment tasks during a period when parents request leave the student will be required to complete an Assessment Variation Form and present this to the relevant Leader of Learning **at least two weeks prior** to the leave and then be prepared to submit the task prior to leave.

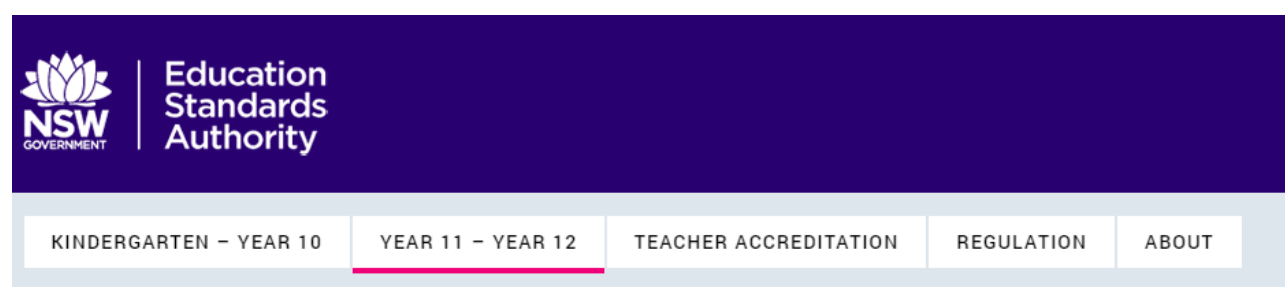
It is a student's responsibility to follow the assessment procedures outlined in the Assessment Handbook that will be issued to all students at the commencement of Term 1 2022 and be available for viewing on the College website hamilton.catholic.edu.au

All My Own Work

All students must complete the All My Own Work program as per NESA expectations prior to commencing Stage 6 studies.

This will either be completed in conjunction with your current school or may be completed online.

Please note that should you complete this program online you will need to provide screenshots of your results to the College.



HSC ALL MY OWN WORK PROGRAM *[as per NESA website]*

Completing assessment tasks honestly

HSC All My Own Work is a program designed to help HSC students follow the principles and practices of good scholarship. This includes understanding, valuing and using ethical practices when locating and using information as part of their HSC studies.

Students who have completed the program will also know about penalties for cheating and how to avoid malpractice when preparing their work for assessment.

To be eligible for the HSC, students must complete HSC: All My Own Work (or its equivalent) before they submit any work for Year 11 or Year 12 courses, unless they are only entered for Year 11 and Year 12 Life Skills courses.

Please refer to the website below and HSC All My Own Work. There are five modules to be completed.

<http://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/hsc/hsc-all-my-own-work>

- Module one: [Scholarship Principles and Practices](#)
- Module two: [Acknowledging Sources](#)
- Module three: [Plagiarism](#)
- Module four: [Copyright](#)
- Module five: [Working with others](#)

Windows Tablet / Laptop



The College have been undertaking investigations into the most suitable approach for the continued benefits in technology to be integrated into the curriculum. A variety of devices, platforms, brands and models across a wide price range, have been researched and evaluated by this group of leading teachers, for their effectiveness and suitability for incoming students.

Rather than selecting a single device that the College would have administered, as in the past, we are asking parents to purchase and manage their own child's device. The College will provide basic assistance from a technical standpoint such as access the College network, but the responsibility of repairs and warranty claims will rest with the [students and parents](#).

The College has determined the following requirements are necessary for a full interactive educational experience across all areas of the curriculum.

Platform:	Windows 10 or iOS (Apple Mac)
Design:	Tablet or Laptop or UltraBook
Screen Size:	Minimum 10" (inches diagonal size screen)
Features:	802.11 n & ac WiFi access - essential Separate keyboard Protective Covering (preferable but not essential)
Essential Software:	Microsoft Office 365 (available on enrolment) Adobe Acrobat Reader (or suitable PDF viewer)

Please note that Android devices will not be supported as an alternative to BYO device.

Parents are asked to purchase a Windows Tablet/Laptop for their child in preparation for the start of school year, where they will receive instructions on how to connect to the College Wireless Network. Students will still be bound by the Internet Agreement and Acceptable Use Policy, as stipulated by the Catholic Schools Office (CSO) and all Network traffic will be monitored.

Parents will need to select their preferred level of extended warranty and accidental damage protection. Parents will need to maintain an adequate level of cover to minimise disruption to the use of the devices. The main reason for this is that we do not have the resources to cover the potential problems that may arise.

IMPORTANT NOTE

Personal property of students, for loss or theft on College premises, is **NOT** covered by the college's Property Insurance.

St Francis Xavier's College

Road Safety Policy

Belief Statement

At St Francis Xavier's College we believe that a road safety policy provides a framework of common understanding for students, staff, parents/carers and the community who interact with the College to provide a safe environment.

St Francis Xavier's College is founded on the person of Jesus Christ and is committed to educate in Gospel values, especially in hope, love, justice and care for others in the community.

The main intention of this policy is to ensure the health, safety and welfare of our students who use the services and facilities of this College. We do this by assessing the risks in the road environment around our College, developing practical school management procedures and ensuring that curriculum pertaining to all road safety issues is taught to our students.

Environmental Statement

St Francis Xavier's College is a senior College of over 1000 students and therefore has a large number of student drivers. The College is in a residential area which requires students to park in neighbouring streets. The supervision is commensurate with the age of the students and the flexible nature of the timetable.

Aims / Goals

At St Francis Xavier's College we aim to:

- provide a quality road safety education program for Year 11 and Year 12 that develops responsible road use, attitudes and behaviours
- have procedures in place that maximise the safety of students when they arrive and depart the College
- encourage the education of road safety issues in the wider school community eg parents/carers, staff and visitors

Curriculum Statement

At St Francis Xavier's College our staff will develop and implement effective, sequential road safety education programs within the Year 11 Personal Development, Health & Physical Education key learning area and the pastoral care program through Long Tutor Group program.

Our programs will make use of current Roads and Maritime Services resources and will address the following road safety issues for our students:

- passenger safety
- pedestrian safety
- safety on wheels (bicycles, scooters, rollerblades and skateboards)
- driver education

When it is appropriate, we will make use of other suitable resources and incorporate them as part of an ongoing program. The use of additional resources will enhance the teaching and learning of road safety education to our students.

St Francis Xavier's College

Road Safety Policy (continued)

School Management Procedures

At St Francis Xavier's College the staff will maximise the safety of students by:

- providing supervision of students in both playgrounds before school and during lunch and recess breaks
- seek permission from a parent/carer of nominated adult before allowing a student to leave the College during school hours
- seek permission from the aforementioned for students to attend excursions or out of school activities; information will be provided regarding modes of transport
- constantly remind students about their responsibility as drivers or road users
- provide supervision each afternoon at the King Street lights and Denison Street crossing to ensure students cross the road at the lights in a safe and legal manner
- request that any staff member or volunteer who will be transporting students provide evidence of a current driver's license and insurance cover

Discretionary Basis

The principal has the right of discretion to make provision for departure from the policy or the application of the policy in the event of unforeseen and exceptional circumstances.

This policy was prepared by the College staff and the Diocesan Road Safety Education Consultant.

Adoption Date: 16 July 2012

Review Date: 1 August 2014

Updated: February 2020

St Francis Xavier's College

Road Safety Procedures

Arriving and Departing

Parents/carers and family members are encouraged to inform students about and reinforce correct and responsible road use behaviours.

There are four designated points of entry to St Francis Xavier's College.

- Everton Street
- Parkway Avenue
- Hebburn Street
- Ada Street

Arrival and Departure on Foot

Given the large number of students who drive to school, students need to exercise caution when approaching and leaving the College grounds and the environs. Students are not to walk along the median strip along King Street but must use the pedestrian crossing and lights appropriately.

Staff will be on duty after school to supervise the students using the crossing on King Street in front of the TAFE and the pedestrian crossing at Denison Street.

Arrival and Departure by Car

Parents/carers, family members and students are expected to use the legal street parking spaces for pick up and delivery of students. It is illegal to park on the median strip in Parkway Avenue.

The College has a large student population. Drivers should ensure that they exercise caution and arrive and depart the College and its environs in a safe, responsible and legal manner. Similarly pedestrians must exercise due caution given the large number of relatively inexperienced drivers who arrive and depart around the same time.

The car park is for staff and visitors only. Students are **NOT** to use the car park unless given permission by the principal for exceptional circumstances.

Students who utilise the Assisted Travel Scheme are accompanied to and from the vehicle by a staff member.

The College is located in a 40km/h school zone where a 40km/h speed limit applies for the hours of 8:00 am – 9:30 am and 2:30 pm – 4:00 pm on school days. The speed limit is lowered to 40km/h during these hours to increase the safety of the students arriving and departing the school. Drivers must abide by these speed regulations.

St Francis Xavier's College

Road Safety Procedures (continued)

STUDENT DRIVER

The expectations for student drivers at the College are as follows:

- Students are only permitted to drive **to and from** the College once a completed permission form has been personally given to the Leader of Wellbeing and Engagement.
- Students are not permitted to drive to other College events or activities, including sport, retreats, excursions, etc. without the permission of the principal.
- Drivers are only permitted to carry passengers whose parents/carers have granted permission for them to do so.
- The nominated passenger must have written permission from their parents/guardian. The written permission is to be personally given to the Leader of Wellbeing and Engagement.
- Any student driver who is involved in illegal, dangerous or irresponsible behaviour while driving may have their permission revoked.

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

The following forms are available from Student Services:

- 1 **Permission Note to Transport Students During School Hours to Approved School Activities by a Parent/Staff member/volunteer**
- 2 **Permission Note for Student to Travel as a Passenger**
- 3 **Permission Note for Student Drivers for Approved School Activities**

Transport Information

School Opal Card

School Opal Card

1. In your web browser, go to <http://www.transportnsw.info>
2. Click the 'Tickets and Opal' link at the top of the page
3. Then 'Get an Opal Card'
4. Scroll down the page and select 'School Opal Cards'
5. Then click on 'School Transport Subsidy Scheme Website'



Do I apply for a School Opal card if I had one in Year 10

YES! **DO NOT throw out your current Opal Card.** Follow these steps:

- Step 1** Select 'How to apply' then 'Who needs to submit a new application'
- Step 2** Click on 're-apply or update your details'
- Step 3** Select 'Update student details'
- Step 4** Select 'Reapply as the student is changing school, campus, home address, name or repeating a Year'. Click 'Next'
- Step 5** Select 'relationship to student'
- Step 6** Complete the application form ensuring you select 'St Francis Xavier's College' as the 'name of school the student will be attending'
- Step 7** Select 'Next' and complete
- Step 8** Once approved, St Francis Xavier's College will endorse your application electronically
- Step 9** **DO NOT** throw out your current Opal Card, this will be the one you continue to use until you finish your schooling

How to apply for a School Opal card if I have not had one before

Refer to above instructions
Select 'Tickets and Opal' then
'Get an Opal Card'

- Step 1** Select 'Apply now for a travel pass'
- Step 2** Select 'Apply now'
- Step 3** Complete application form and submit electronically
- Step 4** Once approved, St Francis Xavier's College will endorse your application electronically. Your School Opal Card will be sent to the home address you provided in the application form.

Answers to Frequently Asked Questions



Phones

Phone usage will be entirely at the discretion of the teacher. Note that mobile phones are not allowed into any examination rooms. Students who fail to abide by these rules may be placed on detention and risk a 'zero' for malpractice.

Phones are allowed in study in the Library for appropriate usage. They are **not allowed in class** without the express permission of the teacher in charge, at Assembly or House Meetings. Phones are brought to school at your own risk. **If they are stolen or lost they are not insured by the College.**

TAFE Premises

Students approaching the College in the morning or leaving the College in the afternoon in the direction of the TAFE are asked to **walk around the TAFE, not through it**. The TAFE grounds are private property and are not to be used as a shortcut to King Street.

Crossing Roads

All students are reminded of the importance of crossing roads in an appropriate manner and at an appropriate place. Students who need to cross King Street of an afternoon are to cross at the traffic lights at the crossing in King Street and Denison Street crossing, in front of the TAFE, opposite Wood Street. Students are to follow the directions of staff on duty at this crossing.

Hair

Refer to uniform expectations in this handbook.

Uniform

Refer to uniform information and expectations in this handbook on page 14.

Jewellery

- Jewellery is to be discrete and not detract from the College uniform. Accordingly multiple ear piercings are not permitted and students will be required to remove excessive, large or colourful jewellery if it is considered inappropriate. Spacers are not permitted.
- The style is corporate.
- The only facial piercing permitted is a small, discrete nose stud.
- Nose rings, brow piercings, septum piercings and sub dermal stud implants, etc. are all unaccepted.
- Large earrings and coloured beads and necklaces are **NOT** part of the College uniform.
- Students who fail to abide by these simple rules will be asked to remove the items or may have them confiscated.

Tattoo

Any tattoo is not to be visible.

Answers to Frequently Asked Questions (continued)

Out of Uniform Days

- Due to WH&S Regulations, on out of uniform days students are still required to wear covered in shoes.
- Dress should be appropriate for a school setting ie no inappropriate slogans on clothes, no short shorts, singlet tops.

Students to Remain on Premises

- Students are to remain on the premises for the entire school day unless permission has been granted for leave.
- **The consequence of leaving the College grounds without permission and going through the sign out procedure can result in suspension.**

Home Study

- Home Study is available to Year 12 students if they have shown themselves to be diligent and punctual.
- **An issue of a warning letter will revoke Home Study.**
- Leaders of Wellbeing and Engagement in consultation with Leaders of Learning will decide whether a student is eligible for Home Study.
- This will be reviewed midway through and at the end of each term.

Fee Information 2022

Fee Clearance

Finalisation of school fee payments at your current school is a condition of enrolment at St Francis Xavier College. A fee clearance will be required by your current principal.

Fee Statements

Fee statements will be emailed to the person listed as the Parent/Carer 1 (primary mailer) on the enrolment form. If you wish the fee account to be split please contact the Finance Office at the College.

Applying for Fee Concession

Families are encouraged to contact the Finance Office for a confidential discussion. Fee concession application details will also be available at the time of interview from the Finance office.

Existing arrangements with other schools will be taken into consideration. For a confidential discussion regarding fees please phone **the College Finance Office on (02) 4969 0315, Monday to Friday, between 8:30 am and 3:00 pm.**

For holders of Health Care Card or Pensioner Card, please submit a copy of your card to the Finance Office from January 2022. The rebate is applicable to your tuition fees, less any family discount applied.

School fees are reviewed in the latter half of each year by the Catholic Schools Office, Diocesan Office and College Executive. Therefore 2022 school fee costs are not currently available, however as a guide we have included the 2021 school fee structure.

2022 School Fee Structure

(example only based on 2021)

Description	Yearly amount
2021 Tuition Fee per Student	*\$2682
*Family Discount: The family discount is applicable only to tuition fees, which will be applied to each child enrolled in a Maitland-Newcastle Diocesan School.	
Number of Children per family	Discount %
1 child family	0
2 child family	15
3 child family	25
4+ child family	50
Diocesan Family and School Building Levy	
2021 per family (eldest child)	\$1344
The Diocesan Family & School Building Levy is a compulsory fee , a rebate is only applicable to families who contribute to the Parish Planned Giving. As the Diocesan Family & School Building Levy is a compulsory fee it is not tax deductible.	
2021 Year 11 Facilities and Resource Fee per student	\$552
2021 Technology Levy per family	\$100
2021 High-Cost Elective Course Fee per student	Various amounts
2021 Work placement Insurance (if applicable)	\$20
NB: Each student will be insured for school related activities. Included in the tuition fees will be an insurance component for Personal Accident and Disability.	

Please note that it is expected there will be an increase to school fees for 2022.

Student Care Insurance

Information

Accidents will happen, and they can be costly. Playing sport, riding bicycles, at home and in the playground, students are always at risk from injury. Student Care Insurance is a student accident insurance policy specifically designed for schools, Colleges and universities. It's purchased by educational institutes to cover all enrolled students and provides benefits for a range of (non-Medicare) medical services, such as dental and physiotherapy costs which have been incurred as the result of an accident. Additional expenses such as medical expenses (where the law allows), emergency transport, home tuition and school fee relief are also payable under the policy.

Student Activities Only Policy

This policy includes cover for camps, school sports (including out of hours activities, as long as these are facilitated by the school/College), work experience, camps, travelling to and from, and student activities. It also includes any activity organised or authorised by the school/College. This includes before and after school care, if organised by the school/College.

Important Notice about Medical Expenses

CCI is not a registered health fund and therefore cannot pay all medical expenses. We are prohibited under the Federal Health Legislation (including the Health Insurance Act 1973) from paying any Medicare rebate including the Medicare gap. Student Care Insurance cover is not a substitute for health insurance, and should not be compared to health insurance. We are only permitted to provide cover for the cost of any hospital treatment or other benefit if the cost arises from an injury whilst taking part in certain activities, such as:

- attending school/College
- engaging in a sporting activity
- undertaking a work experience program
- providing voluntary services to a religious, charitable, educational or benevolent organisation
- participating in youth activities organised by a voluntary association such as Guides or Scouts, and
- travelling to or from the above activities

Limits of Benefits do apply

Further information can be found by selecting

https://ccinsurance.org.au/Insurance/Documents/CCI_Student%20Care_InfoFlyer_WEB.pdf



Catholic Schools Office

Diocese of Maitland-Newcastle

Policy Documents

as of 2022

Administering Medicines in Schools

Complaints Resolution for Parents and Carers

Reporting Concerns for Children

School Community Code of Conduct

Standard Collection Notice Students

Catholic Schools Office Key Policies

Administering Medicines in Schools

Administering Medicines in Schools

(Modified 29 June 2017)

St Francis Xavier's College complies with the Diocese of Maitland-Newcastle Catholic Schools Office Administering of Medicines in Schools Policy. This policy, in full, is publicly available on the diocesan website www.mn.catholic.edu.au/about/policies

The Rationale and Aims of the Administering of Medicines Policy is provided below.

1. Rationale

Arising from a school's duty of care, there will be occasions where administering medication is necessary to support students whilst they attend school or school related activities when support cannot be reasonably undertaken by parents or others. Arising out of this duty of care is the need to ensure the proper use of medication, safety of other students and provision of training for staff.

2. Aims

This policy aims to:

- 2.1. Provide direction for school communities administering medication to students in their care.
- 2.2. Define the roles of groups administering medicines in schools.

Complaints Resolution for Parents and Carers



Introduction

The Catholic Schools Office (CSO) and schools in the Diocese of Maitland-Newcastle are committed to providing a positive, safe environment for all staff and students. There are occasions, however, when members of our schools and wider community are concerned about something that is happening at a school that appears to be unsatisfactory or unreasonable.

This brochure explains what to do when discussions about an issue or series of issues do not provide resolution. The information here reflects the Catholic Schools Office's Complaints Resolution Policy and associated procedures, which can be found at <https://www.mn.catholic.edu.au>.

Managing a complaint

A complaint is an expression of dissatisfaction with an action taken, decision made or service provided, or the failure to provide a service, take action or make a decision.

The school is responsible for responding to and addressing complaints raised by parents/carers from their school community. When a school receives a complaint from a parent/carer, the school must follow the agreed five-step process.

Resolving a complaint

A complaint is resolved when the complainant and school or CSO agree on an appropriate response or remedy. Where a complaint is found to be justified, schools are able to resolve complaints by:

- ▶ an apology or expression of regret
- ▶ a change of decision
- ▶ a change of policy, procedure or practice
- ▶ offering the opportunity for student counselling or other support.

Complaint of abuse or neglect

If your complaint alleges a child or group of children were abused or neglected, by an adult or another child, the complaint should be reported to the Diocese of Maitland-Newcastle's Office of Safeguarding, Ph. 4979 1390 during office hours or email child.protection@mn.catholic.org.au



www.mn.catholic.edu.au

Guiding Principles

The complaints resolution process is based on the following principles:

Visibility: Information about how and where to make a complaint, as well as how a complaint will be handled, is readily available. Decisions made are documented.

Accessibility: Complaints can be made in person, by phone and in writing. Support will be given to parents with special needs, including enabling a parent to seek the services of an advocate.

Responsiveness: Complaints should be finalised promptly and all parties kept informed of progress and the reasons for any decisions and any resulting outcomes or actions.

Objectivity: Each complaint is treated in an equitable, objective and unbiased manner.

Cost: There is no cost to access the complaint-handling process.

Protection of privacy: Personally identifiable information concerning any complaint is actively protected from disclosure except where needed in relation to the complaint.

Student focused: The educational wellbeing of students is the first priority.

Accountability: The CSO and schools are accountable for decision making and complaint-handling performance and providing explanations and reasons for decisions.

Continual improvement: Complaint-handling procedures are regularly reviewed for improvement and complaint data and feedback is used effectively.

Complaints Resolution Process

This five-step process will help you and the school reach an outcome that is in the best interests of your child.

1. Discuss your complaint with the class teacher

Most complaints should be resolved at the local level. The teacher will make a record of your complaint and report your meeting and any outcomes to the school principal. Contact the school to make an appointment with your child's teacher.

2. Discuss your complaint with the principal or their delegate

If you can't resolve your concerns after speaking to your child's teacher, you can raise your complaint with the school principal. The principal or delegate may be able to help you and the teacher resolve the problem. Complaints to the principal can be submitted in person, by telephone, in writing or via email.

3. Contact the CSO Parent Liaison Team

If you have not reached a resolution through steps 1 and 2, you should contact the Parent Liaison Team. You can lodge your complaint in person, by telephone, in writing, or online.

Your complaint should outline the steps you have taken to resolve the issue and include your full name and address. You should also sign and date it, and it's a good idea to keep a copy of any correspondence for your own records.

Your name and the nature of your complaint will be sent to the principal of your school. A representative from the Parent Liaison Team will then work with you and your school to seek a resolution. Anonymous complaints will only be acted on if enough information has been provided to allow for follow-up with the relevant school principal.

4. Contact the Director of Schools

If your issue has not been resolved through the above process, or if you would like a review of the complaint outcome because you have information that the complaint outcome was incorrect and/or the complaint handling process was unfair, you can lodge your request with the Director of Schools.

Your request must be in writing addressed to the Director of Schools and must be made within 10 working days from the initial complaint decision. Your request should outline the steps you have taken to resolve the issue, the reasons for the request for review, and include your full name and address. You should also sign and date it, and it's a good idea keep a copy of any correspondence for your own records.

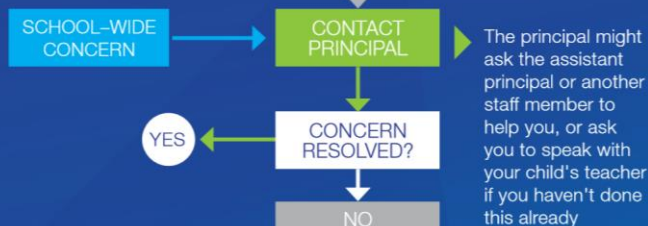
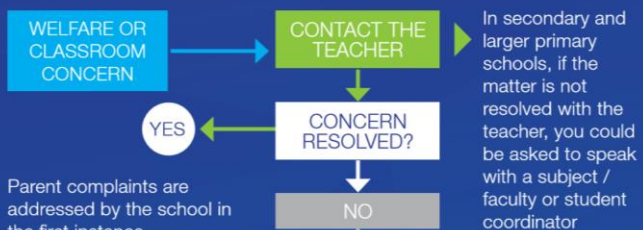
If your complaint relates to the Director of Schools, you may submit a request for review of the complaint outcome to the Bishop.

5. Independent review

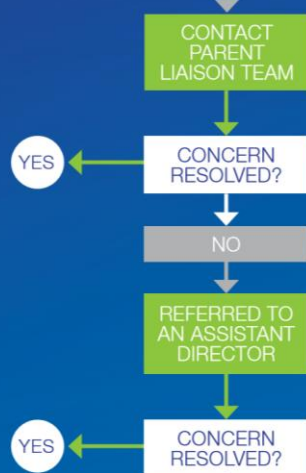
If your issue has still not been resolved through the above process, or if you would like an external review, you may seek advice from an external agency. The Office of the Advocate for Children and Young People provides a useful guide: <https://www.acyp.nsw.gov.au/info/making-a-complaint>.

Complaints Resolution Pathway for Parents and Carers

SCHOOL



CSO



DIRECTOR OF SCHOOLS



Important Points to Remember

Before making a complaint

- ▶ Your child's school is your first point of contact.
- ▶ Concerns are best resolved at the school.
- ▶ A positive relationship between parent/carer and school is important.
- ▶ The issue you raise might be governed by CSO policies and guidelines.

Making a complaint about a school

- ▶ Provide complete and factual information as soon as you can.
- ▶ Make your complaint as calmly as possible.
- ▶ Avoid making frivolous complaints, or using deliberately false or misleading information.
- ▶ Speak directly to the principal if your complaint relates to general school matters or school policy.
- ▶ Speak to the Parent Liaison Team if your complaint is about a school principal.
- ▶ If you make a complaint about a staff member, they will generally be told and offered the right of reply.
- ▶ You can have a support person with you throughout the process.

Contact

Catholic Schools Office

841 Hunter Street, Newcastle West 2302

PO Box 714 Newcastle NSW 2300

P 02 4979 1200 **Fax** 02 4979 1209

E info@mn.catholic.edu.au

Visit us online <https://www.mn.catholic.edu.au/>

Parent Liaison Team

P 02 4979 1127

E parent.liaison@mn.catholic.edu.au

Office of Safeguarding

50 Crebert Street, Mayfield NSW 2304

P 02 4979 1390

E child.protection@mn.catholic.org.au



DIOCESE OF MAITLAND-NEWCASTLE

Safeguarding Commitment statement

During the mid and later twentieth century, a silent tragedy occurred. Across society's institutions a terrible number of children were the victims of child sexual abuse. The Diocese of Maitland-Newcastle ('Diocese') was particularly affected, abuse was committed by men associated with the Diocese, both clergy, religious and laity. Compounding the harm caused by these crimes was the abject failure of Diocesan leadership to ensure that perpetrators were stopped and brought to justice. Further, historic and current examples of institutional and societal failure to protect and promote the care, wellbeing and dignity of vulnerable adults continues to emerge through the media and commissions of inquiry.

The Diocese is determined that similar events and circumstances will not arise again. Consequently, the Diocese is committed to:

- ▶ fostering communities of safeguarding that recognise and uphold the dignity, diversity and rights of all children and vulnerable adults
- ▶ empowering children and vulnerable adults to have their say and to be listened to
- ▶ encouraging open communication with families and informed communities able to participate in decisions about the safety of children
- ▶ fostering safe and supportive relationships between diocesan workers, children and vulnerable adults
- ▶ promoting awareness of the causes and signs of abuse and the indicators of increased situational and individual risk
- ▶ ensuring that diocesan workers in child-related work are competent to support disclosures of abuse
- ▶ ensuring that concerns for the safety, welfare and wellbeing of children and vulnerable adults will be responded to appropriately, including reporting to external authorities
- ▶ supporting Police and other statutory authorities when conducting inquiries of alleged abuse against children and vulnerable adults
- ▶ assessing complaints against diocesan workers at a level commensurate with the seriousness of the allegations
- ▶ maintaining a contemporary, 'whole of Diocese' safeguarding information and training regime
- ▶ improving risk assessment, management systems and mitigation processes for all Diocesan activities that involve or affect children and vulnerable adults
- ▶ ensuring diocesan policies, procedures and organisational structures promote a culture of safeguarding
- ▶ being compliant with the National Principles for Child Safe Organisations and the National Catholic Safeguarding Standards.

The Office of Safeguarding has been established as a tangible expression of the Diocese's commitment, with significant resources and a powerful mandate to support all diocesan personnel to maintain an exemplary level of safeguarding for all children and vulnerable adults involved in the life and ministry of the Diocese.

The Office of Safeguarding can be contacted by phone during office hours **02 4979 1390**, by email childprotection@mn.catholic.org.au and through its website www.officeofsafeguarding.org.au



www.officeofsafeguarding.org.au

DOCUMENT ID	
APPLICABLE TO	All workers of the Diocese of Maitland-Newcastle
DOCUMENT OWNER	Office of the Director of Safeguarding
APPROVAL DATE	
APPROVED BY	 William Wright Bishop of Maitland-Newcastle
LAST REVIEW DATE/S	
NEXT REVIEW DATE/S	February 2022
RELATED DOCUMENTS	<ul style="list-style-type: none"> • Diocesan Safeguarding Framework Policy • Reporting Abuse of Vulnerable Persons Policy • Administrative Inquiries Policy

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Purpose

This policy sets out the obligations for all workers of the Catholic Diocese of Maitland-Newcastle to report 'concerns for children' and the timeframes in which these reporting obligations must occur.

Reporting concerns for children contributes to demonstrating the Diocese of Maitland-Newcastle's commitment to caring for and protecting children from abuse. This commitment promotes and supports the Diocese's primary mission, to seek first the Kingdom of God:

To evangelise – to proclaim Christ, the Good News of God's love for all. All our pastoral activities must, therefore, flow from our personal response to Christ and be carried out in the spirit of the Gospel.

Scope

WORKERS OF THE DIOCESE OF MAITLAND-NEWCASTLE

A worker is a person who carries out work in any capacity for an employer or 'Person Conducting a Business Undertaking'. This includes employees, clergy, religious, trainees, apprentices, student placements, volunteers and contractors.

In the Diocese of Maitland-Newcastle, 'Worker' includes those who carry out work in parishes within the Diocese and within diocesan agencies.

CONCERNS FOR CHILDREN

'Concerns for children' is a term used to capture a wide range of possible situations or issues that directly involve a child or class of children and will likely adversely affect their safety, welfare or wellbeing.

Children are all persons under 18 years of age.

Concerns for children includes those matters that may:

- involve a criminal act
- constitute 'risk of significant harm' (ROSH)
- constitute reportable conduct under Part 4 Children's Guardian Act 2019
- constitute a 'serious incident' or 'prescribed information', reportable under Children (Education and Care Services) National Law (NSW)

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- involve a breach of professional standards by a diocesan worker, which may constitute a breach of:
 - the diocesan or related codes of conduct
 - codified standards established by a professional body, e.g. APS Code of Ethics
 - *Integrity in Ministry*, for clergy and religious
 - *Integrity in the Service of the Church*, for laity
- involve a person being engaged in child-related work without a validated working with children check (WWCC).

There is detailed assistance online at the Office of Safeguarding website to assist in determining whether there are genuine concerns for children, including:

- [indicators of abuse and neglect of children](#)
- [what constitutes child abuse and how to report it](#)
- [what forms of conduct by diocesan workers are reportable and how to report.](#)

Policy Statement

The Catholic Church in Australia has made an unambiguous commitment to safeguard children. NSW legislation and Church regulations set out a range of personal, professional and organizational requirements for protecting children.

A cornerstone for safeguarding children is the capacity of responsible adults to identify abuse and neglect and their readiness to report it. There is a complex interrelationship in NSW between criminality, the safety, welfare and wellbeing of a child and matters that may require reporting to (and investigation by) external statutory authorities and Diocesan authorities.

All the workers of the Diocese of Maitland-Newcastle have a particular and personal obligation to report concerns for children in accordance with this policy.

STATUTORY OBLIGATIONS TO REPORT

Many diocesan workers are subject to legal obligations to report matters that fall, wholly or in part, in the scope of child protection concerns, to statutory authorities. The Diocese supports and expects its workers to fulfil all of their statutory reporting obligations.

All adult diocesan workers are subject to [section 316A, Crimes Act 1900](#). It is an offence if an adult knows, believes or reasonably ought to know that a child abuse offence has been committed and they have information that might be of material assistance in apprehending,

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prosecuting or convicting an offender and they fail to report that information to NSW Police as soon as is practical.

Diocesan workers in Catholic schools, CatholicCare, St Nicholas Early Education and OOSH Services, clergy and laity in children's ministry are mandatory reporters under [section 27 Children and Young Persons \(Care and Protection\) Act 1998](#). If a mandatory reporter has reasonable grounds to suspect that a child is at ROSH, they have a duty to report their concerns to the Department of Communities and Justice (DCJ) in accordance with the advice from the *ChildStory* website [Mandatory Reporter Guide](#).

[Section 27, Children's Guardian Act 2019](#) requires diocesan workers in Catholic schools, CatholicCare, St Nicholas Early Education and OOSH Services, clergy and lay workers in parishes who are in child-related work (i.e. they are required to hold a WWCC) and are the 'first person' to become aware of a reportable allegation or conviction, to report the allegation to the Office of Safeguarding (as the delegate for the 'head of the relevant agency') as soon as practicable.

The Children (Education and Care Services) National Law (NSW) requires that an 'approved provider, of St Nicholas Early Education and OOSH Services notify the [NSW Department of Education](#) within twenty four hours or seven days if:

- a '[serious incident](#)' occurs
- '[prescribed matters](#)' arise
- '[certain circumstances](#)' arise
- or there is any change relevant to whether the approved provider is a fit and proper person to be involved in the provision of an education and care service.

OFFICE OF SAFEGUARDING ASSUMES RESPONSIBILITY

Many of the concerns for children that are reported by diocesan workers fulfil the criteria for several of the types of concerns listed above. For example, a parent striking a child hard across their head with sufficient force to leave a bruise is a criminal act and it will likely constitute a ROSH. If that parent is a diocesan worker, it will also constitute reportable conduct.

When a diocesan worker reports to the Office of Safeguarding, it assumes responsibility to ensure all statutory reporting obligations are met through advice and support offered the diocesan worker or reporting to the statutory authority on the worker's behalf.

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Reporting Obligations within the Diocese of Maitland-Newcastle

	Criminal act	ROSH	Reportable conduct	Serious incident / Prescribed info.	Breach of professional standards	No WWCC
Statutory reporting obligation	NSW Police	Department of Communities and Justice (DCJ)	Office of Safeguarding	Department of Education	Nil	Nil
Statutory timeframe	As soon as is practical	In accordance with the ChildStory MRG	As a matter of urgency	Within 24 hours or 7 days	Not applicable	Not applicable
Primary diocesan reporting obligation	Supervisor / local diocesan leader	Supervisor / local diocesan leader	Office of Safeguarding	General Operations Manager Early Educ. / OOSH	Supervisor / local diocesan leader	Supervisor / local diocesan leader
Primary timeframe	As a matter of urgency	As a matter of urgency	As a matter of urgency	As a matter of urgency	As soon as is practical	As a matter of urgency
Discretion for secondary reporting	None – Must be reported	None – Must be reported	None – Must be reported	None – Must be reported	Discretionary reporting – local diocesan leader	None – Must be reported
Secondary diocesan reporting obligation	Office of Safeguarding	Office of Safeguarding	Supervisor / local diocesan leader	Office of Safeguarding	Office of Safeguarding	Human Resources
Secondary timeframe	Within 1 working day	Within 5 working days	As soon as is practical	Within 5 working days	Within 5 working days	Within 1 working day

Reporting as a matter of urgency means reporting without delay. The worker will report the matter as a priority before other obligations or demands once any immediate safety and wellbeing concerns for a child have been addressed.

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WHO TO REPORT TO IN THE DIOCESE

The diocesan workers' primary reporting obligation is to report their concerns for children to their supervisor or local leadership, e.g. parish priest, school principal, director of early education centre or CatholicCare programme manager.

The workers or their supervisors MUST report the following types of concerns for children to the Office of Safeguarding, the secondary reporting obligation:

- involve a criminal act or potential criminality
- constitute *ROSH*
- constitute reportable conduct under Part 4 Children's Guardian Act 2019
- constitute a 'serious incident' or 'prescribed information' reportable under Children (Education and Care Services) National Law (NSW).

Workers may choose to report to the Office of Safeguarding without consulting with their supervisors or local leaders if:

- their supervisors or local leaders are uncontactable or otherwise unavailable
- a reporter believes that their supervisor or local leader may be conflicted or is otherwise unable to respond adequately to the concerns raised.

Workers or their supervisors MUST also report to Human Resources any diocesan worker who is undertaking child-related work in the Diocese without a verified WWCC.

METHODS FOR REPORTING

Reporting concerns for children may be done either verbally or in writing.

A verbal report may be in person or by phone but must involve a 'live time' discussion. The reporter must speak directly to their supervisor and confirm that the supervisor is fully aware of the issues. Leaving a message, either with a third party (e.g. administrative assistant) or on 'voice mail' is insufficient and the worker has not met their reporting obligations under this policy.

The reporter must follow-up with further attempts at direct contact or prepare a written report or contact the Office of safeguarding directly.

A written report to the Office of Safeguarding can be made:

- online, using the [Office of Safeguarding reporting page](#)
- using a reporting template, either diocesan or external (e.g. a copy of the *ChildStory* website e-report to the *Child Protection Helpline*)

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- sending a diocesan email (@mn.catholic.org.au or @mn.catholic.edu.au).

REPORTING TO SENIOR LEADERS

Senior leaders refer to those positions and roles that constitute canonical offices, report or relate directly to the Bishop, are members of the Diocesan Leadership Group or are otherwise specified as such by the Bishop. The roles that form part of the diocesan senior leadership include:

- Chancellor
- Chief Executive Officer
- Chief Operating Officer
- Executive Directors of services
- Parish Priest
- Vicar-General.

It is the supervisor or local leadership's responsibility to ensure that responsible senior leaders are advised if:

- a child has died or suffered life threatening or serious injury likely to require hospitalisation
- an allegation of criminal conduct has been made against a diocesan worker
- there is or is likely to be media interest.

In most of these circumstances it would be advisable to contact senior leaders immediately. Regardless, supervisors or local leaders must advise the relevant senior leaders before close of business on the day they became aware of the matter.

CONFIDENTIALITY

Concerns for children are dealt with as confidential information, to protect all parties. Diocesan workers, supervisors and local leadership will not discuss concerns for children other than with:

- officers of relevant statutory authorities (e.g. Dept. Communities and Justice, Police)
- Office of Safeguarding personnel
- the Diocese's senior leaders.

PROTECTIONS FOR REPORTING IN GOOD FAITH

Those in leadership in the Diocese will:

- support workers who report concerns for children
- ensure that workers who report concerns for children in good faith do not suffer any adverse consequences for reporting their concerns.

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Support for the Policy

Detailed procedures, guidance and advice on acting in accordance with this policy is available to workers online on the public Office of Safeguarding ['Reporting abuse'](#) and related webpages.

Diocesan workers are able to contact the Office of Safeguarding and receive advice and support on fulfilling their obligations under this policy during normal office hours (P. 4979 1390).

Breaches of Policy

The failure to report concerns for children by a worker, is considered a failure to protect children.

A worker who fails to protect children has committed a serious breach of the worker's responsibilities to the Diocese. Any alleged failure to protect children will be assessed and responded to in accordance with the Diocesan Safeguarding Framework Policy.

Equally, reporting in bad faith is a serious breach of the worker's responsibilities to the Diocese. Acting in bad faith will result in disciplinary proceedings in accordance with the role of the worker.

Revision History

Vers. no	Date	Details of revision	Author
1.1	19/02/12	Replaced Zimmerman House with DCPU, updated contact details, modified definition, inserted changed appendices.	Sean Tynan
1.2	08/07/13	Updated contact details for DCPU, clarification of reporting timeframes in sections (5), (6), (9), added section on reporting allegations of criminality, deletion of alternate reporting arrangements, replacement of the old CCYP Act with the Child Protection (Working with Children) Act 2012, addition of Quick Reference 2.	Sean Tynan
1.2.1	15/10/13	Change of Diocesan 'Services' to 'Agencies'.	Sean Tynan

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Vers. no	Date	Details of revision	Author
2.0	26/11/14	Addition of 'reportable incidents' Part 3C Ombudsman Act. Change of policy name. Replaced DCPU with PaRT. Insertion of new sections; (4) Breaches of the Policy and (7) Procedure for Reporting Concerns for a Person with a Disability. Additional definitions in sections (5) and changes to reporting requirements in renumbered section (10). Expansion of section (11) to include subsections for child protection concerns, concerns for people with a disability, reporting to Zimmerman Services and advising senior management. Deletion of old sections (9) Procedure for Advising Senior Management and (11) Procedure for Reporting Child Protection Concerns to the DCPU. Renumbering of quick guides from (1, 2, 3) to (I, II, III). Addition of quick references (III + IV). Addition of appendix (B) Types and Indicators of Abuse for People with a Disability. All subsequent appendices re-lettered (+1).	Sean Tynan
3.0	22/09/15	Separation of reporting concerns for children policy and procedures from reporting concerns for people with a disability. Replacing 'child protection concerns' with 'concerns for children'. Restructuring and renumbering sections and sub sections. Section 2 is the Policy statement. Rename title (2.1) from 'Aim' to 'Purpose' and additional statements re reporting criminality & failing to get Clearances. Revision to (2.3) Application highlighting primacy of reporting policy, section (6) with exclusion of automatically reporting people with disability offending against peers. Addition of section (2.3) Support for Reporting Concerns, paragraph removed from (2.5) Breaches of the Policy. Insertion of section (7) Procedure for Reporting People engaged in Child-Related Work without Clearances. Revisions to sections (8.2) Reporting Concerns to PaRT and (8.3) Advising Senior Management.	Sean Tynan
3.1	29/03/17	Deletion of name of In-House Counsel Insertion of new MRG online link. Deletion of former mandatory reporters' phone number of the FaCS Helpline (133 627)	Sean Tynan
3.2	12/04/17	Inclusion of St Nicholas Early Education as a Diocesan service that falls under this policy and procedures. Changing 'Agency' to 'Service' and slight modification of meaning of what constitutes a Diocesan Service.	Sean Tynan

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Vers. no	Date	Details of revision	Author
4.0	9/03/21	Entirely restructured and largely rewritten policy. New diocesan policy template applied. Procedures removed (sections [3] to [8] inclusive). Section 9.1 removed. Quick references [I] and [II] removed. Appendices [A] through [C] inclusive removed. Introduction of internet hyperlinks to guide reader to online detailed procedural and in-depth information and external references.	Sean Tynan

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School Community Code of Conduct

School Community Code of Conduct

Members of Catholic school communities in the Diocese of Maitland-Newcastle agree to nurture and support each other's individual growth in faith, to create communities of respect and tolerance and to engage in the promotion of peace, justice and service of others.

The School Community Code of Conduct reinforces our understanding of the rights and responsibilities each of us has in ensuring we provide an environment where our students can thrive.

Upon acceptance of enrolment and as a condition of continuing enrolment in our Catholic schools, all members of the school community are bound by this Code of Conduct. School staff must abide by the CSO's Code of Conduct for staff members available at: www.mn.catholic.edu.au/about/policies

Students in Catholic school communities agree to:

- ▶ Model positive behaviour to other students.
- ▶ Comply with and model school values.
- ▶ Behave in a safe and responsible manner.
- ▶ Respect themselves and other members of the school community both personally and through the use of all social media technologies at all times.
- ▶ Respect our school environment.
- ▶ Actively participate in our school community.
- ▶ Support the learning of others and make the most of our educational opportunities.

Parents/Carers and volunteers in Catholic school communities agree to:

- ▶ Understand and abide by all diocesan policies, procedures and guidelines, which are available on the CSO website www.mn.catholic.edu.au/about/policies
- ▶ Model positive behaviour to their child and all children in the school community.
- ▶ Ensure children attend school on time, every day the school is open for instruction.
- ▶ Take an active interest in their child's school and their learning and to engage positively in all aspects of their child's learning.
- ▶ Participate in the Liturgical and Faith Life community of the school including participation in all aspects of the Religious Studies program regardless of personal beliefs.
- ▶ Work in a positive manner with the school to achieve the best outcomes for our child.
- ▶ Communicate constructively, respectfully and in a spirit of partnership with the school and use processes and protocols outlined in the CSO Complaints Resolution Policy documents when raising concerns.
- ▶ Communicate with their child's teacher or the Principal directly regarding any concerns about their child, other students, staff or community members.
- ▶ Reject aggressive, abusive and confrontational language and behaviour, as this is counterproductive to the sustainability of any relationship. Approaching students, community members and/or staff in a confronting manner will not be tolerated.
- ▶ Support all school staff to maintain a safe learning environment for all students.
- ▶ Treat all school staff, students, other members of the school community, visitors and volunteers with respect in all dealings with them both personally and through the use of all social media technologies at all times.
- ▶ Discuss with the Principal any barriers to meeting the financial obligations agreed to at the time of enrolment and seek to form an agreement with the school to meet these.
- ▶ Ensure any agreement made with the school is honoured.

Standard Collection Notice

Students

St Francis Xavier's College complies with the Diocese of Maitland/Newcastle Standard Collection Notice 2022 **Students**. This policy, in full, is publicly available on the Diocesan website.
www.mn.catholic.edu.au/about/policies

1. The Diocese of Maitland-Newcastle Catholic Schools Office (CSO), both independently and through its schools, collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the school. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the school to provide schooling to students enrolled at the school, exercise its duty of care, and perform necessary associated administrative activities, which will enable students to take part in all the activities of the school.
2. Some of the information we collect is to satisfy the school's legal obligations, particularly to enable the school to discharge its duty of care.
3. Compass is the diocese's centralised digital student information management system and CeD3 is our centralised digital storage system. Compass is owned and operated by a third-party service provider (JDLF International) and CeD3 is owned and operated by the Catholic Education Network (CEnet). The personal information in the system is accessible by:
 - Compass, for the purpose of providing technical support; and
 - CEnet, to provide support to the diocese, CEnet has access to the personal information from Compass when it is held in CeD3 as well as information collected from other sources and held in CeD3.
4. Laws governing or relating to the operation of a school require that certain information is collected. These include: Education Act 1990 (NSW), Health Records and Information Privacy Act 2002 (NSW) and Children and Young Persons (Care and Protection) Act 1998 (NSW).
5. Health information about students is sensitive information within the terms of the Australian Privacy Principles (APPs) under the Privacy Act 1988. We may ask you to provide medical reports about students from time to time.

Continued next page ...

6. The CSO and school from time to time discloses personal and sensitive information to others for administrative, educational and support purposes. This may include to:
 - other schools and teachers at those schools
 - government departments
 - Catholic Schools NSW (CSNSW), the school's local diocese and the parish, other related church agencies/entities, and schools within other dioceses
 - medical practitioners
 - people providing educational, support and health services to the school, including specialist visiting teachers, sport coaches, volunteers, counsellors
 - providers of learning and assessment tools
 - assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA), NSW Education Standards Authority, and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN).
 - people providing administrative and financial services to the CSO and school
 - anyone you authorise the CSO and school to disclose information to
 - anyone to whom the CSO and school is required or authorised to disclose the information to by law, including child protection laws.
7. Personal information collected from students is regularly disclosed to their parents or guardians.
8. The school may use online or 'cloud' service providers to store personal information and to provide services to the school that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's server which may be situated outside Australia. Further information about the school's use of online or 'cloud' service providers is contained in the CSO's Privacy Policy.
9. The CSO's Privacy Policy, accessible on the CSO website, sets out how parents or students may seek access to and correction of their personal information which the school has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the CSO or school's duty of care to the student, or where students have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate.
10. The CSO's Privacy Policy also sets out how parents and students can make a complaint about a breach of the APPs and how the complaint will be handled.
11. The school may engage in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the school's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
12. On occasions information such as academic and sporting achievements, student activities and similar news is published in school newsletters and magazines, on our intranet and on our website. This may include photographs and videos of student activities such as sporting events, school camps and school excursions. The school will obtain permissions annually from the student's parent or guardian (and from the student if appropriate) if we would like to include such photographs or videos or other identifying material in our promotional material or otherwise make this material available to the public such as on the internet.
13. If you provide the school with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information and why.

Catholic Schools Office Key Policies

Policy development and review is an important role of the Catholic Schools Office. All policy development is designed to foster the continuous development and improvement of Catholic schools.

The CSO provides leadership and support to Catholic schools in areas of policy formulation and implementation, however schools determine their own procedures for the development and implementation of school-based policies.

Key policies, in full, are publicly available on the Diocesan website.

www.mn.catholic.edu.au/about/policies, they include the following:-

- [Aboriginal & Torres Strait Islander Education Policy \(2013\)](#)
- [Accreditation to Work, Teach and Lead Policy \(2018\)](#)
- [Administering Medicines in Schools \(Feb 2012\)](#)
- [Anti-Bullying Policy for Students \(2019\)](#)
- [Assessment K-12 Policy \(2017\)](#)
- [Attendance K-12 \(2019\)](#)
- [Child Protection Policies](#)
- [Staff Code of Conduct \(2021\)](#)
- [Complaints Resolution Policy \(2019\)](#)
- [Complaints Resolution for Parents and Carers Procedure \(2019\)](#)
- [Early Learning Policy \(2017\)](#)
- [Early Learning Procedure \(2017\)](#)
- [Enrolment of Students on Visas Policy \(2019\)](#)
- [Enrolment of Students on Visas Procedure \(2019\)](#)
- [Enrolment Policy \(2018\)](#)
- [Enrolment Procedure \(2018\)](#)
- [Guidelines for Enrolment and Transition of Students with Disabilities and or Additional Needs \(2019\)](#)
- [Gifted Education K-12 Policy \(2021\)](#)
- [Gifted Education K-12 Procedure \(2021\)](#)
- [Learning Support \(2017\)](#)
- [Overseas Student Refund Policy \(2019\)](#)
- [Overseas Student Refund Procedure \(2019\)](#)
- [Privacy Policy \(2018\)](#)
- [Programming K-12 \(2016\)](#)
- [Reporting K-12 \(2017\)](#)
- [School Fees Policy \(2021\)](#)
- [School Fees Procedure \(2021\)](#)
- [School Uniform Policy \(2019\)](#)
- [School Uniform Procedures \(2021\)](#)
- [Serious Incident Management Policy \(2015\)](#)
- [Social Media Acceptable Community Use and Content Policy \(2016\)](#)
- [Suspension, Expulsion and Exclusion Support Document \(2019\)](#)
- [Wellbeing and Pastoral Care Policy - Students \(2017\)](#)
- [Workplace Internet, Email and Network Usage Policy \(2016\)](#)



Student Acknowledgement Forms and Information

Religious Education Agreement
Statement of Understanding
Personal Protective Equipment Agreement
Personal Protective Equipment Requirements
CyberSafety User Agreement for Secondary Students
Permission for Off Site Activities
Unique Student Identifier (USI)
VET Courses Privacy Notice
Disability Provisions 2022 Learning Support
Volunteer

Instructions for student/carer

1. Please read these documents carefully.
2. Carer to discuss the information in these documents with your child.
3. All students/carers are required to acknowledge the above documents by completing the online acknowledgement form. The link to this form will be emailed to you in Term 4.
4. The student acknowledgement form will need to be submitted online prior to your enrolment interview.



Religious Education Agreement

Religious Education is the foundation of our existence as a College. It is not only the academic classes such as Studies of Religion, which make up present day Religious Education. Studies of Religion or Studies in Catholic Thought are elements of our religious education program. These courses are knowledge based. In the case of Studies of Religion, the syllabus is developed by NESA, and is available to all HSC students in New South Wales.

Our College, along with NESA is also committed to the moral, spiritual and faith development of our students. This is achieved by involving students in social justice activities, Catholic liturgy and by maintaining an atmosphere of respect based on the model of Jesus Christ.

With Christ as our light and guide, we live the values of the Gospel and encourage our students to become active, engaged members of the Catholic community. Our prayer, liturgy, retreat, and social justice programs are all essential elements of our life at the College and the development of our students.

All students are expected to engage in this study of Religious Education and participate in our liturgical programs as members of our College community.

**It is mandatory for students at
St Francis Xavier's College
to be available to participate in the
Year 12 Retreat
which is held in Term 2**

Attendance is Compulsory



Statement of Understanding

Student will accept the offer of enrolment at St Francis Xavier's College and give an undertaking to abide by the following conditions.

1. I recognise and accept the aims of the College as a Catholic school and will support its religious practices and programs. I will attend and participate fully in all RE classes and College liturgies.
2. I understand that my attendance and participation at Year 12 retreat is mandatory. Only the principal can provide an exemption from this activity.
3. I will accept the rules and discipline and will abide by the directions given for the good management of the College. In particular I agree that I shall:
 - respect the rights of all people in the College community and their property.
 - be polite and courteous at all times.
 - be punctual to all my commitments.
 - wear my designated College uniform correctly at all times.
 - be well groomed.
 - remain on the College premises unless I have approved leave.
 - strive to behave in a manner that will be a credit to myself and the College in any activity, attending excursions, and especially when travelling to and from the College.
4. Realising that the two years of senior secondary education will require my best efforts, I will accept the conditions of study, which include attendance at all classes, and the work involved in such studies, as prescribed by the College and the NSW Education Standards Authority (NESA). I understand that academic commitments normally take precedence over casual employment and external sporting involvement.
5. Realising the harmful nature of vaping and tobacco products, alcohol and illegal drugs, I agree to abide by the regulations which forbid their use and / or possession:
 - on my way to and from the College
 - at the College
 - on excursions, retreats, socials or any College associated activity
6. I will use social networking in a positive way.
7. I will take an active part in College activities and will try to foster a sense of community spirit in the College.
8. I will not advertise or organise any activity which contradicts the values that the College upholds, and I will not use the College's name in association with any social function without the approval of the principal.

Personal Protective Equipment Agreement

Students enrolled in the following subjects at St Francis Xavier's College are required to supply and wear appropriate safety work wear when participating in practical activities associated with the course and work placement:

VET – Construction

VET – Manufacturing & Engineering

VET – Hospitality

TAS – Industrial Technology-Furniture & Timber Product Industries

This compliance is mandatory and deemed necessary for the College to fulfil its Work, Health & Safety regulations and its duty of care for the safety of the students. Students without the required footwear **WILL NOT** be able to take part in practical lessons or complete Work Placement.

Subject	Footwear	Personal Protective Equipment
<u>VET</u> Construction	Steel capped leather work boots	<ul style="list-style-type: none">• Hi Vis Shirt, Cotton Drill Work Shorts/Pants• Safety Glasses, Hearing Protection
<u>VET</u> Manufacturing and Engineering Introduction	Steel capped leather work boots	<ul style="list-style-type: none">• Hi Vis Shirt, Cotton Drill Work Shorts/Pants• Safety Glasses, Hearing Protection
<u>VET</u> Hospitality	Fully enclosed firm leather shoes	<ul style="list-style-type: none">• Chef's Uniform: Pants, Jacket, Neckerchief, Apron and Hat
<u>TAS</u> IT Timber Products & Furniture Technologies	Steel capped leather work boots	<ul style="list-style-type: none">• Hi Vis Shirt, Cotton Drill Work Shorts/Pants• Apron, Safety Glasses, Hearing Protection

Personal Protective Equipment Requirements

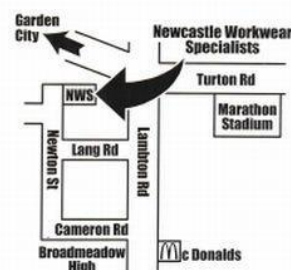


ABN 78 097 248 354

26 NEWTON STREET, BROADMEADOW NSW 2292

P.O. BOX 174, ADAMSTOWN NSW 2289

PHONE: 02 4979 0222 FAX: 024965 5311



16 September 2021

St Francis Xavier's College Hamilton

ITF / Furniture / Construction

CODE	DESCRIPTION	PRICE incl GST
RM1050S	Short Sleeve Hi Vis Drill Shirt	20.75
ZH231	Short Sleeve Hi Vis Polo Shirt	19.80
RM1002	Drill Trousers	26.30
RM1004S	Cargo Shorts	21.90
15480	Elastic Sided Black Safety Boots	49.50
8H001W	Clear Safety Glasses	7.00
767020	Ear Muffs	22.00
7850NYELC	Combination Padlock	16.00
3800	Navy Slouch Hat (<i>Construction ONLY</i>)	12.05

Prices of goods are subject to periodic change without notice.

RM1050S

ZH231

RM1004S

15480

8H001W

767020



3800

7850NYELC



MON – FRI: 8:00AM – 4:30PM
SATURDAY: 8:30AM – 12:30PM

YOUR COMPLETE WORKWEAR WAREHOUSE!!

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Personal Protective Equipment Requirements



ABN 78 097 248 354

26 NEWTON STREET, BROADMEADOW NSW 2292

P.O. BOX 174, ADAMSTOWN NSW 2289

PHONE: 02 4979 0222 FAX: 024965 5311



16 September 2021

St Francis Xavier's College Hamilton

Manufacturing & Engineering

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RM1050



RM1002



15480



8H001W



767020



7850NYELC



MON – FRI: 8:00AM – 4:30PM

SATURDAY: 8:30AM – 12:30PM

YOUR COMPLETE WORKWEAR WAREHOUSE!!

CyberSafety User Agreement for Secondary Students

Instructions for students



This document contains this cover page and three sections:

Section A: Introduction

Section B: CyberSafety Rules for Secondary Students

Section C: CyberSafety Use Agreement Form.

Important terms used in this document:

- (a) The abbreviation '**ICT**' in this document refers to the term 'Information and Communication Technologies'.
- (b) '**CyberSafety**' refers to the safe use of the Internet and ICT equipment/devices, including mobile phones.
- (c) '**School ICT**' refers to the school's computer network, Internet access facilities, computers, and other school ICT equipment/devices as outlined in (d) below.
- (d) The term '**ICT equipment**' used in this document, includes but is not limited to, computers (such as desktops, laptops, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, floppy disks, iPods, MP3 players), cameras (such as video, digital, webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and any other, similar, ICT device as they come into use.
- (e) '**Objectionable**' in this agreement means material that deals with matters such as sex, cruelty, or violence in such a manner that it is likely to be injurious to the good of students or incompatible with a school environment.

The term 'parent' used throughout this document also refers to legal guardians and caregivers.

Continued next page ...



Section A: Introduction

The school's computer network, Internet access facilities, computers and other school ICT equipment bring great benefits to the teaching and learning programs and to the effective operation of the school. The use of the school's ICT equipment are for educational purposes appropriate to the school environment. This applies whether the ICT equipment is owned or leased either partially or wholly by the school and used on *or* off the school site. Parents need to note that while our school has rigorous cybersafety practices in place, it is not possible to completely eliminate the risk of exposure to inappropriate online content.

The school may monitor traffic and material sent and received using the school's ICT network. The school may use filtering and/or monitoring software to restrict access to certain sites and data, including email. You should be aware that general internet browsing by your child from home or other locations other than school are not monitored or filtered by the school.

The school may audit its computer network, Internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit.

All students will be issued with a user agreement and once signed consent has been returned to school, students will be able to use the school ICT equipment including Internet access.

Section B: CyberSafety Rules for Secondary Students

1. I cannot use school ICT equipment until my parent(s) and I have signed my CyberSafety User Agreement form and the completed form has been returned to school.
2. I will log on to school ICT with the user name the school has issued me with. I will not allow anyone else to use my username. I will not tell anyone else my password.
3. While at school or a school-related activity, I will not have any involvement with any ICT material or activity which might put myself or anyone else at risk (e.g. bullying or harassing).
4. I understand that I must not at any time use ICT to upset, offend, harass, bully or threaten or in any way harm anyone or the school itself, even if it is meant as a joke.
5. I understand that the rules in this use agreement also apply to mobile phones. I will only use my mobile phone(s) at the times that I am permitted to during the school day.
6. I understand that I can only use the Internet at school when a teacher gives permission and there is staff supervision.
7. While at school, I will not:
 - a. Access, or attempt to access, inappropriate, age restricted, or objectionable material.
 - b. Download, save or distribute such material by copying, storing, printing or showing it to other people.
 - c. Make any attempt to bypass security, monitoring and filtering that is in place at school. This includes but is not limited to the use of Internet proxy anonymisers.
8. If I accidentally access inappropriate material, I will:
 - a) *Not show others*
 - b) *Turn off the screen or minimise the window and*
 - c) *Report the incident to a teacher immediately*

Continued next page ...



CyberSafety User Agreement for Secondary Students continued

9. I understand that I must not download any files such as music, videos, games or programs without the permission of a teacher. This makes sure the school complies with the Copyright Act 2006. I also understand that anyone who infringes copyright may be personally liable under this law.
10. I understand that these rules apply to any privately owned ICT equipment (such as a laptop, mobile phone, USB drive) I bring to school or a school-related activity. Any images or material on such equipment must be appropriate to the school environment. I also understand that the school can view the contents stored on these devices when brought to school or a school activity.
11. I will not connect any device (such as a USB drive, camera or phone) to, or attempt to run any software on, school ICT without a teacher's permission. This includes all wireless technologies.
12. I will ask a teacher's permission before giving out any personal information (including photos) online about myself or any other person. I will also get permission from any other person involved. Personal information includes name, address, email address, phone numbers, and photos.
13. I will respect all ICT systems in use at school and treat all ICT equipment with care. This includes:
 - Not intentionally disrupting the smooth running of any school ICT systems
 - Not attempting to gain unauthorised access to any system
 - Following all school cybersafety rules, and not joining in if other students choose to be irresponsible with ICT
 - Reporting any breakages/damage to a staff member.
14. I understand that the school may monitor traffic and material sent and received using the school's ICT network. The school may use filtering and/or monitoring software to restrict access to certain sites and data, including email.
15. I understand that the school may audit its computer network, Internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit. Auditing of the above items may include any stored content, and all aspects of their use, including email.
16. I understand that if I break these rules, the school may inform my parent(s). In serious cases the school may take disciplinary action against me. I also understand that my family may be charged for repair costs. If illegal material or activities are involved, it may be necessary for the school to inform the police.

Continued next page ...



Section C: Secondary School CyberSafety User Agreement

Schools and the CSO will be doing their best to enhance learning through the safe use of ICT. This includes working to restrict access to inappropriate, illegal or harmful material on the Internet or school ICT equipment and devices at school, or at school-related activities. Working progressively with students and their families, teachers will encourage and develop an understanding of the importance of cybersafety. This includes providing children with strategies to keep themselves safe in cyberspace and attending to enquiries from parents or students about cybersafety issues.

We will respond to any breaches in an appropriate manner as per the CSO Workplace Internet, Email and Network Usage Policy document.

Student responsibilities include:

- Reading this cybersafety use agreement carefully and discussing the agreement with my parents.
- Following the cybersafety rules and instructions whenever I use the school's ICT.
- Following the cybersafety rules whenever I use privately-owned ICT on the school site or at any school-related activity, regardless of its location.
- Avoiding any involvement with material or activities which could put at risk my own safety, or the privacy, safety or security of the school or other members of the school community.
- Taking proper care of school ICT. I know that if I have been involved in the damage, loss or theft of ICT equipment/devices, my family may be responsible for the cost of repairs or replacement.
- Keep this document somewhere safe so I can refer to it in the future.
- Asking the school's staff if I am not sure about anything to do with this agreement.

Permission for Off Site Activities

As you are probably aware, St Francis Xavier's College has limited outdoor space that is appropriate for physical activity, specific cultural and curricular activities. Fortunately, the College finds itself surrounded by wonderful resources and facilities within a short distance of the campus.

In order to provide our students with increased teaching and learning opportunities it is essential that permission be granted for each student to leave the College campus to conduct such activities at surrounding facilities within the local area and surrounding suburbs.

In the event that an activity is held '*off site*' it would be beneficial that students receive annual permission to travel to and from venues situated within a 5km radius of the College. Such permission would allow students to make their own way to and from the venue safely and respectfully. Students travelling by car in school hours or having a student as a passenger must complete the appropriate transport forms.

Unique Student Identifier



Australian Government

(USI)

- Unique Student Identifier (USI) is a reference number made up of numbers and letters.
- Creating a USI is free.
- It creates a secure online record of your nationally recognised training that you can access anytime and anywhere, and it's yours for life.
- **ALL** students are to present a USI reference number as part of the enrolment process and will be required to be entered on the Student Acknowledgement Forms online submission.
- As of 2022 all students applying for a university degree, must have a USI.

Steps to create your USI

1. Before you start you must have a form of identification such as:

Australian Passport
Non-Australian Passport (with Australian Visa)
Australian Birth Certificate
Australian Driver's Licence
Medicare Card
Certificate of Registration by Descent
Centrelink Concession Cards
Citizenship Certificate
ImmiCard

2. LOG onto www.usi.gov.au
3. Click on '**Create a Student USI**'
4. Follow the prompts to complete USI

Vocational Education Training

VET COURSES

Privacy Notice



Privacy Notice

The Diocese of Maitland-Newcastle Catholic Schools Office is required to collect personal information from students studying VET course/s. The reasons why this information is required is explained below. To this end would you please sign or have your child sign (if over 18) the declaration and consent form.

Under the Data Provision Requirements 2012, RTO 90477 (Diocese of Maitland-Newcastle Catholic Schools Office) is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by the Diocese of Maitland-Newcastle Catholic Schools Office for statistical, regulatory and research purposes. The Diocese of Maitland-Newcastle Catholic Schools Office may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies
- NCVER

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

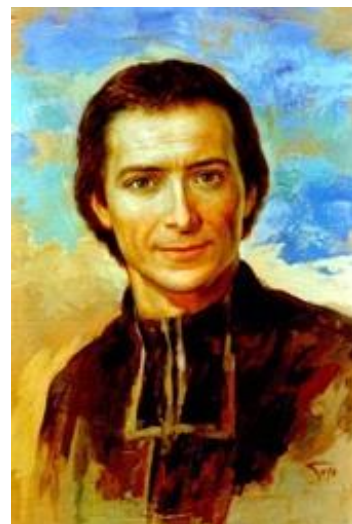
- Populating Authenticated VET Transcripts
- Facilitating statistics and research relating to education, including surveys and data linkage
- Repopulating RTO enrolment forms
- Understanding how the VET market operates, for policy, workforce planning and consumer information
- Administering VET, including program administration, monitoring and evaluation

You may receive a student survey which may be administered by a government department or an NCVER employee, agent or third party contractor or other authorised agencies. You may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

Disability Provisions

St Francis Xavier's College is committed to providing a level of excellence in Learning Support. The **Learning Support Faculty** coordinates the collaboration with families, school counsellors, health professionals and mainstream teachers on appropriate adjustments for students with a disability. **Learning Support** is based in the **MacKillop Centre**, which is a purpose-built centre designed to accommodate the diverse needs of our students.



We offer:

- Case Management for mainstream students with a disability
- Case Management for those with diagnosed mental health concerns including anxiety
- EALD (English as an Additional Language or Dialect)
- Literacy & Numeracy Support (Curriculum Support)
- HSC Life Skills Courses for students with special needs
- Coordination of Disability Provisions

Disability Provisions are adjustments which allow students with a disability the opportunity to access and respond to the curriculum on the same basis as students without a disability. This is in keeping with the NSW Education Standards Authority (NESA) guidelines. The allocation of Disability Provisions for Year 11 students is a school-based decision. For the HSC, NESA require a formal application, which the school will coordinate with students and families.

If a student is eligible, some examples of common Disability Provisions provided during formal assessments and examinations may be:

- Mental Illness – rest breaks and smaller group supervision
- Diabetes – breaks to manage blood sugar levels
- Learning Difficulty – a reader and/or a writer or extra time
- Physical Disability or Chronic Illness – breaks and/or other physical supports

Continued next page ...

Disability Provisions



To access **Learning Support** and/or to be eligible for **Disability Provisions**

- Provide a **diagnosis letter or report to the College** from an appropriate medical or health professional e.g. Paediatrician, Psychologist, Psychiatrist, Optometrist
- The letters and medical reports inform the school on the necessary supports for your child in the classroom and also allow Disability Provisions to be allocated to a student
- Students with Learning Difficulties may also access Learning Support / Disability Provisions without a diagnosed disability. To be eligible, these students will undergo Literacy Testing during Term 1.

The letter from the medical professional should include:

- **Diagnosis (DSM-5 or ICD-10 code if providing a diagnosis of a neurodevelopmental or mood disorder)**
- **Date of diagnosis and likely duration**
- **Description of how the condition would affect the student in an examination setting**
- **Details of medications the student is taking for this condition, including side-effects the student is experiencing**
- **Details of treatment or therapy for the condition**
- **List of appropriate adjustments suggested for the student in the school setting**
- **Examples of appropriate provisions to support the student during formal assessment processes**

For more information from NESA on Disability Provisions for senior study refer:

<https://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/hsc/disability-provisions>

If you have any questions regarding **Learning Support** and **Disability Provisions**, contact:

Melissa Chellis

Learning Support Coordinator

melissa.chellis@mn.catholic.edu.au



Volunteer

Our parent volunteers are very important to us at the College.

You help us with essential work that helps to give this College its special character.

Parent volunteers have the option of volunteering in the following areas:

- Canteen One day a month at a time and day mutually convenient to the canteen supervisor and yourself.
- Exam Supervision During the major exams such as the Trial Higher School Certificate.

VOLUNTEERS – SAFEGUARDING

The Catholic Diocese of Maitland-Newcastle has an absolute and abiding commitment to promote the safety, welfare and wellbeing of children. As a volunteer working in a diocesan school, you should be aware of your obligations and responsibilities in protecting students from abuse or neglect.

To be able to volunteer within a diocesan school you are required to read the Volunteer Induction Handbook and complete all necessary checks, inductions and safeguarding training relevant to your volunteer role. This may mean you will be required to obtain a Working with Children Check and/or National Police Check. All paperwork and checks are to be completed and verified before you can commence in your role.

Please note the following website can be accessed to view the current Diocesan Volunteer Handbook;

<https://www.mn.catholic.org.au/people/volunteer/>

Safeguarding training must occur within six months of your commencement as a volunteer. The Children and Young Person's (Care and Protection) Act 1998 As a volunteer in the state of NSW you can report certain information to the Department of Communities and Justice (DCJ). You should discuss your concerns with a teacher, assistant principal or principal. You can report your concerns to the DCJ Child Protection Helpline (Ph. 132 111, 24 hrs/7 days) if you have reasonable grounds to suspect that a child or young person is at risk of significant harm and your concerns are current. Risk of significant harm may occur from a single act or omission or to a series of acts or omissions. It is better to be safe than sorry, so if you are uncertain, talk to a staff member at the school.

All volunteers who hold a Working with Children Check for the purpose of their role within a diocesan school fall within the scope of Part 4 and may be investigated for alleged "reportable conduct", which includes sexual offences, misconduct, assault, ill-treatment, neglect, and behaviour that causes psychological harm to children. As a volunteer "working" at a diocesan school, any alleged reportable conduct will be investigated. It does not matter if the conduct is alleged to have happened outside school and in your private lives. The Office of Safeguarding is the Diocese's specialist safeguarding and child protection service that works with the Children's Guardian to ensure the Diocese meets its obligations. As volunteers you should co-operate with any investigation conducted by the Office of Safeguarding. The Child Protection (Working with Children) Act 2012 Under this legislation, people who undertake a role in child-related work in a paid or volunteer capacity in the Diocese of Maitland-Newcastle are required by law to have a Working with Children Check Clearance. This "clearance" can be obtained by applying online at <https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check> Volunteers receive a clearance for free, and it lasts up to five years.