



Student Information Handbook 2026



Need to talk to us?

Phone

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Student Services: (02) 4961 2110

Office Hours Monday to Friday

Reception: 8:00 am - 3:30 pm

Student Services: 8:00 am - 3:30 pm

Finance Office: 8:30 am - 3:30 pm



ST FRANCIS XAVIER'S COLLEGE HAMILTON

Reception

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Email

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admin@hamilton.catholic.edu.au

Student Services
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Finance Office
finance@hamilton.catholic.edu.au

Website
www.hamilton.catholic.edu.au

FOREWORD

By Mr Greg Ptolemy, Principal



Welcome to the St Francis Xavier's College Student Information Handbook. As you prepare to embark on your journey with us, I would urge you to peruse the ensuing pages which are filled with valuable information designed to make your transition as smooth as possible.

I would also invite you to spend a few moments reflecting on the partnership into which you are venturing at this next phase of the educational journey. 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 fulfil their 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.

If you have queries that arise during the transition process that are not addressed in this handbook, 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, VALUES AND MISSION

CHRISTUS LUX MEA (CHRIST MY LIGHT)

OUR VISION

THAT ALL WHO EXPERIENCE OUR COMMUNITY MAY KNOW
THE LIGHT OF CHRIST IN THE WORLD.

OUR VALUES

Family

CHAMPAGNAT

Truth

DOMINIC

Mercy

MCAULEY

Service

MACKILLOP

OUR MISSION

As Children of God's FAMILY

We are called to be people of MERCY

To give of ourselves generously in SERVICE

And to rigorously, creatively and critically pursue TRUTH

So that we make known the LIGHT of CHRIST in the 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.



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.



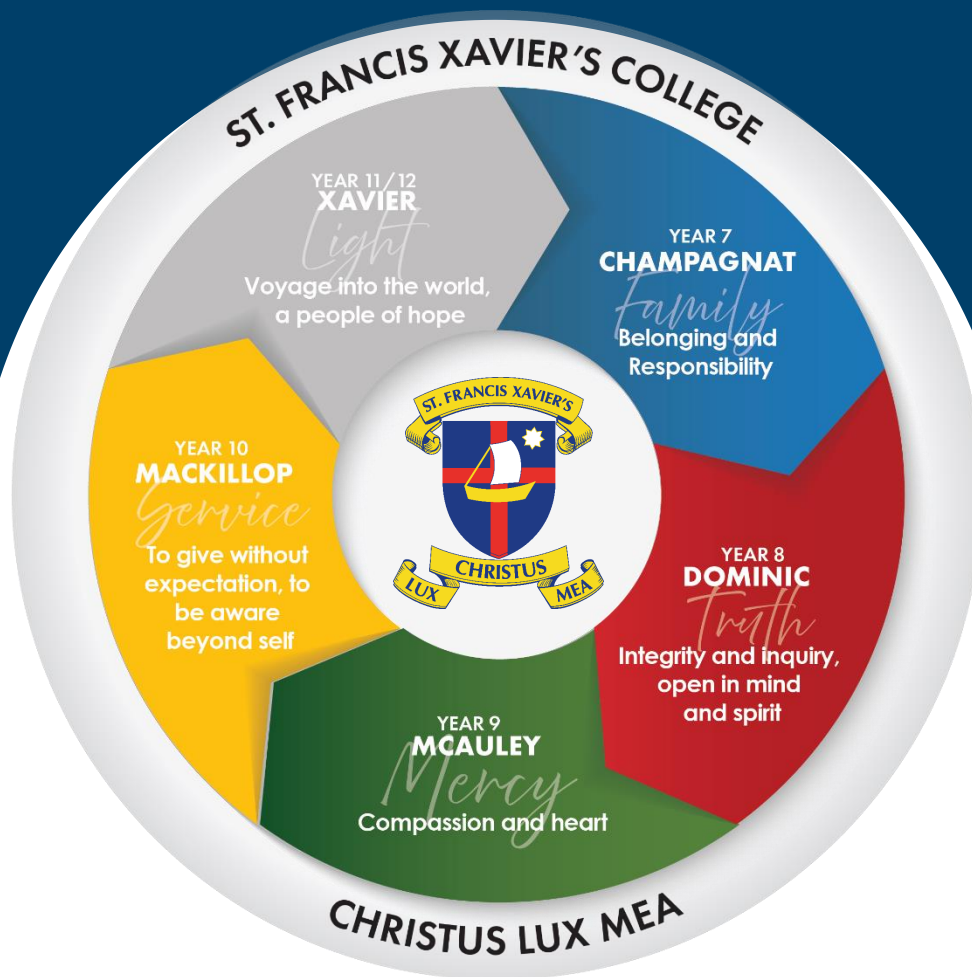
ST FRANCIS XAVIER

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.

COLLEGE PURPOSE

St Francis Xavier's College is a comprehensive, co-educational Catholic high school serving the people of the Inner-City 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.



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 and 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.

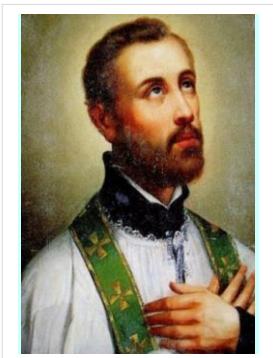
Brief History of St Francis Xavier's College

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 the 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." 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 stabilising at approximately 1000.

In 2022, the Diocese announced a renewed vision for inner-city schools, which currently sees St Francis Xavier's College transitioning to a Years 7 – 12 context. 2024 saw the arrival of almost 150 Year 7 students onsite who joined approximately 850 senior students. Ensuing years will see ongoing growth in the junior aspect of the school until the final Years 7 – 12 vision is realised in 2027. An accompanying building program is planned to renew the site to create innovative and vibrant learning spaces and facilities for our evolving demographic.



St Francis Xavier

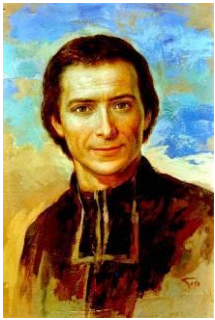
The Patron Saint of our school, St Francis Xavier, was born in Spain in 1506. After finishing his schooling, he went on to study at the University of Paris and ten years later in 1534, he was one of the first to join the Society of Jesus, or Jesuit Order, as we know them today.

The Jesuits had a goal of spreading the teachings of Jesus far and wide – they were missionaries. Francis Xavier took up this challenge. He travelled to many countries, and faced difficult challenges, but he persevered and spent 10 years evangelising – bringing many thousands of people to Christianity.

Our college motto – Christ My Light – is inspired by St Francis Xavier. He continually reminded those to whom he spoke that Christ is the light that we should follow. Through his words and actions, St Francis Xavier has become a guide leading us to Christ. He was a great Jesuit scholar, a missionary to our Asian neighbours and is one of the Patron Saints of Australia, a truly inspiring person to have as our Patron Saint.

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

Is named after 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 to serve 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, Saint 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 Saint 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 Father Julian Tenison Woods. Between them they established a new religious congregation dedicated to the work of educating children in the area. The Sisters of Saint 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 religious women established in the English-speaking world; they came to the Diocese of Maitland, to Singleton, in 1875.

STAFF

LEADERSHIP TEAM • EXECUTIVE



Greg Ptolemy
PRINCIPAL



Kathryn Johnstone
AP WELLBEING



Col Mulhearn
AP TEACHING &
LEARNING



Cassie Mowbray
MINISTRY
COORDINATOR

LEADERS OF WELLBEING AND ENGAGEMENT



Kirsten Beletich
LOWE



Jo Begley
LOWE



Liam Bleakley
LOWE



Robin Bell-Griffin
LOWE



Casey McCowan
LOWE



Amanda Calvi
LOWE



Kim Scully
LOWE



Blair Brownlee
LOWE

WELLBEING SUPPORT COORDINATORS • COUNSELLORS • BEYOND THE GATES



Tom Garnham
WBSC



Joel Turnbull
WBSC



Megan Price
COUNSELLOR



Simone McCann
COUNSELLOR



Caitlin Toscano
BEYOND THE
GATES

LEADERS OF LEARNING



Peter Brown
CURRICULUM



Jane Rees
RELIGION



Mary Picton
ENGLISH



Matthew Priest
MATHEMATICS



Jessie Murray
MATHEMATICS



Robert Angeli
SCIENCE



Tony Stone
HSIE



Paul Dan
PDHPE



Rowan Kelly
TAS



Patrick Campbell
CAPA & LOTE



Mark Redman
VET



Kate Te Moana
LEARNING
SUPPORT



Ashley Phillips
CAREERS



Brad Melville
SPORT



Chantelle Dagasso
PEDAGOGICAL
MENTOR



Daniel Mitchell
TRANSITION



Phil Oke
DIAL



Louis Kakavas
ADMINISTRATION



Gay McDonell
EALD



Marissa Deaves
ABTSI TEACHER

Staff Listing

| First Name | Last Name | Position |
|------------|--------------|--|
| Robert | Angeli | Teacher – Science, Leader of Learning - Science |
| Lisa | Ashford | School Officer - Student Services |
| Catherine | Bambach | Teacher - Mathematics |
| Jo | Begley | Teacher – Science, Religion, Leader of Wellbeing & Engagement |
| Kirsten | Beletich | Teacher – English, Religion, Leader of Wellbeing & Engagement |
| Robin | Bell-Griffin | Teacher – HSIE, Religion, Leader of Wellbeing & Engagement |
| Kirsty | Bernasconi | Executive Assistant to the Principal |
| Kayla | Bevan | School Officer - Student Services |
| Liam | Bleakley | Teacher – HSIE, Leader of Wellbeing & Engagement |
| Susan | Bone | Teacher – Learning Support |
| Rebecca | Bowman | Teacher - Mathematics |
| Peter | Brown | Teacher – Science, Leader of Learning - Curriculum |
| Blair | Brownlee | Teacher – PDHPE, Leader of Wellbeing & Engagement |
| Amy | Bruniges | Teacher - PDHPE |
| Kerrie-Ann | Burnes | Teacher – TAS, VET |
| Christine | Burns | School Officer - Canteen Supervisor |
| Samantha | Burns | School Officer - Canteen |
| Amanda | Calvi | Teacher – Science, Leader of Wellbeing & Engagement |
| Patrick | Campbell | Teacher – CAPA, Leader of Learning – CAPA, LOTE |
| Martin | Cerniauskas | Teacher – CAPA, Religion |
| Sandy | Collins | School Officer - Reception |
| Joanne | Cooper | Teacher - Science |
| Amanda | Corrigan | Teacher - Mathematics |
| Margaret | Crane | Teacher - HSIE |
| Chantelle | Dagasso | Teacher – English, Religion, Leader of Learning Pedagogical Mentor |
| Nick | Dalton | Teacher - HSIE |
| Paul | Dan | Teacher – PDHPE, Religion, Leader of Learning - PDHPE |
| Nicola | Davies | Teacher - HSIE |
| Marissa | Deaves | School Aboriginal and Torres Strait Islander Education Teacher |
| Philippa | Dixon | Teacher – Science, Religion |
| Deborah | Docherty | School Officer |
| Caroline | Donohoe | Gifted Education Mentor (GEM) |
| Cassandra | Dorian | Teacher – HSIE, Religion |
| Sharon | Feenan | School Officer - Administration |
| Tom | Garnham | Teacher – Science, Wellbeing Support Coordinator |
| Catherine | Gee | School Officer – Learning Support |
| Justin | Gordon | Teacher - Mathematics |
| Allison | Halverson | School Officer - Registrar |
| Eleanor | Hanlon | Teacher – Learning Support |
| Sarah | Hayes | School Officer - Library |
| Terence | Hayes | Groundsman |
| Katherine | Heath | Teacher - HSIE |
| Stuart | Hector | IT Shared Services |

| First Name | Last Name | Position |
|-------------|------------------|---|
| Christopher | Henry | Teacher - PDHPE |
| Nicolee | Hodges-Silivinec | Teacher - TAS |
| Julie | Hoey | Librarian |
| Stephen | Hogan | Groundsman |
| Kirsten | Hopkins | Teacher - HSIE |
| Judy | Johnson | School Officer - Science |
| Kathryn | Johnstone | Assistant Principal - Wellbeing & Engagement |
| Nicholas | Jones | Teacher - Mathematics |
| Louis | Kakavas | Teacher – English, Leader of Learning - Administration |
| Rowan | Kelly | Teacher – TAS, Leader of Learning - TAS |
| Michael | Kerby | Teacher - Mathematics |
| Rebecca | Kiejda | Teacher - English |
| Bronwyn | Lynch | School Officer – Finance, Maintenance |
| Sharyn | Martin | Teacher - HSIE |
| Debra | Maynard | School Officer – Senior Finance Officer |
| Simone | McCann | Counsellor |
| Casey | McCowan | Leader of Wellbeing & Engagement |
| Gay | McDonell | Teacher - EALD |
| Jane | McNaughton | Teacher – Religion |
| Bradley | Melville | Sports Coordinator |
| Samantha | Middleton | Teacher – VET, TAS |
| Cecelia | Millen | Teacher - English |
| Karen | Millsteed | School Officer |
| Daniel | Mitchell | Teacher – HSIE, Religion, Transition Coordinator |
| Courtney | Mossman | Teacher - Mathematics |
| Cassie | Mowbray | Teacher – PDHPE, Ministry Coordinator |
| Colin | Mulhearn | Assistant Principal Teaching & Learning |
| Jessie | Murray | Leader of Learning Assistant - Mathematics |
| Philip | Oke | Teacher – TAS, DIAL Coordinator |
| Cormac | O’Riordan | Teacher - CAPA |
| Angela | O’Shea | Teacher - English |
| Kristine | Owen | School Officer - Hospitality |
| Alice | Pearl | Teacher - English |
| Ashley | Phillips | Careers Coordinator |
| Mary | Picton | Teacher – English, Leader of Learning - English |
| Kristine | Playford | Teacher - English |
| Megan | Price | Counsellor |
| Matthew | Priest | Teacher – Mathematics, Leader of Learning - Mathematics |
| Gregory | Ptolemy | Principal |
| Bonnie | Rae | Teacher - English |
| Kate | Ralph | Teacher - Dance |
| Cheryl | Rawson | Teacher – HSIE, Religion |
| Mark | Redman | Teacher – VET, Leader of Learning – VET |
| Monique | Reed | Teacher - English |
| Jane | Rees | Teacher – Religion, HSIE, Leader of Learning - Religion |
| Mitchell | Rees | Teacher – TAS, VET |

| First Name | Last Name | Position |
|------------|--------------|---|
| Nicole | Ryan | Teacher – Learning Support, VET |
| Jessica | Sarmiento | Teacher - English |
| Kim | Scully | Teacher – English, Religion, Leader of Wellbeing & Engagement |
| Luke | Sibert | IT Shared Services |
| Lucas | Soars | Teacher – TAS, VET |
| Claudia | Stockenhuber | Teacher - Science |
| Tony | Stone | Teacher HSIE, Leader of Learning - HSIE |
| Erin | Sweetman | Teacher – CAPA, Religion |
| Kylie | Taylor | Teacher - TAS |
| Kate | Te Moana | Teacher – Learning Support, Leader of Learning – Learning Support |
| Catherine | Tonks | School Officer – Learning Support |
| Caitlin | Toscano | Beyond the GATES |
| Joel | Turnbull | Teacher - HSIE |
| Sharon | Unie | Teacher – Learning Support |
| Dominic | Wakely | Teacher – Learning Support |
| Lyndell | Waldron | Teacher - English |
| Margaret | Walker | Teacher - Mathematics |
| Molly | Walmsley | Teacher - English |
| Sarah | Watson | Teacher - Religion |
| Melissa | Wattus | Teacher - CAPA |
| Justin | Welbourne | Teacher – TAS, PDHPE |
| Megan | Williams | Teacher – CAPA, Religion |
| Monique | Williams | Teacher - HSIE |
| Melissa | Wood | Teacher - English |
| Mark | Wright | Teacher – PDHPE, VET |

Tutor Group

The Tutor Group is the pastoral care group within the College. 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 rapport with the students and makes every effort to be available and to support them. Students will be encouraged to be appropriately and fully involved in College life.

The Tutor Group meets each day commencing 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 provides a consistent and supportive environment that fosters daily social interaction between students and their Tutor Group Teacher. This close-knit unit also stays together for major College events, reinforcing a sense of belonging and continuity throughout the school year.

House System

Students will be allocated to one of four Houses. The House structure contributes to a positive rivalry and sense of competition within the College where students attain points for their House through a wide variety of activities during the year in pursuit of the ‘St Francis Xavier’s Spirit Cup.’

The names of the Houses acknowledge the four religious orders who established Catholic education in the Diocese of Maitland-Newcastle and each House is linked to a fundamental tenet of our college.

Dominic House is proud to be the current holder of the prestigious St Francis Xavier’s Spirit Cup.

**CHAMPAGNAT
FAMILY**

**DOMINIC
TRUTH**

**MACKILLOP
SERVICE**

**MCAULEY
MERCY**

Daily Program 2026

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|-------------------------------|----------------------------------|---|----------------------------------|---|
| 8.30 – 8.50 Staff Briefing | 8.00 – 9.00 Extension (11/12) | 8.00 – 9.00 Extension (11/12) | 8.00 – 9.00 Extension (11/12) | 8.00 – 9.00 Extension (11/12) |
| 9.00 – 9.05 Break | 9.00 – 9.05 Break | 9.00 – 9.05 Break | 9.00 – 9.05 Break | 9.00 – 9.05 Break |
| 9.05 – 9.15 Tutor Group | 9.05 – 9.15 Tutor Group | 9.05 – 9.15 Tutor Group 9.15 – 9.40 Assembly/Meeting | 9.05 – 9.15 Tutor Group | 9.05 – 9.15 Tutor Group |
| 9.15 – 10.15 Period 1 | 9.15 – 10.15 Period 1 | 9.40 – 10.40 Period 1 | 9.15 – 10.15 Period 1 | 9.15 – 10.15 Period 1 |
| 10.15 – 11.15 Period 2 | 10.15 – 11.15 Period 2 | 10.40 – 11.40 Period 2 | 10.15 – 11.15 Period 2 | 10.15 – 11.15 Period 2 |
| 11.15 – 11.55 Lunch | 11.15 – 11.55 Lunch | 11.40 – 12.20 Lunch | 11.15 – 11.55 Lunch | 11.15 – 11.35 Recess |
| 11.55 – 12.55 Period 3 | 11.55 – 12.55 Period 3 | 12.20 – 1.20 Period 3 | 11.55 – 12.55 Period 3 | 11.35 – 12.35 Period 3 |
| 12.55 – 1.55 Period 4 | 12.55 – 1.55 Period 4 | 1.20 – 1.55 Long Tutor Group Period 4 | 12.55 – 1.55 Period 4 | 12.35 – 1.15 Lunch Year 7 Sport |
| 1.55 – 2.15 Afternoon Tea | 1.55 – 2.15 Afternoon Tea | 1.55 – 2.15 Afternoon Tea | 1.55 – 2.15 Afternoon Tea | 1.15 – 2.15 Period 4 (11/12) Year 7 Sport |
| 2.15 – 3.10 Period 5 | 2.15 – 3.10 Period 5 | 2.15 – 3.10 Period 5 | 2.15 – 3.10 Period 5 | 2.15 – 3.10 Period 5 (11/12) Year 7 Sport |

Communication

Compass

This is our main source of communication for day-to-day operations, upcoming events and notifications to parents and students.

Daily Notices

Tutor Group occurs every morning and daily notices are read from Compass. 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 keep themselves abreast of information via the Compass app.

Email

All students will have a student email address. Students should access emails regularly as this is one of the primary sources of communication across the College.

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:



- Principal's Address
- Awards Celebrations
- Curriculum Updates and photos
- Wellbeing & Pastoral Reports with Photos
- Leaders of Learning reports and photos
- Career information
- Sport reports and photos
- Dates for your Diary

College Website

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

Social Media

The College has a Facebook page. It showcases events throughout the year.

<https://www.facebook.com/stfrancisxaviercollegehamilton>

Information / Help / Assistance

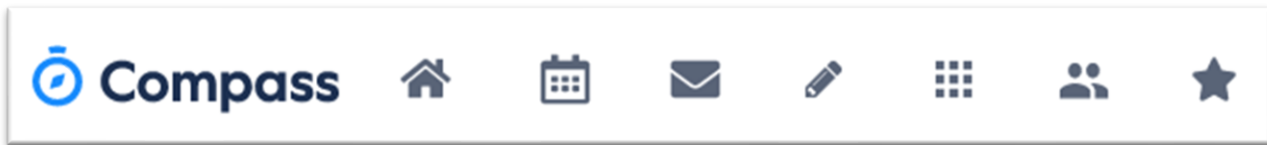
Students can access their classroom teacher or Leader of Learning for information regarding courses and assessments. Teachers can be contacted by asking staff at Student Services for assistance if needed. Each student meets daily with their Tutor Group Teacher and can access their Leader of Wellbeing and Engagement during this time for additional support if needed.

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

Student Services Office

Student Services is accessible from 8:00am until 3:30pm daily. Parents should contact this office directly for any student related issues on 4961 2110 or through email studentservices@hamilton.catholic.edu.au

Compass



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 for essential information that parents and carers need in relation to their children.

A Compass account for St Francis Xavier's College will be created for parents and carers towards the end of the year in readiness for your child to commence in 2026. Parents and carers will receive an email in the last weeks of this year 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.

Compass Calendar

All significant events are published on Compass. Students and parents are also advised of upcoming school or class events through Compass. Students are asked to view the Compass Calendar in advance to familiarise themselves with coming events.

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]*
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 child/children.



St Francis Xavier's College -
Hamilton

Username

Password

Sign in



Compass 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 textbooks from the Library.
- The Attendance System used at the College requires 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.

Positive Behaviour 4 Learning (PB4L)

At St Francis Xavier's College we aim to foster a safe, respectful and inclusive learning environment that reflects our College values.

- Family
- Truth
- Mercy
- Service
- Light of Christ

We build respectful, compassionate relationships embedded in Gospel values, fostering a safe and inclusive environment where all students feel valued.

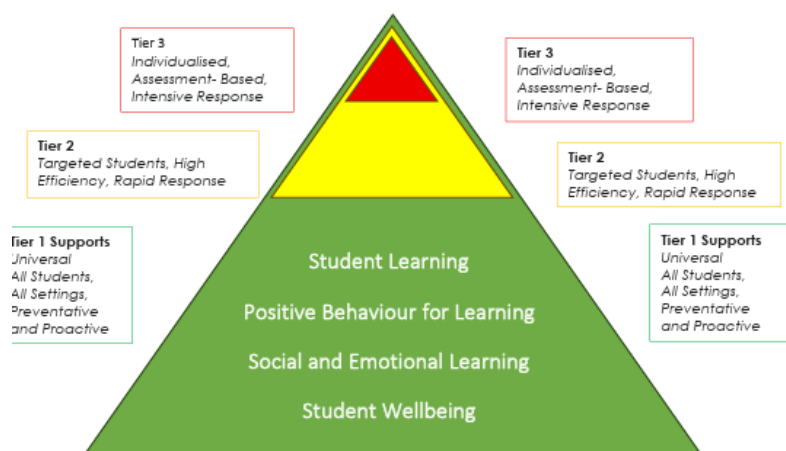
Behavioural expectations are explicitly taught, modelled, and reinforced to ensure consistency and support across the school.

We celebrate positive behaviour and use restorative approaches to repair relationships and encourage student accountability and growth.

Behaviour management is a shared responsibility involving staff, families, and pastoral care teams to meet students' individual needs with empathy and respect.



CSMN Multi- Tiered Systems of Support



Tier 1 Interventions are universal school-wide and classroom systems that apply to all students, all staff, all settings - explicitly taught, preventative and proactive practices to support learning, behaviour, social and emotional learning. .

Tier 2 Interventions are targeted supports that complement or supplement Tier 1 for students who have been identified as requiring further supports within one (or more) of the areas of learning, behaviour, social emotional learning and/or wellbeing.

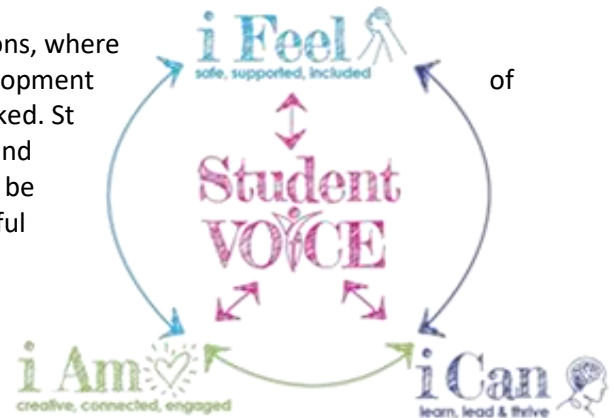
Tier 3 Interventions are intensive and individualised interventions for students with high-risk behaviour, learning needs and or social and emotional learning needs. These interventions are assessment-based, research backed and often involve a "wrap-around" approach to a child's ongoing success and overall wellbeing.

Student Wellbeing

The approach to Wellbeing and Pastoral Care is guided by the Student Wellbeing and Pastoral Care Policy (2022.) It 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, and 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.

Pastoral Care is foundational to our Catholic faith and traditions, where student voice is valued and there is an emphasis on the development the whole person. Wellbeing and learning are inextricably linked. St Francis Xavier's College seeks to promote a safe, supportive and inclusive environment, where students have opportunities to be creative, connected and engaged so that they can be successful life-long learners.

Wellbeing Together - Student Wellbeing and Learning Across the Whole school (2022).



At St Francis Xavier's College we recognise the importance of, and work toward building connectedness and enhancing relationships. The following help to promote wellbeing:

- Orientation into the College (Orientation Days and Parent Interviews)
- Parent Information Evenings
- The Commissioning Ceremony
- Year 7 Camp
- Year 11 Leadership Day
- Year 12 Retreat
- Year Peer Support Program
- The House System / Feast Day Celebrations
- "Meet and Greet"
- Community Days
- Game Changers Program
- Vinnies Group - Social Justice activities/weekly meetings
- Leadership Training
- Student Lead Sessions - "What Works for Me?"
- Representative Sport and Year 7-10 Sport

This list is not exhaustive. Additionally, we have Careers Support, Beyond the Gates Social Worker and onsite Counsellors available to the students, five days per week.

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, RUOK Day, Vinnies Day.

Sport

Year 7, 8 and 9 students will participate in a weekly sport afternoon program. In addition to this there are opportunities for students Years 7-12 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 League
- Rugby Union
- Netball
- Soccer
- Surfing
- Cross Country
- Touch Football

Student Wellbeing

Years 7 - 10

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 or identified learning need. The Learning Support Team 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 or identified need requiring support.
- Case Management for those with diagnosed mental health concerns including anxiety.
- EALD (English as an Additional Language or Dialect).
- Literacy & Numeracy Support (Curriculum Support).
- In-Class / Sport / Excursion / Movement / Emotional Regulation / Social support.
- HSC Life Skills Courses for students with identified needs.
- Coordination of Assessment Provisions (reader, writer, small group supervision, extra time etc)

To access Learning Support and/or to be eligible for Assessment Provisions you are asked to provide a diagnosis report or letter to the College from an appropriate medical or health professional e.g. GP, Paediatrician, Psychologist, Psychiatrist, Optometrist. These letters and medical reports inform the school on the necessary supports for your child in the classroom and allow Assessment Provisions to be allocated to a student.

Students without a diagnosed disability who have an identified learning need, may undergo Literacy Testing during Term 1 to determine if provisions can be provided. Students without a diagnosed disability who have an identified social-emotional need, are encouraged to meet with the Learning Support Team to discuss the support that may be required.

If you have any questions about how to access support for your child, or to discuss any concerns, please contact the Learning Support Team so a meeting can be arranged.

Kate Te Moana

Learning Support Coordinator

Kate.temoana@mn.catholic.edu.au

College Counselling Service

Availability and Referral Process

The College counselling service is provided by School Counsellors who are available each day of the week. The counselling service provides learning assessments and counselling for students. (A confidential referral form would need to be completed by the student that is given to the counsellor prior to the first meeting)

Students can access this service through the following options:

1. Students can self-refer by speaking with their relevant Leader of Wellbeing and Engagement or with the administration staff in Student Services.
2. Parents can refer their child by contacting their child's relevant Leader of Wellbeing and Engagement.
3. Staff can refer students, after speaking with both the child and the relevant Leader of Wellbeing and Engagement.
4. The Leader of Wellbeing and Engagement can refer students.
5. Learning Support Leader of Learning can refer students for learning assessments, with parental consent.

Student Leadership

Students at the College have the potential for leadership from Years 7-12. They are called upon to demonstrate 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 assemblies, organise House Day celebrations and play pivotal roles in College events.

Tutor Group Representatives

Tutor Group Representatives will be elected in Semester 1 & Semester 2 for students in Years 7 – 11.

The Tutor Group Representatives help to organise the daily Tutor Group and support the Tutor Group Teacher.

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. The College Leaders and House Leaders form the Student Representative Council.

There is a Leadership Formation Program held for the elected Year 11 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. These students then join the weekly meetings which are largely student driven.

The Year 12 Student Leaders attend a Marist Leadership Conference at Mittagong with student leaders from other Marist schools in New South Wales and the Diocesan Leadership Retreat where they form connections with other senior leaders from across the Diocese.



Mobile Phones and Wearables (smart watches & air pods)

Years 7-10

The College recommends that mobile phones are not brought to our site. Should students bring mobile phones then they are to remain switched off and out of site from the first bell at 9am until the end of Period 5 at 3.10pm. Phones *do not* substitute for a laptop device. Laptops must be fully charged each day to ensure they can be used for each period throughout the day.

Students may use a phone upon arriving at school before 9.00am. However, after 9.00am parents will not be able to contact their child via the mobile phone. If a message is left, students can check their phone at 3.10pm when phones may be switched back on.

Students are responsible for all possessions throughout the day including laptops and mobile phones.

Exceptions to these expectations include:

- Students who have diabetes and need to use a mobile phone to monitor blood sugar levels or other known medical conditions that requires mobile monitoring.
- If a student seeks permission in advance from a teacher to answer a call as part of an emergency.

Please note:

- Students are not to use a phone at the canteen and as such will need an Eftpos card or cash. Alternatively, orders can be placed using the QKR app or at the school canteen before 8.45am each day.
- The same expectations apply to smart watches/air pods as per a mobile phone device.

Years 11-12

Students are not to use a mobile phone during class time, at Assembly or Year Meetings except under the explicit direction of the teacher. Mobile phones are not allowed in examination rooms under any circumstances. Students carrying mobile phones into such spaces risk a determination of malpractice which carries significant penalties. Mobile phones are allowed during Study periods for appropriate usage.

Mobile Phone Security

Mobile phone security is the responsibility of students. The College does not take responsibility for the personal property of students, and they are not covered by College insurance.

Student Attendance Procedures and Absences

It is of great importance in all years that wherever possible students do not miss learning opportunities due to absences. This is of particular significance when absences impact on assessments.

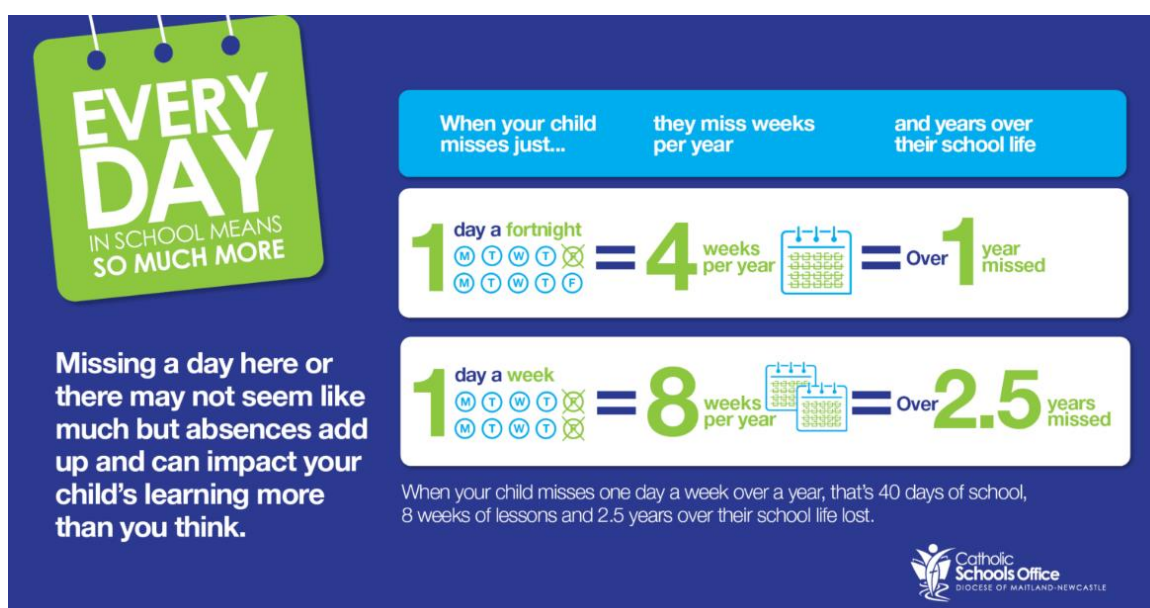
Research clearly shows a strong correlation between students who have an excellent attendance record with higher educational outcomes.

The Diocesan and State Department of Education's goal is for all students to have an attendance rate of 90% and above. Students who do not meet this benchmark will receive communication from the College indicating improvement is needed.

Parents/Carers are asked to be aware of the following requirements regarding student leave.

- To comply with government regulations absences must be authorised by parent/carers within seven (7) *school* calendar days of the absence occurring.
- Student absences can be:
 - telephoned directly to Student Services on 4961 2110
 - emailed to studentservices@hamilton.catholic.edu.au

- full day absences only, can be entered via Compass
- Any non-essential appointments should be made outside of school hours. It is important that learning time is not disrupted by admin staff contacting class teachers for students to leave early.
- Students who wish to apply for extended leave must have a parent/carer contact student services to advise the number of days their child will be absent. If necessary, parents/carers will be asked to complete the appropriate CSO endorsed leave form. This will then need to be submitted to Student Services at least two weeks prior to any extended leave.
- Students arriving late must sign in at Student Services using their Student ID Card. Parent/carers can explain late arrivals by phone or email within seven (7) school calendar days of the absence.
- Senior students (Years 11-12) who need to leave early throughout the day must have a parent/carer phone the College or email Student Services. Once students are signed into the College, they are not permitted to leave the grounds without permission
- Junior students (Years 7-10) who need to leave early throughout the day must have a parent/carer phone the College or email Student Services. Students will not be permitted to leave the College grounds on their own. They must be accompanied by a parent or caregiver.
- SMS messages regarding student absence are automatically sent each morning by the College unless Student Services has been notified in advance. Please note, a student may arrive to school late but sign in before the text message is sent home. Parent/carers will need to refer to Compass to check if their son/daughter is arriving to school on time.
- Should parent/carers have issues arise that impact on their child's attendance it is important that they contact their child's relevant Leader of Wellbeing and Engagement, or Assistant Principal to discuss this matter further so that the appropriate support can be arranged.
- Each week an attendance update will be sent to each family where unexplained leave is noted, to ensure optimal attendance occurs for all students throughout the school year. Parents/carers are encouraged to work in partnership with the College if attendance concerns arise for their children.



Behavioural Expectations

Anti – Bullying Policy

The college follows the CSO policy on Anti-Bullying.

Procedurally at the College the following guidelines apply:

- Parents, teachers, students and the community are made be aware of the diocesan anti-bullying policy.
- Professional development is provided for staff in relation to bullying, harassment and proven counter measures.
- The College community is provided with input relating to bullying, its characteristics and the College's programs and response.
- Programs that promote resilience, life and social skills, assertiveness, conflict resolution and problem solving are provided.
- Students and staff are encouraged to report any incidents of bullying.
- Parents are encouraged to contact school if they become aware of a problem.
- Positive anti-bullying behaviour is recognised.
- If student bullying persists, parents will be contacted, and consequences implemented consistent with the Diocesan Code of Conduct.
- If staff bullying persists the Principal will commence formal disciplinary action.

The consequences for a student who has been the perpetrator of bullying may involve the following:

- Exclusion from classes and/or the yard
- College suspension

The College endeavours to offer appropriate support mechanisms for both the victim of bullying and the perpetrator of bullying. These strategies may vary between incidents but may include the following:

- Counselling provided by the College
- Counselling provided by an External Agency
- Monitoring by the College Wellbeing Team

Curriculum Expectations

Education at St Francis Xavier's College 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 could be used as weapons), abetting the presence of unauthorised persons on the site and threats of violence.

Cyber and phone activity: Using the internet /social media 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. Each student is responsible for their own property each day while on site.

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/carers and the College.

Consequences of Serious Breaches in Expectations

Students can expect that 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.

Student Uniform

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.
- 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. If St Francis Xavier's College 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!

Wearing the correct uniform is important both to and from school and throughout the school day. High standards exist across the College in all areas of school life, and as such we look for parent/carer support to ensure these standards are maintained.

For those students who continually fail to comply with these school uniform expectations then the consequences may result in a detention for the student.

Students will be given three opportunities to address a uniform concern. If this is not addressed, a lunch detention will be issued. Students who fail to attend the detention or who do not address the uniform concern in a timely manner may be placed on an after-school detention or be asked to come in for a parent/carer/student meeting.

For out of uniform days, students must comply with WH&S Regulations meaning covered in shoes are required to be worn. No inappropriate clothing to be worn.

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

Uniform Expectations

All students are expected to uphold the College's uniform standards with pride and consistency. The following guidelines outline the expectations for wearing the uniform:

General Expectations

1. The full College uniform is to be worn on all school days. Regular uniform checks will be conducted. Students who consistently disregard the uniform expectations will be placed on detention.
2. Skirts must be worn at an appropriate length for school. The waistband is to remain intact and must not be rolled over. Skirts are to be worn as designed and purchased.
3. Boot style footwear is also not within the Uniform Policy
4. No non uniform articles to be worn, including visible undershirts.
5. Visible tattoos are not in keeping with our uniform standards and must be covered at all times.
6. Extreme hairstyles, unnatural hair colours, hair tattoos, or line art are not permitted. Boys must keep facial hair tidy and well-trimmed.
7. Other items such as beanies, coloured scarves and hoodies are not to be worn.

Junior Students (Years 7-10)


1. Full College uniform must be worn daily. Regular checks will be conducted.
2. Skirts must be worn at an appropriate length. Waistbands must remain intact and not rolled.
3. No non uniform articles to be worn, including visible undershirts.
4. Make-up is to be of a natural appearance only. No false eyelashes and nail polish is to be of a natural colour.
5. No facial ring piercings including septum rings are to be worn. One metal bracelet/bangle per hand, one set of small sleeper or stud earrings, one metal ring on each hand, one metal necklace only.
6. Extreme hairstyles, unnatural hair colours, hair tattoos, or line art are not permitted. Boys must keep facial hair tidy and well-trimmed.
7. Students in Years 7–10 must not wear Mary-Jane style shoes due to WHS requirements for TAS subjects. Boot-style footwear is also not permitted under the College Uniform Policy.
8. Sports uniform may only be worn:
 - a. On the day of their practical PDHPE Lesson (Students will be informed by their PDHPE teacher which day their practical lessons will occur)
 - b. On Fridays for mandatory sport

Senior Students (Years 11-12)

1. No excessive jewellery. A solitary nasal stud is acceptable.
2. Facial ring piercings, including septum rings, are not allowed.
3. During terms 2 and 3, the College blazer is to be worn as the mandatory outer garment. It is to be worn to and from school each day.
4. Sports uniform is only to be worn during practical Sports Coaching or SLR lessons. Students will get changed into practical gear as part of the lesson time and then return to their formal uniform before moving to the next class.
5. Year 12 Jerseys are to be worn on Fridays only. Jerseys are not to be worn on any other day, including underneath the blazer.

Student Uniform

| JUNIOR BOYS SUMMER – TERMS 1 & 4 | SENIOR BOYS SUMMER – TERMS 1 & 4 |
|--|---|
| <ul style="list-style-type: none"> • Short Sleeve College Pinstripe Blue Shirt • Charcoal College Shorts • Blue Soft Shell College Jacket • Blue College Woolen Jumper (Optional) • Grey Crew Length Socks with Blue & Yellow Stripe • Black Polished Leather School Shoes • College Bucket Hat • Black Leather Belt (Optional) | <ul style="list-style-type: none"> • Short Sleeve College Blue Shirt • Charcoal College Shorts or • Charcoal College Trousers • College Woolen Jumper (Optional) • College Blazer (Optional) • Grey Crew Length Socks • Black Polished Leather School Shoes • College Tie (Optional) • Black Leather Belt (Optional) |
| JUNIOR BOYS WINTER – TERMS 2 & 3 | SENIOR BOYS WINTER – TERMS 2 & 3 |
| <ul style="list-style-type: none"> • Short Sleeve College Pinstripe Blue Shirt • College Tie • Charcoal College Trousers • Blue Soft Shell College Jacket • Blue College Woolen Jumper (Optional) • Grey Crew Length Socks with Blue & Yellow Stripe • Black Polished Leather School Shoes • College Bucket Hat • Black Leather Belt (Optional) | <ul style="list-style-type: none"> • Short Sleeve College Blue Shirt • College Tie • Charcoal College Trousers • College Woolen Jumper (Optional) • College Blazer (Compulsory) • Grey Crew Length Socks • Black Polished Leather School Shoes • Black Leather Belt (Optional) |
| JUNIOR GIRLS SUMMER – TERMS 1 & 4 | SENIOR GIRLS SUMMER – TERMS 1 & 4 |
| <ul style="list-style-type: none"> • Short Sleeve College Pinstripe Blue Blouse • Charcoal College Skirt or • Charcoal College Shorts or • Charcoal College Pants • Blue Soft Shell College Jacket • Blue College Woolen Jumper (Optional) • Blue Crew Length Socks • Black Polished Leather School Shoes • College Bucket Hat • Black Leather Belt (Optional) | <ul style="list-style-type: none"> • Short Sleeve College Blue Blouse • Tartan College Skirt or • Navy Pinstripe College Pants • College Woolen Jumper (Optional) • College Blazer (Optional) • Blue Crew Length Socks • Black Polished Leather School Shoes • Black Leather Belt (Optional) |

| JUNIOR GIRLS WINTER – TERMS 2 & 3 | SENIOR GIRLS WINTER – TERMS 2 & 3 |
|---|--|
| <ul style="list-style-type: none"> • Short Sleeve College Pinstripe Blue Blouse • College Tab Tie • Charcoal College Skirt to be worn with Charcoal Opaque Tights or • Charcoal College Pants worn Full Length with Blue Crew Length Socks • Blue Soft Shell College Jacket • Blue College Woolen Jumper (Optional) • Black Polished Leather School Shoes • College Bucket Hat • Black Leather Belt (Optional) | <ul style="list-style-type: none"> • Short Sleeve College Blue Blouse • Tartan College Skirt to be worn with Navy Opaque Tights or • Navy Pinstripe College Pants worn Full Length with Blue Crew Length Socks • College Woolen Jumper (Optional) • College Blazer (Compulsory) • Black Polished Leather School Shoes • Black Leather Belt (Optional) |
| SPORTS UNIFORM | |
| <ul style="list-style-type: none"> • College Sports Shorts or • College Tracksuit Pants • College Sport Polo Top • College Soft Shell Jacket • White Socks with Blue & Yellow Stripe • Sport jogger of choice (not recreational style shoe) • College Bucket Hat | |
| | |
| <p style="text-align: center;">SFX ALINTA UNIFORM SHOP</p> <p style="text-align: center;">Corner Parkway Ave & Everton St Hamilton</p> <p style="text-align: center;">P: 0413 474 519</p> <p style="text-align: center;">E: stfrancisxaviers@alinta.com.au</p> <p style="text-align: center;">OPENING HOURS</p> <p style="text-align: center;">Tuesday 8:30am – 12:30pm &</p> <p style="text-align: center;">Thursday 10:30am – 12:30pm</p> |  |

Uniform Fitting Information

Welcome to St Francis Xavier's College. We look forward to meeting you at your uniform fitting. New students are required to book a fitting appointment. We encourage you to schedule your appointment as soon as possible to avoid extended queues.

The booking calendar will be open from September.

Our fitting weeks for 2026 students will be:

Year 11 SCM & Non Pathway: Thursday 23 October to Monday 27 October

Year 11 TCC: Tuesday 28 October to Friday 31 October 2025

Year 7: Monday 3 November to Friday 7 November 2025

We are ready and excited to get you fitted for this new chapter - don't leave your uniforms until the last minute!

REGISTER



Visit www.alintaapparel.com.au

Select 'Uniform Shop' then 'Register'



BOOK YOUR FITTING APPOINTMENT

Sign in to your account, select 'Appointment' and choose from the available appointment times. To cancel or reschedule your appointment, go to 'My Account' then 'Appointments Calendar'.



SHOP ONLINE

Once you know your sizing, shop at your convenience with our 24/7 online shopping. Order for Click and Collect from the Uniform Shop or home delivery to your nominated postal address.



TRADING HOURS

Sign in to your account and select 'Home' to view our regular and extended trading hours.



FLEXIBLE PAYMENTS

We accept Card and EFTPOS - we accept Mastercard and Visa only. Layby is available with a 20% deposit.



OUR POLICIES

Sign in to your account and select 'Home' to view our flexible return, exchange and warranty policies.



CUSTOM SIZING

We offer custom sizing for any students who may require it. If you think this may be you, please contact the Uniform Shop as soon as possible to arrange an earlier appointment - custom items have a lead time of 3 months.



0413 474 519



stfrancisxaviers@alinta.com.au



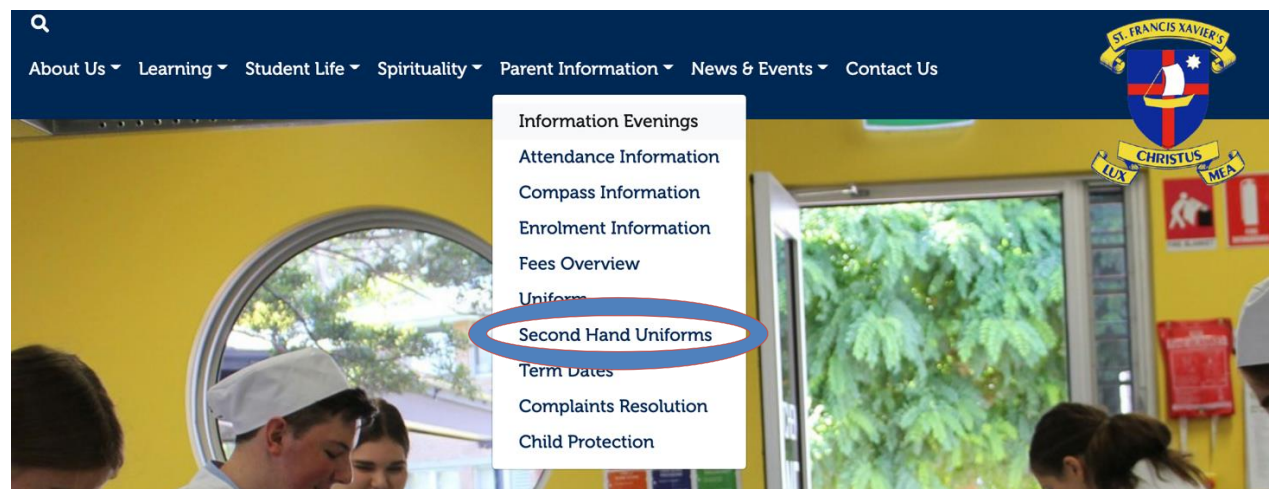
The Uniform Shop @ St Francis Xavier's College - 286 Parkway Avenue, Hamilton NSW 2303



Second Hand Uniform (Year 11-12 students only)

For a second hand uniform the College offers 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: 

- 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 decide 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.

Illness and Injuries at the College

For students who are too sick to remain at the College, contact will be made with parents or carers and a request made for them to be collected. The same arrangements apply for minor accidents. However, in the case of a serious accident, an ambulance may have to be called, or emergency treatment requested. Your signature on the enrolment papers gives the College the authority to do this. At all times, every effort will be made to make immediate contact with parents or carers. Please ensure that all parental/carers and emergency contact details are always current and updated.

All students, staff and their families should follow NSW Health's advice to reduce illnesses that may affect schools such as the flu, etc.

- Stay home if unwell or showing even the mildest of symptoms,
- Keep up to date with vaccinations – including the flu vaccine, which is available from your local GP, pharmacy or Aboriginal Medical Service,
- Practice good hand hygiene by washing regularly with soap and water.

Administering Medicines in Schools

Students with specific health care needs or medical conditions must have a current medical management plan, detailing prescribed medication and dosage by their medical practitioner (ongoing condition). Plans must be completed by a treating medical professional and include:

- Anaphylaxis Action Plan (ASCIA template)
- Asthma Action Plan
- Diabetes Management Plan
- Epilepsy Management Plan
- Any other relevant health care plan

Prescribed medication must be in a suitable container and clearly labelled with the student's name, the name of the medication, the details of required dosage, be in original packaging and be within the expiry date. The prescribed medication must be left with the school's prescribed first aid officer, in the Student Services Office.

Prescribed medication should not remain in a student's possession. Non-prescription medication (e.g. Panadol) cannot be administered at school unless written authorisation from a medical practitioner is provided.

Parents/carers must promptly inform the school of any changes to medication or dosage. Updates must be in writing. A new consent form and updated medical plan may be required.

All staff have undertaken CPR and Anaphylaxis Awareness training and are aware of Anaphylaxis Procedures for Schools.

St Francis Xavier's College Road Safety Procedures

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

- Constantly reminding students about their responsibility as drivers, passengers, cyclists or other road users.
- Providing supervision each afternoon as students are departing the College.
- Requesting that any staff member or volunteer who will be transporting students provide evidence of a current driver's license and insurance cover.

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

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.

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.

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

Students must follow road rules in relation to parking across driveways, close to intersections and in no-parking zones.

Students are not to walk along the median strip along King Street but must use the pedestrian crossing and lights appropriately.

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 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.

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

Students riding a bike to school, need to store it in the designated area and use a lock to secure their bike and helmet during the day while on site.

Students riding a skateboard or scooter to school, must abide by road rules and expectations and do so in a safe manner. Arrangements can be made with the relevant LOWE for storage of these items during the school day.

The school accepts no responsibility for the security of personal items if they are brought to school.

Student Driver Expectations

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 student driver form has been returned to Student Services.
- 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.

If expectations are breached, then the student may face significant disciplinary consequences.

Students who drive to and from school are required to complete a *Student Driver Form*, which includes details about their vehicle. This form is available on Compass under Community > School Documentation > Student Forms.



Bus Transport Options

Please find below information regarding transport options for St Francis Xavier's College students.

School Travel Passes

Applications for school travel passes through Transport NSW are now open.

The School Student Transport Scheme (SSTS) gives eligible school students free or subsidised travel between home and school on NSW public transport, including trains, buses, ferries and light rail.

Depending on where you're travelling, you may receive a free school travel pass, a School Opal card, or both. Please visit Transport NSW in the link below, to learn about eligibility criteria and apply for a travel pass.

<https://transportnsw.info/school-travel-apply>

[Other useful links and resources can be found here.](#)

Bus routes to St Francis Xavier's College

Both school specific and public buses provide a network of transport options from Newcastle suburbs to St Francis Xavier's College. A selection of key routes in our areas are shown on the below map.

Please see up to date, interactive maps and timetables for both morning and afternoon routes in these links:

Timetables

Timetables for the relevant school and public bus routes are available here:

- Route 22 – Charlestown to Newcastle West via Merewether:
<https://transportnsw.info/routes/details/hunter-buses-network/22/73022>
- Route 743 – Merewether, The Junction and Hamilton areas:
<https://transportnsw.info/routes/details/school-buses/743/73743>
- Route 12 – Merewether, Newcastle and Hamilton areas: <https://transportnsw.info/routes/details/hunter-buses-network/12/73012>
- Route 13 – Lambton, Hamilton and Newcastle West areas:
<https://transportnsw.info/routes/details/hunter-buses-network/13/73013>
- Route 28 – Adamstown Heights, Broadmeadow and Hamilton areas:
<https://transportnsw.info/routes/details/hunter-buses-network/28/73028>

There are many more bus routes available. You can also search specific bus routes through transport NSW

<https://transportnsw.info/routes/bus>

Other information

We have been working closely with bus providers and Transport NSW, and we encourage students to access both the school bus routes, and the public bus routes to ensure we disperse patronage across the network.

In Term 1, we strongly encourage students to tap on and off with their bus passes each morning and afternoon, as this assists the bus providers and our school network to understand usage and advocate for additional transports, as may be required.

Please contact the St Francis Xavier's College school office if you have any specific questions or concerns.

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 6 or Year 10?

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

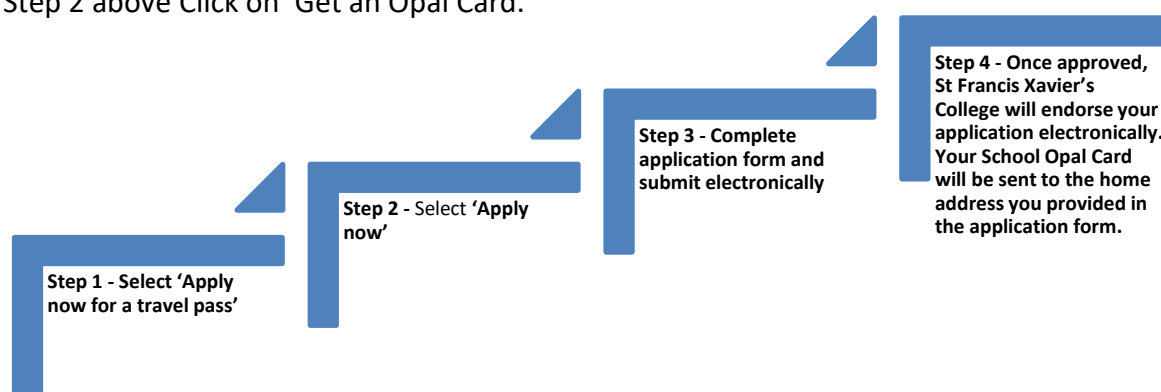
- Step 1 Select 'How to apply' then 'Who needs to submit a new application'
- Step 2 Click on 're-apply or update your details'
- Step 3 Select 'Update student details.'
- Step 4 Select 'Reapply as the student is changing school, campus, home address, name or repeating a Year'. Click 'Next'
- Step 5 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.

As per Step 2 above Click on 'Get an Opal Card.'



Fee Information 2026

Fee Statements

Fee statements will be emailed in accordance with your completed fee responsibilities form.

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 2026. 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 2026 fees are not currently available, however as a guide we have included the 2025 fees.

College Fee Information

Please note that it is expected there will be an increase to all fees in 2026.

2025 College Fee Structure

| Description | Yearly Amount |
|--|---|
| 2025 Tuition Fee per Student | *\$3245 Year 11 & 12 *\$2189 Year 7-10 |
| * 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 | |
| 2025 per family (eldest child) | \$1645 |
| The Diocesan Family & School Building Levy is a compulsory fee; it is not tax deductible. | |
| 2025 Year 12 Resource Fee per student | \$850 |
| 2025 Year 11 Resource Fee per student | \$900 |
| 2025 Year 7 Resource Fee per student | \$1050 |

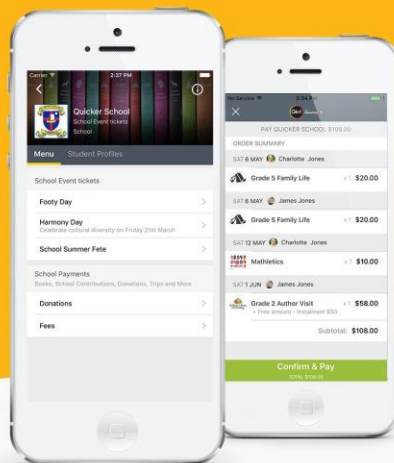


For quicker, hassle-free school payments, try Qkr! today

Introducing Qkr! (pronounced 'quicker') by MasterCard, the secure and easy way to order and pay for school items from your phone at a time and place that suits you.

With Qkr you can:

- Pay for school fees, uniforms, excursions and more;
- See your receipts on the app and get them sent by email if required.



Getting started is easy - try it yourself today

Step 1 Download Qkr!

on your Android phone or iPhone. iPad users can download iPhone app



Step 2 Register

Select your Country of Residence as 'Australia' and follow the steps to register

Step 3 Find our school

Our school will appear in 'Nearby Locations' if you're within 10km's of the school, or search for our school by name.

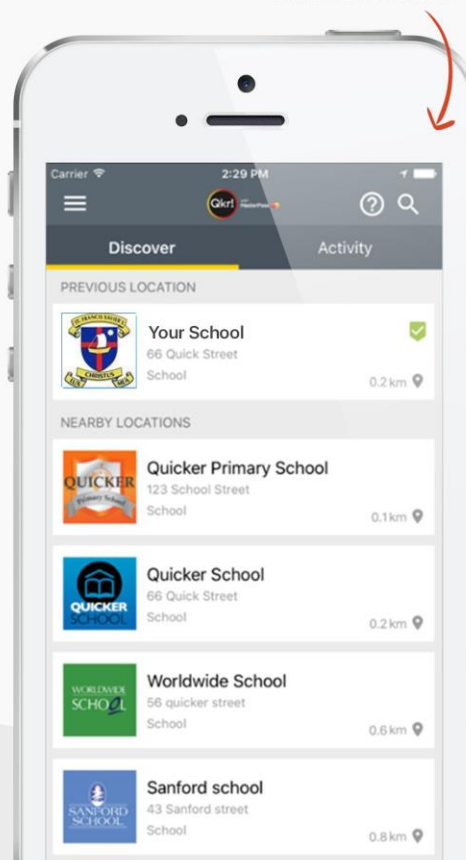
Step 4 Register your children

When first accessing our school you will be prompted to add a student profile for your child. This allows you to make orders and payments for them.

Search for our school name

If you have made a purchase you can select our school from 'Previous Location'

If you're within 10 kms of the school, you can select our school from 'Nearby Locations'



SFX BYOD Program

While there are countless BYOD devices with vast price variations, the following table provides some *minimum* specifications that need to be present for a device to be effective in the classroom.

| SUPPORTED HARDWARE REQUIREMENT MINIMUMS | | | |
|---|-------------------------------|--|--|
| | Minimum | Recommended | Avoid |
| Processor | Intel i3 or AMD Ryzen 3 | Intel i5 or AMD Ryzen 5 | <ul style="list-style-type: none">• Intel Celeron• Intel Pentium• AMD Athlon• Mechanical HDDs• eMMC Memory |
| RAM | 8GB | 16GB | |
| Hard Drive | 128GB SSD | ≥ 256GB SSD | |
| Screen | 10 inches diagonally | >10 inches diagonally | |
| Operating System | Windows 11 | Windows 11 | |
| UNSUPPORTED DEVICES | | | |
| <ul style="list-style-type: none">• Apple iPad• Android Tablets• Google Chromebooks | | | |
| *Apple iPads, Android Tablets and Google Chromebooks do not provide a full desktop experience conducive to educational products SFX utilises in the school curriculum across IT, Arts and Technology courses. | | | |
| SOFTWARE | | | |
| Microsoft Office | Included | Please do not purchase as a subscription is provided with enrolment at SFX. | |
| Antivirus Software | Not required | Modern operating systems have adequate virus protection incorporated, and third-party software often interferes with connecting to the school Wi-Fi. | |
| WARRANTY, IT SUPPORT AND INSURANCE | | | |
| Extended Warranty | Parent decision – recommended | New devices by law come with a 12-month warranty. Suppliers often offer extended warranty for the intended life span of the device (3 years). | |
| IT Support | Parent decision | Suppliers often offer 24-hour IT support at an additional cost. The school helpdesk is open 8am – 4pm. | |
| Insurance and Accidental Damage Protection | Parent decision – recommended | NB: Personal student property is not covered by College Property Insurance. In a school environment, there is an obvious potential for devices to be damaged. Accidental Damage Protection provides you with assurance that if the device is damaged, that it will be fixed. Check the terms and conditions as there may be an excess on claims. | |
| ACCESSORIES | | | |
| Protective Case | Essential | Various types but the best form of protection is a hard carry case. | |
| Headphones | Recommended | Headphones are recommended for NAPLAN, CoGAT and PAT independent testing. | |

NB: We do not accept responsibility for the damage of personal property including BYOD devices

SAFEGUARDING IN DIOCESAN SCHOOLS

The Catholic Diocese of Maitland-Newcastle has an absolute and abiding commitment to promote the safeguarding of children and vulnerable adults.

The Office of Safeguarding, established in 2019 and whose director answers to the Bishop's Office, is charged to oversee the whole of the Diocese's safeguarding of children and vulnerable adults, including the students in our system of schools.

As a parent sending your child to a diocesan school, you are expected to be an active participant in safeguarding your child's wellbeing. To do so, it's important that you have the best information available to you. The [Office of Safeguarding website](#) offers comprehensive details of the Diocese's approach to safeguarding children. You are also encouraged to be an active participant in the life of your school.

As a parent of a diocesan school student, if you are concerned for:

- the safety, welfare or wellbeing of one or more children in the school
- the conduct of a member of staff, a volunteer, contractor or other adult associated with the school

.... you are able to:

- discuss your concerns with a teacher, assistant principal or principal
- talk to a case manager at the Office of Safeguarding (4979 1390 Mon-Fri 9-5pm)
- report your concerns to the Department of Communities and Justice's (DCJ) Child Protection Helpline (132 111, 24 hrs/7 days) if your concerns constitute a risk of significant harm
- report to NSW Police if you believe a crime has been committed.

**Who can I tell if
I don't feel safe?**

- ▶ Mum or Dad
- ▶ Grandma or Grandad
- ▶ Aunty or Uncle
- ▶ Teacher or Neighbour
- ▶ Policeman or Doctor

Who else can I get help from

- ▶ Emergency – **000**
- ▶ Kids Helpline – **1800 55 1800**
www.kidshelpline.com.au
- ▶ Dept. of Communities & Justice
(formally FaCS) – **13 21 11**
- ▶ Lifeline – **13 11 14**

Office of Safeguarding

P 02 4979 1390
www.officeofsafeguarding.org.au



Our commitment



As the Bishop of Maitland-Newcastle I expect us all to be attentive to the safety, welfare and wellbeing of every child and vulnerable adult in everything we do in the name of the Church. Each one of us is responsible to ensure we are aware of the signs of abuse, that we know how to respond to a disclosure of abuse and we know how to report our concerns. Most importantly, I require every worker in the Diocese to be prepared, should the situation ever arise, to call out the unsafe or abusive behaviour of colleagues and workmates. The conduct we walk past is the conduct we condone.

– MOST REV BISHOP MICHAEL KENNEDY

THE DIOCESE IS COMMITTED TO:

- ▶ Fostering communities of safeguarding, including open and respectful communication about issues of safeguarding with individuals, families and groups
- ▶ Upholding the dignity and rights of all children and vulnerable adults and empowering them to have their voices heard
- ▶ Training all workers in safeguarding knowledge and skills including indicators of abuse, supporting people to disclose and report abuse
- ▶ Working with statutory authorities to notify alleged abuse and actively support them to investigate those allegations
- ▶ Developing our risk assessment and management systems for all diocesan activities and personnel
- ▶ Developing the breadth and depth of our auditing and compliance regimes
- ▶ Improving our compliance with the NSW Child Safe Standards and the National Catholic Safeguarding Standards.

Complaints Resolution and Feedback

The Catholic Schools Office (CSO) and all schools within the Diocese of Maitland-Newcastle are committed to fostering a positive, respectful, and safe environment for every member of our school community. This includes students, staff, families, and visitors. We believe that every person has the right to feel valued, heard, and supported in their learning and working environment.

While we strive to uphold the highest standards of care and conduct, we understand that concerns may occasionally arise. These concerns might relate to behaviour, decisions, or situations that appear to be unfair, inappropriate, or not in line with our values. In such cases, it is important that students and families know how to raise their concerns in a constructive and respectful way.

To ensure transparency and fairness, we have a clear Complaints Process in place. This process outlines how concerns can be raised, who to speak to, and what steps will be taken to address the issue. We encourage open communication and aim to resolve matters promptly and thoughtfully.

To learn more or to raise a concern, please refer to our [Complaints Resolution & Feedback](#).

Key Policies

Catholic Schools Office Key Policies

The Maitland-Newcastle Catholic Diocese has its policies accessible through the Catholic Diocese of Maitland-Newcastle policy library and individual school policy pages.

Core policies cover enrolment, attendance, and behaviour management, with a commitment to child safeguarding, student wellbeing, and diverse learning needs. Other key areas include fees, use of mobile phones, and professional conduct.

For the most comprehensive and up-to-date collection of policies applicable across the Diocese, visit the [Catholic Diocese of Maitland-Newcastle policy library](#).



Student/Parent Acknowledgement Agreements and Information Appendices

- Appendix 1 - Religious Education Agreement (7-12)
- Appendix 2 - Statement of Understanding (7-12)
- Appendix 3 – ICT Acceptable Use Student Agreement (7-12)
- Appendix 4 - Permission for Off Site Activities (7-12)
- Appendix 5 - Disability Provisions 2026 (11-12)
- Appendix 6 - Volunteer: Expression of Interest (7-12)
- Appendix 7a - Personal Protective Equipment Agreement (11-12)
- Appendix 7b - Personal Protective Equipment Requirements (11-12)
- Appendix 8 - Unique Student Identifier (USI) (11-12)

Instructions for student/carer

1. Please read these documents carefully.
2. Parent/Carer to discuss the information in these documents with your child.
3. All Students and Parents/Carers are required to acknowledge the above documents by completing the Compass Insight form (refer to Compass).
4. The Student and Parents/Carers Acknowledgement Insight will need to be completed in Compass prior to your enrolment interview (Year 11 Enrolments).
5. The Student and Parents/Carers Acknowledgement Insight will need to be completed in Compass prior to the Year 7 Student Orientation Day and Parent Evening (Year 7 Enrolments).



Religious Education Agreement

Years 7 - 12

Religious Education is the foundation of our existence as a College. Academic studies in Religion comprise a compulsory and core aspect of the curriculum. These courses are designed to engage students in a deeper understanding of the role of religion in our society.

Further to these studies, our College 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

Year 12 Retreat participation is mandatory.



Statement of Understanding

Years 7 - 12

Students 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 six years of 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 media 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.

ICT Acceptable use Student Agreement

Secondary - Years 7 - 12

Instructions

This agreement is informed by the Diocesan ICT Acceptable Use Procedure. It translates key points from the procedure into student-friendly language, outlining the rules and expectations for using ICT resources across our Diocesan schools. This includes all ICT facilities, assets, services, and materials owned or managed by the Diocese, as well as any Bring Your Own Device (BYOD) arrangements. Please read the agreement carefully before completing the acknowledgement via Compass. The procedure and student agreements are available on the MN Catholic Schools website for future reference.

Definitions

| TERM | DEFINITION |
|------------------------------|--|
| User | A user or authorised user is a person who has been provided with a username and password by the Diocese to access Diocesan ICT Services. This includes workers, parents/carers and students. |
| Bring Your Own Device (BYOD) | Any digital device owned, leased, or operated by an authorised user of the Diocese when connected to Diocesan ICT Services. |
| ICT | Means information and communications technology within the remit of the Diocese or its agencies. |
| ICT Asset | Means any hardware, software, cloud-based services, communication devices, data centres or networks that are owned by the Diocese or provided by the Diocese, to users. |
| ICT Resource | Means any ICT service, ICT asset or digital information. |
| ICT Services | Facilities and services provided to an authorised user, including software, communication devices and computing infrastructure under the control of the Diocese (or a third party provided on the Diocese's behalf) that provides access to information in an online or electronic format. |
| Incidental personal use | Means use by an individual user for occasional personal communications. Users are reminded that such personal use must comply with the ICT Acceptable use procedure and all other related policies, procedures and rules. |
| Mobile device | A mobile device is any portable, wireless computing device that can connect to the internet. This includes, but is not limited to: smartphones, tablets, wearables (like smartwatches), e-readers. |
| Inappropriate | Means any content that is not suitable for the school environment. This includes but is not limited to: <ul style="list-style-type: none"> • offensive language that is intended to offend and demean others • gambling references • discriminatory language • discussion or content that promotes or instructs on illegal activities. Etc. This also includes anything that would be identified as a breach of other school policies for behaviour and wellbeing. |

| | |
|-------------------------|---|
| Objectionable | Means material or content 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. |
| Social Media platforms | Social Media platforms refers to digital platforms and technologies that enable users to create, share, engage with content and interact with other users via messaging and commenting in real time. This refers to all social media platforms including but not limited to: Facebook, Reddit, Snapchat, TikTok, X, Instagram, Pinterest, and Discord. Noting exceptions may apply to platforms that serve educational purposes when approved by the diocese and deemed safe for student use. |
| School | Refers to all areas within the boundaries of the school property, including but not limited to classrooms, bathrooms, playgrounds, sports fields, carparks, and any buildings or facilities owned or operated by the school or Diocese. |
| School Hours | Refers to the time at which the school opens and concludes at dismissal at end of the school day. In school related settings, school hours refer to the duration of the school-related events. |
| School related settings | Refers to school-related events taking place outside of school grounds where there is a clear and close connection between the school and the conduct of students, such as excursions, camps, representative sport, social events. |

Rules and guidelines for use of ICT- Secondary

I can:

- I can use Diocesan ICT resources to support my learning and school-related activities.
- I can use Diocesan ICT resources for incidental personal use ONLY at specified times when I am given permission by school staff and when it does not interfere with completion and engagement in schoolwork or school activities.

I will:

I will use Diocesan ICT resources safely, responsibly and ethically. This includes but is not limited to:

- Treating Diocesan ICT assets such as iPads, laptops, displays, robots, drones, printers etc, with care when using, transporting and/or storing.
- Locking or logging off a device when leaving it unattended.
- Obtaining permission from teacher and others before taking photos, videos, or recordings for learning purposes.
- Reporting any security breaches and damage/breakages of ICT assets to teacher or school staff member.
- Using online tools and platforms for learning purposes only.
- Interacting and collaborating with other students in a mature and respectful manner when online and while using digital tools and platforms, in line with all school and Diocesan policies.
- I will ask permission from teacher or school staff member before using any Diocesan ICT resource. This includes but is not limited to;
 - logging onto a device
 - opening an application and
 - accessing the internet.
- If I am unsure whether I am allowed to do something when using Diocesan ICT resources, I will ask a teacher or school staff member first.
- I will keep my passwords and account details secure, up-to-date and not share them with others.
- I will use Diocesan ICT resources to communicate with teachers and other students about school-related matters only.
- I will report any inappropriate or suspicious activity involving myself or other students to a teacher or school staff member. This includes any accidental or intentional access to inappropriate or objectionable content online or via Diocesan ICT resources. If I accidentally access inappropriate or objectionable material, I will:
 - not show others
 - minimise the window or close the screen and
 - report the incident to a teacher immediately
- I will respect the privacy and intellectual property of others by not accessing, copying, or sharing their work without permission.
- I will only use Diocese approved applications and ICT tools when using Diocesan ICT Resources. When using these tools, I will ensure that:
 - I use these tools in line with teacher instruction, school policies and Diocesan policies.
 - I do not enter any personal identifying information unless explicitly authorised.

- What I create is ethical, respectful and in line with the values and mission of the Diocese.

I will not:

- I will not use ICT accounts belonging to another user. This includes using devices or applications when another user is signed in, obtaining copies of or modifying another users' files or attempting to obtain or log in with another user's details.
- I will not misuse Diocesan ICT Resources. This includes but is not limited to:
 - Uploading or downloading excessive amounts of data for personal use
 - Unnecessary printing
 - Storage of any content not related to school in Diocesan provided cloud document storage or on Diocesan devices.
- I will not connect any other device to or attempt to install applications on Diocesan assets without a staff member's permission.
- I will not use my school email and accounts for anything other than school related learning activities. This includes but is not limited to use of school email to sign up for non-school related accounts such as social media and gaming platforms.
- I will not use Diocesan ICT Resources to:
 - access or attempt to access age restricted, inappropriate, offensive or objectionable content.
 - create, download, save, distribute or share inappropriate, offensive or objectionable content by copying, storing, printing and showing it to other people.
 - distribute information that could be reasonably regarded as misleading, false or harmful.
 - send or forward unsolicited messages, spam, chain emails, web links or jokes that are offensive or derogatory in any way.
 - engage in illegal activities or unethical purposes, such as hacking or violating copyright laws.
- I will not use email, personal device hot spotting or any other means to bypass blocks to any website, including social media, put in place by the Diocese. Any attempt to circumvent these restrictions is considered a violation of this policy.
- I will not use social media platforms during school hours at school and in school related settings, unless for educational purposes when specifically instructed by teachers, noting I must meet the minimum age requirements.
- I will not use Diocesan ICT resources or social media to:
 - share personal information or content about or including other students or school staff without their consent. This could be in the form of photos, videos, audio recordings or any other information referencing or related to other people. Personal information includes name, address, email address, phone number and any other details that can identify someone or their family.
 - post or share material that is fraudulent, harassing, threatening, discriminatory, objectionable or defamatory in relation to diocese, school, staff, students or volunteers at any time. This would be in breach of Diocese Anti Bullying and PBL policy.
 - harass, bully, or intimidate other students, staff or volunteers. This includes sending threatening or inappropriate messages, sharing offensive content, or engaging in any form of cyberbullying at any time. This would be in breach of Diocese Anti Bullying and PBL policy.

- I will not attempt to bypass security measures or access resources without permission. This includes but is not limited to the use of Internet Proxy anonymisers and unauthorised VPNs. The use of unauthorised VPN services may result in the automatic locking of user accounts and revocation of access.
- I will not engage in any activity that could harm or disrupt the ICT resources of the Diocese. This includes, but is not limited to:
 - Introducing malware
 - Engaging in hacking activities
 - Downloading unauthorised software or
 - Using ICT resources for illegal purposes.

I understand:

- I understand that my school may restrict access to Diocesan ICT Resources until I complete acknowledgement of this agreement.
- I understand these rules apply to any privately owned ICT assets (such as a BYOD laptops, tablet, mobile phone, USB drive etc) I bring to school or a school-related activity. Any images or material on such assets must be appropriate to the school environment.
- I understand that my use of the Diocese's ICT resources including browsing activities, email, messages and any other activity undertaken by me is monitored and reviewed by the Diocese. I also understand the Diocese may audit its computer network, Internet access facilities, computers and other ICT assets or commission an independent forensic audit. Auditing of the above items may include any stored content, and all aspects of my use, including email. I understand the Diocese reserves the right to restrict or block access to any website or application.
- I understand that there are age restrictions on many social media platforms which prohibit me from using them. I also understand that if I am found to be using an age restricted social media platform at school, my account may be reported.
- I understand that it is prohibited to post on social media or share by other means any material that is fraudulent, harassing, threatening, bullying, embarrassing, profane, obscene, objectionable, discriminatory, racist, sexist, intimidating, defamatory, or otherwise inappropriate or unlawful.
- I understand that there are consequences for inappropriate or unauthorised use of Diocesan ICT resources, which may include informing parents/carers, loss of access to Diocesan ICT Resources, disciplinary action, and/or legal consequences. I also understand that if I damage Diocesan ICT Resources 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.
- I understand that I must follow all relevant laws, regulations, and Diocesan policies when using ICT resources.

Agreement for Students and Parents/Guardians

This agreement acknowledges that the student and their parent/guardian have read, understood, and accepted the ICT Acceptable Use Procedure of the Catholic Diocese of Maitland-Newcastle (CDMN). A copy of the ICT Acceptable Use Procedure can be accessed via MN Catholic Schools/ MN Diocese Policies Library.

This acknowledgement is to be completed via Compass. If you have received this in print format, please complete and sign below, then return to your child's school.

Student Acknowledgement

I, the undersigned student, confirm that I have read and understood the ICT Acceptable Use Student Agreement provided by CDMN. I agree to follow the rules and guidelines outlined in this agreement when using the school's ICT resources, which include, but are not limited to, computers, tablets, internet access, software, printers, network, and any other digital tools provided by the school. I understand these rules also apply to my own devices (like laptops, tablets, phones, USB drives) that I bring to school.

Student Name: _____

Student Signature: _____

Date: _____

Parent/Guardian Acknowledgement

I, the undersigned parent/guardian, confirm that I have read and understood the ICT Acceptable Use Student Agreement provided by CDMN. I acknowledge my responsibility in ensuring that my child adheres to the rules and guidelines outlined in the agreement when using the school's ICT resources.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

If you would like to review a copy of the ICT Acceptable Use Procedure, please contact the school's administration office.

Thank you for your cooperation and support in ensuring a safe and productive ICT environment for all students.

Permission for Off Site Activities

Years 7 - 12

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 way to and from the venue safely and respectfully. Information regarding such activities will still be made available via Compass.

Disability Provisions

Years 11 - 12

For Year 11 students, assessment provisions should align with those approved by NESA. Families must provide evidence of functional impact. The Learning Support Team conducts literacy testing for students seeking provisions for learning needs; results determine what can be approved at school level. Students requiring provisions for physical, neurodevelopmental, mood, or other diagnosed conditions must provide medical documentation confirming diagnosis and functional impact.

Applications for HSC Disability Provisions must be submitted to NESA with supporting documentation outlining the functional impact of the student's needs. The Learning Support Team works with students and families throughout this process.

At the beginning of Year 12 (Term 4), the Learning Support Team meet with identified students to complete a Student Declaration Form. If applicable, a NESA Medical Form will also need to be completed by a medical professional. This will be provided to the student at the time of meeting.

This form requires:

- Diagnosis (DSM-5 or ICD-10 if relevant)
- Date and duration of diagnosis
- Impact on exam performance
- Medications and side effects
- Ongoing treatment or therapy
- Suggested adjustments in school and assessments

Student and families are asked to consult with Learning Support if there is any change to their assessed need and they wish to consider assessment provisions. To initiate this process, relevant information and evidence of need will be required.

More information from NESA on Disability Provisions can be found through the following link:

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

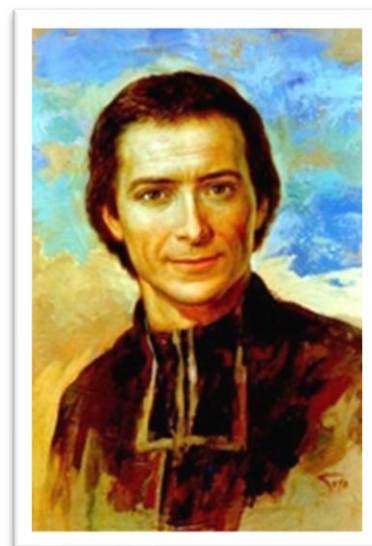
If you have any questions regarding Assessment Provisions or the HSC application process, please do not hesitate to make contact:

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

Kate Te Moana

Learning Support Coordinator

admin@hamilton.catholic.edu.au



Volunteers

Years 7 - 12

Our parent volunteers are important to us at the College. You assist us with essential work that helps to give this College its distinctive character. Parent volunteers can volunteer in the following areas:

- Canteen: One day a month on a mutually convenient day.
- Exam Supervision: During the major exams such as the Trial Higher School Certificate.

VOLUNTEERS' INDUCTION – 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.

Becoming a volunteer

To be able to volunteer within a diocesan school you are required to register online. For further information regarding volunteering please click on the [Volunteer with us](#) link 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. 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.

Part 4 of the Children's Guardian Act

Part 4 of the Children's Guardian Act defines diocesan schools as a "schedule 1 entity" and as such we must have systems for preventing, reporting (to the Children's Guardian) and investigating reportable conduct.

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 under Part 4. 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.

Exemptions apply for volunteers who are a close relative of a student enrolled at the school. See "Statutory Screening Selection Tool" on page 26 of the Volunteer Induction Handbook

Personal Protective Equipment Agreement

Years 11 - 12

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 Hospitality
- TAS Industrial Technology-Furniture & Timber Product Industries
- SCIENCE Chemistry and Biology

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> 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 |
| <u>Science</u> Chemistry & Investigating Science | Fully enclosed leather shoes | <ul style="list-style-type: none"> • Lab coat, Safety glasses |

Personal Protective Equipment Requirements

Years 11 - 12

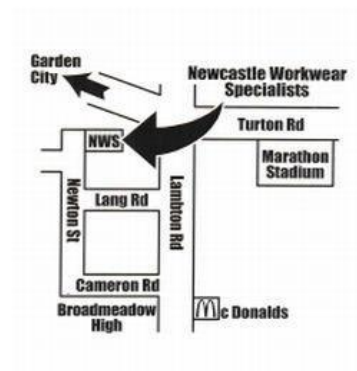


ABN 78 097 248 354

26 NEWTON STREET, BROADMEADOW NSW 2292

P.O. BOX 174, ADAMSTOWN NSW 2289

PHONE: 02 4979 0222 FAX: 024965 5311



Industrial Technology Furniture / Construction

| CODE | DESCRIPTION |
|-----------|--|
| RM1050S | Short Sleeve Hi Vis Drill Shirt |
| ZH231 | Short Sleeve Hi Vis Polo Shirt |
| RM1002 | Drill Trousers |
| RM1004S | Cargo Shorts |
| 15480 | Elastic Sided Black Safety Boots |
| 8H001W | Clear Safety Glasses |
| 767020 | Earmuffs |
| 7850NYELC | Combination Padlock |
| 3800 | Navy Slouch Hat (<i>Construction ONLY</i>) |

RM1050S



ZH231



RM1004S



15480



8H001W



767020



3800



7850NYELC



MON – FRI: 8:00AM – 4:30PM

SATURDAY: 8:30AM – 12:30PM

YOUR COMPLETE WORKWEAR WAREHOUSE!!

Personal Protective Equipment Requirements

Years 11 - 12

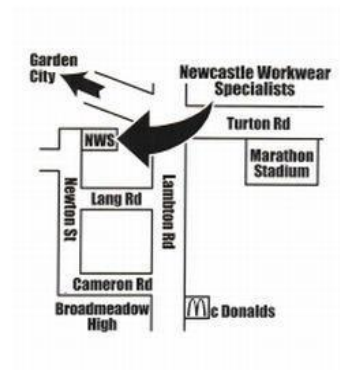


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P.O. BOX 174, ADAMSTOWN NSW 2289

PHONE: 02 4979 0222 FAX: 024965 5311



Manufacturing & Engineering

| CODE | DESCRIPTION |
|-----------|----------------------------------|
| RM1050 | Long Sleeve Hi Vis Drill Shirt |
| RM1002 | Drill Trousers |
| 15480 | Elastic Sided Black Safety Boots |
| 8H001W | Clear Safety Glasses |
| 767020 | Earmuffs |
| 7850NYELC | Combination Padlock |

RM1050



RM1002



15480



8H001W



767020



7850NYELC



MON – FRI: 8:00AM – 4:30PM

SATURDAY: 8:30AM – 12:30PM

YOUR COMPLETE WORKWEAR WAREHOUSE!!

Unique Student Identifier (USI)

Years 11 - 12



Australian Government

- 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 Years 11 – 12 students are to present a USI reference number as part of the enrolment process and will be required to enter this on the Student Acknowledgement Forms online submission.
- 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

Important Dates

| | | |
|-------------|----------------------------|---|
| Term 4 2025 | Thursday 16 October | Year 12 2025 HSC Examinations begin |
| | Monday 24 November | Year 7 2026 Student Orientation Day 9:30am – 2:45pm Year 7 2026 Parent Information Evening 6pm |
| | Monday 1 December | Year 11 2026 Orientation |
| Term 1 2026 | Monday 2 February | First Day for Year 7 & Year 11 Students |
| | Tuesday 3 February | Whole School Returns |
| | Tuesday 10 February | College Commissioning Ceremony |
| | Thursday 12 February | Year 7 2026 Parent Information Evening 6pm |
| | Monday 16 Feb – Wed 18 Feb | Year 7 2026 Camp |
| | Tuesday 24 February | Year 11 2026 Parent Information Evening 6pm |
| | Tuesday 24 February | Year 12 2026 Parent Information Evening 7pm |
| | Wed 11 Mar – Friday 20 Mar | NAPLAN – Year 7 Students |
| | Mon 16 Mar – Friday 27 Mar | Year 12 2026 Mid-Course Assessments |
| | Wednesday 1 April | Classes Conclude for Term 1 |
| | Thursday 2 April | Pupil Free Day due to Staff Spirituality Day |
| | Friday 3 April | Good Friday (Public Holiday) |
| Term 2 2026 | Monday 20 April | Term 2 Commences – All Students |
| | Thursday 7 May | Photo Day |
| | Thursday 14 May | Year 12 2026 Parent Teacher Interviews 2pm – 7pm |
| | Mon 18 May – Fri 22 May | Year 11 2026 Mid-Course Assessments |
| | Mon 18 May – Fri 22 May | Year 12 2026 Retreat |
| | Monday 8 June | King's Birthday (Public Holiday) |
| | Thursday 2 July | Pupil Free Day |
| | Thursday 2 July | Years 7, 8, 9 & 11 Parent Teacher Interviews - 3:30-7pm |
| | Friday 3 July | Years 7, 8, 9 & 11 Parent Teacher Interviews – 8:30am-3pm |
| Term 3 2026 | Monday 20 July | Pupil Free Day (Staff PD) |
| | Tuesday 21 July | Students Return to School |
| | Wednesday 22 July | Year 9 2027 Course Elective Information Evening |
| | Mon 3 Aug – Mon 17 Aug | Year 12 2026 Trial HSC Period |
| | Mon 7 Sept – Fri 18 Sept | Year 11 2026 Final Examination Period |
| | Thursday 24 September | Years 7, 8 & 11 Last Day of Classes for the Term |
| | Friday 26 September | Year 12 2026 Graduation Mass |