



# Student Information Handbook 2024



# Need to talk to us?

## Phone

**Reception:** (02) 4961 2863

**Student Services:** (02) 4961 2110

## Office Hours Monday to Friday

**Reception:** 8:00 am - 3:30 pm

**Student Services:** 8:00 am - 3:15 pm

**Finance Office:** 8:30 am - 3:00 pm



## ST FRANCIS XAVIER'S COLLEGE HAMILTON

### Reception

Administration Building  
Hebburn Street  
Hamilton NSW

Postal Address  
PO Box 300  
Hamilton NSW 2303

### Email

St Francis Xavier's College  
[admin@hamilton.catholic.edu.au](mailto:admin@hamilton.catholic.edu.au)

Student Services  
[hml-studentservices@mn.catholic.edu.au](mailto:hml-studentservices@mn.catholic.edu.au)

Finance Office  
[hml-finance@mn.catholic.edu.au](mailto:hml-finance@mn.catholic.edu.au)

Website  
[www.hamilton.catholic.edu.au](http://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.

# Table of Contents

Foreward	3
Our Vision and Mission	6
College Crest	7
College Environment	8
The House Names	9
College Leadership Team	11
Tutor Group	13
Daily Program 2024	14
Communication	15
Compass	16
Student Wellbeing	17
College Counselling Service	18
Student Leadership	18
Mobile Phone Usage	19
Student Attendance Procedures and Absences	19
Behavioural Expectations	20
Student Uniform Expectations	21
Student Uniform	23
Uniform Fitting Information	24
Second Hand Uniform (Year 11-12 students only)	25
Illness and Injuries at the College	26
Student Care Insurance	26
Administering Medicines in Schools	27
St Francis Xavier's College Road Safety Procedures	28
Transport Information	30
Fee Information 2024	31
SFX BYOD Program	33
Complaints Resolution for Parents and Carers	34
Key Policies	36
Student/Parent Acknowledgement Agreements and Information Appendices	37
Religious Education Agreement	38
Statement of Understanding	39
CyberSafety User Agreement for Secondary Students	40

<i>Parent Declaration for Social Media Involvement</i>	46
<i>Permission for Off Site Activities</i>	47
<i>Disability Provisions</i>	48
<i>Volunteer</i>	50
<i>Personal Protective Equipment Agreement</i>	51
<i>Personal Protective Equipment Requirements</i>	52
<i>Personal Protective Equipment Requirements</i>	53
<i>Unique Student Identifier (USI)</i>	54
<i>Vocational Education Training VET Course Privacy Notice</i>	55
<i>Important Dates</i>	56



## Our Vision and Mission

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

### Our Vision

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

### Our Values

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

### Our Mission

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

## College Crest



## The Motto

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

## The Cross

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

## St Francis Xavier

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

## The Sailing Ship

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

## The Star

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



# College Environment

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.



**Champagnat** (*Marist Brothers*) Family

**Dominic** (*Dominican Sisters*) Truth

**MacKillop** (*Sisters of St Joseph*) Service

**McAuley** (*Sisters of Mercy*) Mercy

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

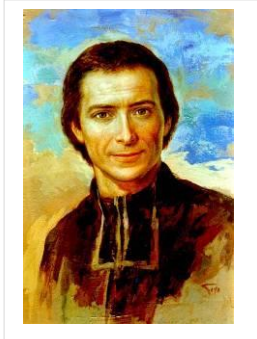
Such a curriculum is holistic (mind, heart, body, soul) challenging, appropriate and is concerned with excellence and a keen sense of personal and social responsibility.

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



# The House Names

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



## Champagnat House

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



## Dominic House

Is named after the Spaniard, 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 women religious established in the English-speaking world; they came to the Diocese of Maitland, to Singleton, in 1875.

# 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 and has now stabilised at approximately 1000.

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

# College Leadership Team

## College Executive



PRINCIPAL  
Greg Ptolemy



ASSISTANT PRINCIPAL  
WELLBEING  
Kathryn Johnstone



ASSISTANT PRINCIPAL  
TEACHING & LEARNING  
Colin Mulhearn



MINISTRY  
COORDINATOR  
Cassie Mowbray

## Leaders of Wellbeing and Engagement (LoWE)



Year 12 LoWE  
Nick Dalton  
Champagnat



Year 12 LoWE  
Kim Scully  
Dominic



Year 12 LoWE  
Robin Bell-Griffin  
MacKillop



Year 12 LoWE  
Amanda Calvi  
McAuley



Year 11 LoWE  
Jo Begley



Year 11 LoWE  
Casey McCowan



Year 11 LoWE  
Molly Walmsley



Year 7 LoWE  
Paul Dan



Year 7 2025 LoWE  
Kirsten Beletich



Wellbeing Support  
Nick Jones



Wellbeing Support  
Tom Garnham



Transition Coordinator  
Daniel Mitchell



Administration Coordinator  
Louis Kakavas

## Leaders of Learning (LoL)



Peter Brown  
Curriculum



Chantelle Dagasso  
Pedagogical Mentor



Jane Rees  
Religion



Patrick Campbell  
CAPA/LOTE



Philip Oke  
DIAL



Mary Picton  
English



Tony Stone  
HSIE



Matthew Priest  
Mathematics



Michael Kerby  
Mathematics



Chris Henry  
PDHPE



Robert Angeli  
Science



Rowan Kelly  
Technologies



Rosemary Wilkinson  
VET



Melissa Chellis  
Learning Support



Julie McLoughlin  
Careers



Ashley Phillips  
Careers

## 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 unit remains intact for the bigger events of the College calendar and a core feature of Tutor Group life is the social interaction among the students and their Tutor Group Leader daily.

## 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.

**Champagnat (*Marist Brothers*) - FAMILY**

**Dominic (*Dominican Sisters*) - TRUTH**

**MacKillop (*Sisters of St Joseph*) - SERVICE**

**McAuley (*Sisters of Mercy*) - MERCY**

# Daily Program 2024

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



# Communication

## 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.

## Information / Help / Assistance

Students can access their classroom teacher or Leader of Learning for information regarding courses and assessments. Teachers can be located 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 8:00 am until 3:15 pm daily. Parents should contact this office directly for any student related issues on 4961 2110 or through email [hml-studentservices@mn.catholic.edu.au](mailto:hml-studentservices@mn.catholic.edu.au)

## College Website

Information is also available on the College website [hamilton.catholic.edu.au](http://hamilton.catholic.edu.au)

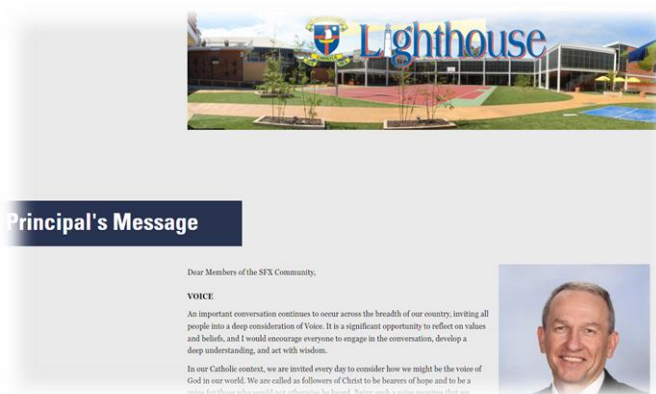
## Social Media

The College will be introducing a Face book page in 2024 which will showcase events throughout the year.

## Newsletter

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

The newsletter will include some of the following:



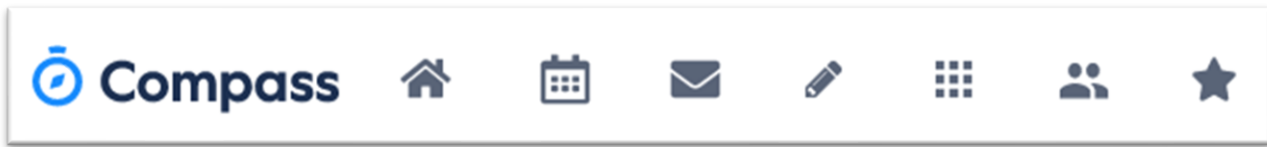
- Dates for your Diary
- Awards Celebrations
- Finance Information
- Report and photos of College Web
- Leaders of Learning reports and photos
- Career information
- Sport reports and photos

## Compass

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



# 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 to essential information 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 2024. 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 (2<sup>nd</sup> 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 student.



**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 the students to carry their ID Card to school each day. If an ID Card is ever lost or mislaid, students must purchase another at a cost of \$10.00.
- **The ID card must be presented at all exam venues for Year 11 and Year 12 course examinations.**

# 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 of 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 to, build connectedness and enhance 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
- Peer Support Program
- The House System / Feast Day Celebrations
- "Meet and Greets"
- Community Days
- Vinnies Group - Social Justice activities/weekly meetings
- Leadership Training
- Student Lead Sessions - "What Works for Me?"
- Representative Sport and Year 7 Sport



This list is not exhaustive. Additionally, we have Careers Support, a Pastoral Care Worker, 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 (Christmas Theme), RUOK Day, Vinnies Day.

## Sport

Year 7 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            | • Rugby Union        | • Rugby League   |
| • NSWCCC Basketball        | • Cross Country      | • Netball        |
| • NSWCCC Open Boys Cricket | • Diocesan Golf      | • Soccer         |
| • Diocesan Swimming Team   | • Diocesan Athletics | • Surfing        |
| • Diocesan Touch Football  |                      | • Touch Football |

# 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

The Tutor Group elects representatives who help to organise the 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 Captains and House Captains 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.

Year 7 students will participate in a Peer Support Program during Term 1 with elected Year 12 Peer Support Leaders. They will also elect Tutor Group Representatives during Term 2, who will then provide input on behalf of Year 7 students.

The Year 12 Student Representative Council 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 Phone Usage

## 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 9am. However, after 9am 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 such items, 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.

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 days **of the absence occurring**.
- Student absences can be:
  - telephoned directly to Student Services on 4961 2110
  - emailed to [hml-studentservices@mn.catholic.edu.au](mailto:hml-studentservices@mn.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 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. If students are granted permission, they must sign out at Student Services with their Student ID Card.
- Junior students (Years 7-10) who need to leave early throughout the day must bring a note from home signed by their parent/carer asking for permission. This note must also include a reason for leaving early and the time to be collected. Students then take this letter to their LOWE or AP Wellbeing before or during TG and a leave pass will be issued for that day. The students then show this pass to their class teacher at the time of departure and then make their way to Student Services with the pass to sign out with their Student ID Card. 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 parents/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 fortnight an attendance update will be sent to each family 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

### 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 Expectations

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

## A Uniform Code has a number of functions

- Like many of our dressing rituals the donning of the uniform helps to focus our minds on what lies ahead. In this case it helps to focus the student on the College and the requirement that schoolwork and learning be the priority.
- It removes the need to have a range of ‘fashion labels’ with which to attend school. We come dressed the same. It says something about all being in this together, and it is an external sign of our belonging.
- 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! This includes black leather (polishable) shoes. The shoe should give protection to the upper foot and have safe heels and soles.

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



## Expectations when wearing the Uniform

1. The full College uniform is to be worn on all school days. Students will be regularly checked. Students who consistently disregard the uniform expectations will be placed on detention.
2. The skirt length is to be worn at an appropriate length for school. The band on the skirt is to remain intact and the skirt is not to be worn with the band rolled over.
3. During Terms 2-3, the College blazer is to be worn as the mandatory outer garment. It is to be worn to and from school each day. (Year 11-12 students only)
4. College jumper can be worn underneath the blazer (Years 11-12) or soft shell jacket (Years 7-10) as an additional layer of warmth.
5. No non uniform articles to be worn, including visible undershirts.
6. No excessive jewellery – a solitary nasal stud is acceptable for Years 11 – 12 students only. No facial ring piercings including septum rings are to be worn.
7. Visible tattoos are not in keeping with our uniform standards. If a student does have a tattoo, it is to be covered at all times.
8. Extreme hairstyles or hair colours are not permitted. Boys are to keep facial hair tidy and trimmed.
9. Other items such as beanies, coloured scarves and hoodies are not to be worn.
10. Sports uniform
  - a. Years 11-12 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.
  - b. Years 7-10 is to be worn on the day of their practical PDHPE lesson and each Friday for mandatory sport. Please note the students will be informed by their PDHPE teacher at the start of each year, which day of the week their practical lessons will be held.
11. Year 12 Jerseys are to be worn on Fridays only. Please note – the jersey is NOT to be worn on any other day including underneath the blazer.

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/carers 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/carers/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.



# Student Uniform

Uniform must be purchased from the College Uniform Supplier [ALINTA](#). This ensures that there is no variation in style or colour.

College Uniform Supplier ALINTA School Uniform			
<b>OPENING HOURS</b>  <u>Tuesday</u> 8:30 am – 12:30 pm  <u>Thursday</u> 10:30 am – 12:30 pm		Uniform Shop: (02) 0413 474 519  Email: <a href="mailto:stfrancisxaviers@alinta.com.au">stfrancisxaviers@alinta.com.au</a>	
JUNIOR UNIFORM 2024		SENIOR UNIFORM 2024	
GIRLS	BOYS	GIRLS	BOYS
Charcoal skirt	Charcoal shorts	Tartan skirt	Grey shorts
Charcoal shorts	Charcoal trousers	Navy pinstripe pants	Grey trousers
Charcoal pants	Short sleeve pinstripe blouse	Blue short sleeve blouse	Blue short sleeve shirt
Short sleeve pinstripe blouse	Soft shell jacket	Woolen jumper	Woolen jumper
Soft shell jacket	Woolen jumper (optional)	Girls' blazer (compulsory for Terms 2 & 3)	Boys' blazer (compulsory for Terms 2 & 3)
Woolen jumper (optional)	Grey crew length socks with blue & yellow stripe	Blue crew length socks or navy opaque tights	Grey crew length socks
Blue crew length socks or charcoal opaque tights	Black leather school shoes	Black leather school shoes	Black leather school shoes
Black leather school shoes	College Tie (compulsory for Terms 2 & 3)		Black belt
Cross over tab tie (compulsory for Terms 2 & 3)	Black belt		College Tie (compulsory for Terms 2 & 3)
College bucket hat	College bucket hat		
Sport shorts			
Sports polo			
Tracksuit pants			
White sock with blue & yellow stripe			

# Uniform Fitting Information

Dear Parents and Carers,

Our Booking Calendar is now Open.

We welcome all Year 7 and Year 11 students to visit the Uniform Shop for a fitting. New students are required to book a fitting appointment. We would encourage you to schedule your appointment as soon as possible to avoid disappointment. Appointments will be available to book online via this [link](#) or via Alinta website below.

**Year 11, 2024 fitting weeks will be: Mon 16 October - Fri 27 October 2023 (8:30am - 3:30pm)**

**Year 7, 2024 fitting week will be: Mon 30 October - Fri 3 November 2023 (8:30am - 3:30pm)**

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



## Register or Sign In

Visit [www.alintaapparel.com.au](http://www.alintaapparel.com.au)

Select 'Uniform Shop', Australia and register.



## Book your Fitting Appointment

Sign into your account and select 'Appointment' on the tab at the top then choose from the available appointment times. To cancel or reschedule your appointment, go to 'My Account' then 'Appointments Calendar'. You will receive an email confirmation once you have made your appointment.



## Attend your Fitting Appointment

You will be sent a reminder the day before your appointment. You will have the opportunity to place your order at the time of your appointment. We offer lay-by service with only a 20% deposit required.

## FAQ



## More than one student

I have multiple children to get fitted, how many appointments do I need? Fitting appointments are one per child. Please book an appointment for each of your children.



## Can I return or exchange

We understand children can change and grow at rapid rates. We offer 12 month returns and exchanges on eligible items for your peace of mind. Our full policy and eligibility requirements is available under 'Terms and Conditions' on our website.



## Special Make Up/Custom Garments

We offer special make up orders/custom garments 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 to allow time for the garment to be made. Our SMU service does not include alterations.



0413 474 519



[stfrancisxaviers@alinta.com.au](mailto:stfrancisxaviers@alinta.com.au)

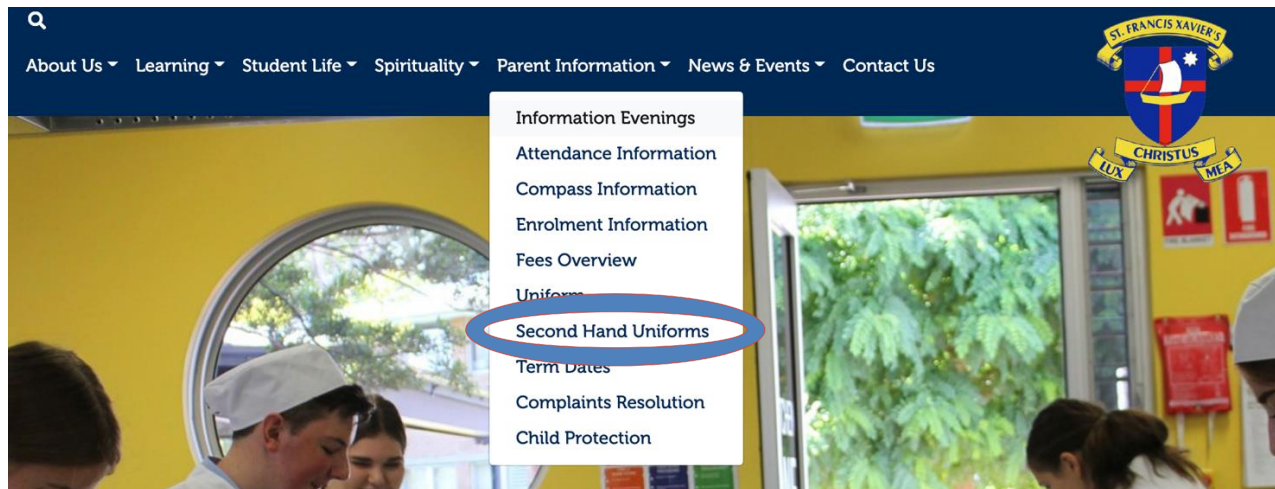


The Uniform Shop @ St Francis Xavier's College - 286 Parkway Avenue, Hamilton NSW 2303



# 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](http://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 make arrangements with them to view and/or buy the uniform item/s.
- If you buy an item, could you please advise the seller to contact the College so that the item/s can be removed from the list.

# 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/carer 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, Covid 19 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.



## Student Care Insurance

Every day there are accidents involving children. To assist parents with the costs associated with those accidents, we have Faith Schools - Student Accident Protection Plan arranged through AON.

This product provides financial protection for costs associated with a list of events and injuries to all students attending our schools.

The coverage is for any time the student is engaged in school organised sporting activities, including travel to and from such activities.

AON's Faith Schools Student Accident Protection Plan is an insurance arrangement that pays benefits for specific scenarios and incidents that may occur, such as quadriplegia and broken bones. It also offers additional benefits such as:

- Covering a child's tuition for four terms in the event of their parent or guardian's accidental death
- Financial support for tutoring, should a student be absent from school for a prolonged period
- Providing clothing, hospitalisation and other out-of-pocket expenses that relate to an accident

Should you need to make a claim against this program, please contact the school and we will issue you with the claim documentation required.

**Further information can be found by selecting:**

[Faith Schools - Student Accident Protection Plan](#)

# Administering Medicines in Schools

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

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

# 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.

- *Please note: 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 permission form has been returned to Students 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/carer have granted permission for them to do so. A form is available from student services.
- The nominated passenger must have written permission from their parents/carer. The written permission is to be given to Student Services.

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

The following forms are available from Student Services:

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



# Transport Information

## School Opal Card

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:

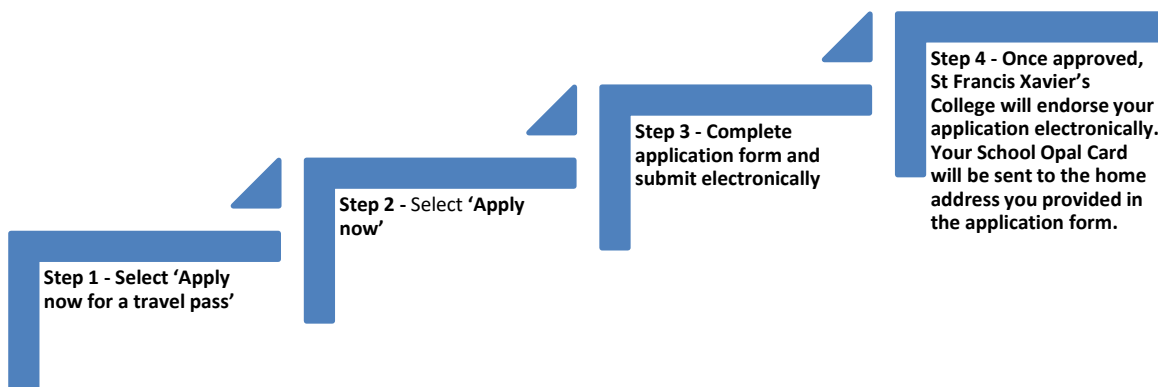
- Step 1** Select 'How to apply' then 'Who needs to submit a new application'
- Step 2** Click on 're-apply or update your details'
- Step 3** Select 'Update student details'
- Step 4** Select 'Reapply as the student is changing school, campus, home address, name or repeating a Year'. Click 'Next'
- 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 2024

## Fee Clearance

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

## Fee Statements

Fee statements will be emailed in accordance with your current fee arrangement or if new to the Diocese as requested on your enrolment form. If you wish the fee account to be split, please contact the Finance Office at the College.

## Applying for Fee Concession

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

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

For holders of Health Care Card or Pensioner Card, please submit a copy of your card to the Finance Office from January 2024. 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 2024 tuition fee and Diocesan Family Building Levy are not currently available, however as a guide we have included the 2023 fees. 2024 Resource Fees are as listed.

### [College Fee Information](#)

**Please note that it is expected there will be an increase to tuition fees and Diocesan Family Building levy for 2024.**

## 2024 College Fee Structure

*(Tuition fee and building levy example only based on 2023)*

Description	Yearly Amount
2023 Tuition Fee per Student	*\$2860 Year 11 and Year 12 *\$1882 Year 7
*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	
2023 per family (eldest child)	\$1517
The Diocesan Family & School Building Levy is a <b>compulsory fee</b> , a rebate is only applicable to families who contribute to the Parish Planned Giving. <b>As the Diocesan Family &amp; School Building Levy is a compulsory fee it is not tax deductible.</b>	
2024 Year 11 Resource Fee per student	\$750
2024 Year 7 Resource Fee per student	\$950
2024 Work placement Insurance (if applicable)	\$20
NB: Each student will be insured for school related activities. Included in the tuition fees will be an insurance component for Personal Accident and Disability.	



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.

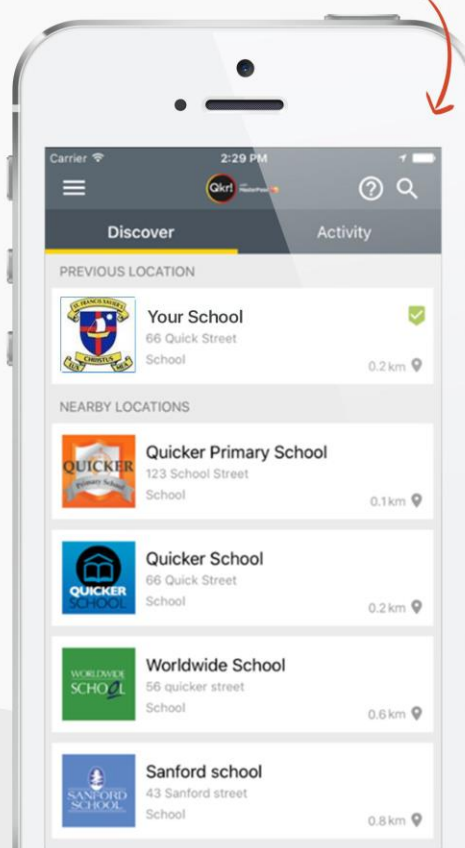
### Step 4 Register your children

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.

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'

Search for our school name





# SFX BYOD Program

## Recommended Minimum Specifications



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.

RECOMMENDED LAPTOP MINIMUM SPECIFICATIONS		
ELEMENT	SIZE / DESCRIPTION	WHY?
Operating system (OS)	Windows Pro (Avoid S-Mode)	Our Diocese is a Microsoft Windows Environment. While Macintosh (Apple) machines will work, please note that there is less direct diocesan support available for these devices. Please avoid purchasing Chromebook devices as they are not compatible within our Windows Network environment.
Display	Screen Size 11 to 15 inch (Touch Screen optional)	11 to 13 inch screens are the standard size of student devices. Larger screens have more weight.
Hard drive (Storage memory)	256GB recommended	There must be enough storage on the device to install the Office 365 suite as well as other applications that will be downloaded onto the device.
	Solid State Drive (SSD) (Avoid eMMC)	SSD are by far the more reliable, durable and consistently run due to there being no moving parts.
RAM (Working memory)	8GB minimum	When a program is opened, it operates through the working memory. Anything less means that the working memory cannot cope with multiple programs being used at once.
Processor brand	Intel Core i3/i5/i7/i9, Intel Pentium, or AMD Ryzen 3/5/7/9	The main brands are Intel Core, Intel Pentium, and AMD. (Please avoid Intel N200 which are entry level processors).
Processor speed	Above 2GHz recommended	The more programs that are being used, the greater demands on the speed at which the machine can work.
Battery life	Minimum 6 hours	The students will need at <b>least 6</b> hours battery life.
Ports	<ul style="list-style-type: none"> <li>• USB 2 and/or USB 3</li> <li>• USB C recommended</li> <li>• Headphone jack</li> </ul>	USB C port with an adaptor will allow the student to connect their device to an external monitor when required/needed.
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.
Insurance and Accidental Damage Protection	Parent decision – recommended	<b>NB: Personal student property is not covered by College Property Insurance.</b> 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.

# Complaints Resolution for Parents and Carers

## Office of Safeguarding



St Francis Xavier's College is committed to providing a positive safe environment for all staff and students. There are occasions, however, when members of our College and wider community are concerned about something that is happening at the College that appears to be unsatisfactory or unreasonable.

Please follow the link to the [Office of Safeguarding](http://www.officeofsafeguarding.org.au) for complaints resolution for parents and carers.





# 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](http://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](http://www.officeofsafeguarding.org.au)

# Key Policies

## Catholic Schools Office Key Policies

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

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

Key policies, in full, are publicly available on the Diocesan website.  
[www.mn.catholic.edu.au/about/policies](http://www.mn.catholic.edu.au/about/policies), they include the following:-

- [Aboriginal & Torres Strait Islander Education Policy](#) (2013)
- [Accreditation to Work, Teach and Lead Policy](#) (2018)
- [Administering Medicines in Schools](#) (Feb 2012)
- [Anti-Bullying Policy for Students](#) (2019)
- [Assessment K-12 Policy](#) (2019)
- [Attendance K-12](#) (2019)
- [Child Protection Policies](#)
- [Staff Code of Conduct](#) (2021)
- [Complaints Resolution Policy](#) (2022)
- [Complaints Resolution Procedure](#) (2022)
- [Early Learning Policy](#) (2021)
- [Early Learning Procedure](#) (2021)
- [Enrolment of Students on Visas Policy](#) (2021)
- [Enrolment of Students on Visas Procedure](#) (2021)
- [Enrolment Policy](#) (2022)
- [Enrolment Procedure](#) (2022)
- [Guidelines for Enrolment and Transition of Students with Disabilities and or Additional Needs](#) (2019)
- [Gifted Education K-12 Policy](#) (2021)
- [Gifted Education K-12 Procedure](#) (2021)
- [Hospitality Policy](#) (2022)
- [Learning Support](#) (2022)
- [Overseas Student Refund Policy](#) (2019)
- [Overseas Student Refund Procedure](#) (2019)
- [Privacy Policy](#) (2018)
- [Programming K-12](#) (2016)
- [Reporting K-12](#) (2017)
- [School Fees Policy](#) (2021)
- [School Fees Procedure](#) (2021)
- [School Uniform Policy](#) (2019)
- [School Uniform Procedures](#) (2021)
- [Serious Incident Management Policy](#) (2015)
- [Social Media Acceptable Community Use and Content Policy](#) (2016)
- [Student Wellbeing and Pastoral Care Framework](#) (2022)
- [Student Wellbeing and Pastoral Care Policy](#) (2022)
- [Suspension, Expulsion and Exclusion Support Document](#) (2019)
- [Workplace Internet, Email and Network Usage Policy](#) (2016)





## Student/Parent Acknowledgement Agreements and Information Appendices

- Appendix 1 - Religious Education Agreement
- Appendix 2 - Statement of Understanding
- Appendix 3a - CyberSafe User Agreement
- Appendix 3b - CyberSafe Student Incident Report
- Appendix 3c - Parent Declaration for Social Media
- Appendix 4 - Permission for Off Site Activities
- Appendix 5 - Disability Provisions 2024 Learning Support
- Appendix 6: Volunteer
- Appendix 7a - Personal Protective Equipment Agreement
- Appendix 7b - Personal Protective Equipment Requirements
- Appendix 8 - Unique Student Identifier (USI)
- Appendix 9 - VET Courses Privacy Notice

### 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 online acknowledgement form (refer to the link in the email).
4. The student acknowledgement form will need to be submitted online prior to your enrolment interview.



## 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**

### **Attendance is Compulsory**



# 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.

# CyberSafety User Agreement for Secondary Students

## Years 7 - 12



This document contains this cover page and three sections:

Section A: Introduction

Section B: Cybersafety Rules for Secondary Students

Section C: Cybersafety Use Agreement Form.

- 
1. Please read sections A and B carefully. If there are any points you would like to discuss with the school, let the school office know as soon as possible.
  2. Discuss the cybersafety rules with your child.
  3. Sign the user agreement form (Section C) and return that page to the school office.
  4. Please keep Sections A and B for future reference.

### ***Important terms used in this document:***

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

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

## Section A: Introduction

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

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

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

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

## Section B: Cybersafety Rules for Secondary Students

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

## Appendices 3a

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

## Section C: Secondary School Cybersafety User Agreement

Schools and the CSO will be doing their best to enhance learning through the safe use of ICT. This includes working to restrict access to inappropriate, illegal or harmful material on the Internet or school ICT equipment and devices at school, or at school-related activities. Working progressively with students and their families, teachers will encourage and develop an understanding of the importance of cybersafety.

This includes providing children with strategies to keep themselves safe in cyberspace and attending to enquiries from parents or students about cybersafety issues.

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

### To the student/parent/caregiver/legal guardian, please:

1. Read this page carefully to ensure that you understand your responsibilities under this agreement
2. Sign the appropriate section on this form
3. Detach and return this form to the school office
4. Keep the document for future reference, as well as the copy of this signed page which the school will provide.

**Student responsibilities include:**

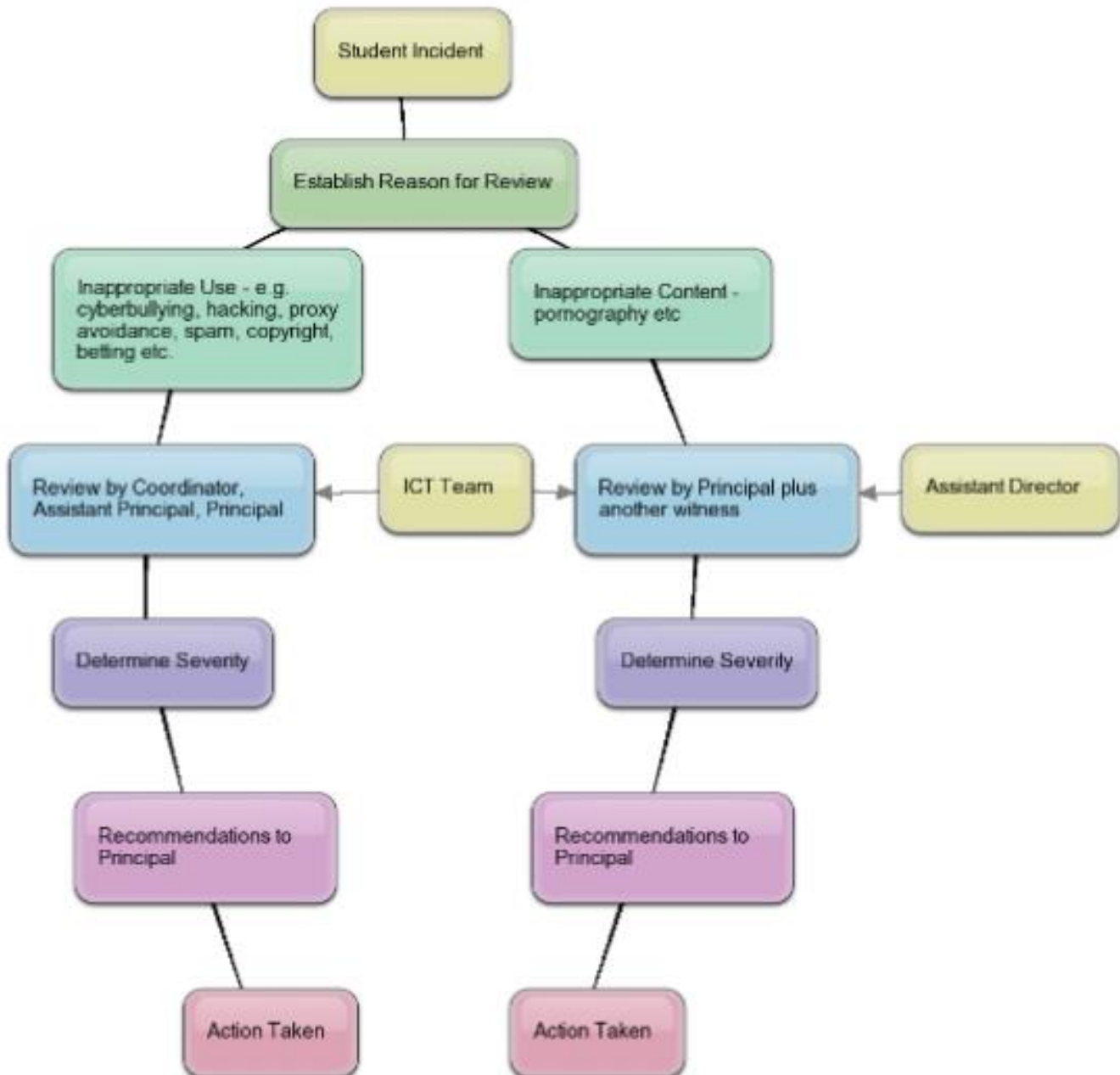
- Reading this cybersafety use agreement carefully and discussing the agreement with my parents.
  - Following the cybersafety rules and instructions whenever I use the school's ICT
  - Following the cybersafety rules whenever I use privately-owned ICT on the school site or at any school- related activity,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

*By completing the Online Student/Parent Acknowledgement Agreements and Information you have agreed to the Catholic Schools Secondary School Cybersafety User Agreement.*



## Student Incident Report Flowchart

### Workplace Internet, Email and Network usage



# Student Incident Report

## Workplace Internet, Email and Network Usage

School: ..... Date:.....

Student Name: .....

### REVIEW CATEGORY: (TICK CATEGORY)

Inappropriate Use ☐ e.g. Network hacking, proxy avoidance, spam, copyright etc.

Inappropriate Content ☐ e.g. Social media, pornographic material etc.

### REASON FOR REVIEW:

.....  
.....  
.....

### REVIEW UNDERTAKEN BY:

Name:..... Role:.....

Name:..... Role:.....

Name:..... Role:.....

The relevant Assistant Director been consulted: ☐ Name:.....

The CSO ICT team has been involved: ☐ Name:.....

The staff member has been notified and they have been advised to consult with a colleague or representative of the IEU. ☐

Degree of Severity of the incident: Low ☐ Medium ☐ High ☐

### RECOMMENDATIONS:

To Whom:.....

.....  
.....

Action Taken: ..... By Whom:.....

Signed: ..... Date:.....

## Parent Declaration for Social Media Involvement Years 7 – 12

Our school social media pages are available to all, providing families with the latest information regarding happenings at our school. The pages allow the school to give quick reminders of events and update any last minute changes when a note to the whole school is not possible. The school can also share some of the achievements or highlights of school events.

It is important to note that this will not replace any of the school's existing forms of communication so there is no disadvantage in not having access to online social media pages. It will just be another means of communication for anyone who is interested.

In line with the CSO's Social Media Acceptable Community Use and Content Policy parents are asked to follow these important guidelines when using the school's official social media pages.

Please read these carefully.

- The school's social media pages are designed to give up-to-date information to members of the school community. It is not a space to vent frustrations or name and shame anyone in our community. Parents wishing to make a complaint should refer to the CSO's Complaints and Grievances Resolution Policy (2013) and the accompanying support documents.
- Parents are asked not to share information, photos, videos, etc. of any individual other than themselves without clearly expressed permission prior to publication.

---

Parent Declaration

*By completing the Online Student/Parent Acknowledgement Agreements and Information you have agreed to the Catholic Schools Parent Declaration for Social Media Involvement.*

## 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 7 - 12

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

We offer:

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

**Disability Provisions** are adjustments which allow students with a disability the opportunity to access and respond to the curriculum on the same basis as students without a disability. This is in keeping with the NSW Education Standards Authority (NESA) guidelines.

The allocation of Disability Provisions for Year 7 - 11 students is a school-based decision. For NAPLAN and the HSC, NESA require a formal application, which the school will coordinate with students and families.

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

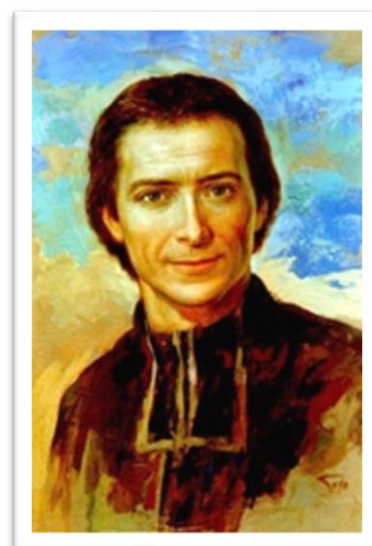
- Mental Illness – rest breaks and smaller group supervision
- Diabetes – breaks to manage blood sugar levels
- Learning Difficulty – a reader and/or a writer or extra time
- Physical Disability or Chronic Illness – breaks and/or other physical supports

To access **Learning Support** and/or to be eligible for Disability Provisions you will need to Provide a diagnosis letter or report to the College from an appropriate medical or health professional e.g. Paediatrician, Psychologist, Psychiatrist, Optometrist.

These letters and medical reports inform the school on the necessary supports for your child in the classroom and allow Disability Provisions to be allocated to a student.

Students without a diagnosed disability may undergo Literacy Testing during Term 1 to determine if provisions can be provided.

<https://educationstandards.nsw.edu.au/wps/portal/nesa/k-10/understanding-the-curriculum/naplan>



## HSC Disability Provisions

The allocation of Disability Provisions for Year 12 HSC students requires an application process to NESA. This process included medical support of the disability.

The letter from the medical professional should include:

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

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

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

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

Melissa Chellis

Learning Support Coordinator

[melissa.chellis@mn.catholic.edu.au](mailto:melissa.chellis@mn.catholic.edu.au)

# Volunteers

## Years 7 - 12

Our parent volunteers are very important to us at the College. You assist us with essential work that helps to give this College its special 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 <https://www.mn.catholic.org.au/people/volunteer/> 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 Manufacturing & Engineering
- VET Hospitality
- TAS Industrial Technology-Furniture & Timber Product Industries

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

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

# Personal Protective Equipment Requirements

## Years 11 - 12

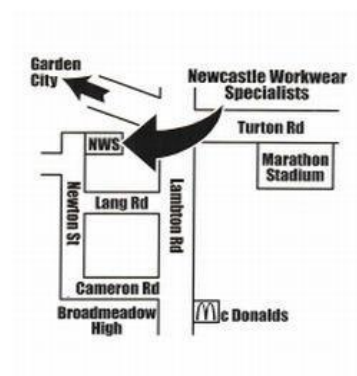


ABN 78 097 248 354

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

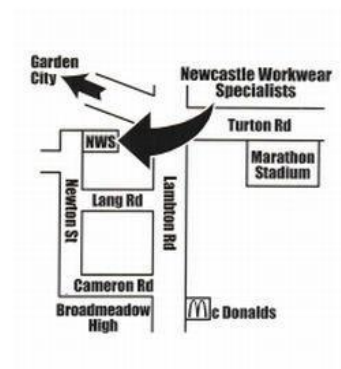


ABN 78 097 248 354

26 NEWTON STREET, BROADMEADOW NSW 2292

P.O. BOX 174, ADAMSTOWN NSW 2289

PHONE: 02 4979 0222 FAX: 024965 5311



## 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](http://www.usi.gov.au)

3. Click on '**Create a Student USI**'

4. Follow the prompts to complete USI

# Vocational Education Training VET Course Privacy Notice

## Years 11 - 12

### Privacy Notice

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

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

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

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

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

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

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

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

# Important Dates

Term 4 2023	Wed 11 Oct – Fri 8 Nov	Year 12 HSC Examinations
	Wednesday 22 November	Year 11 2024 Orientation (SCM & Non Pathway Students)
	Thursday 23 November	Year 11 2024 Orientation (SPX Students)
	Monday 27 November	Year 7 2024 Orientation Year 7 2024 Parent Information Evening 7pm
Term 1 2024	Thursday 1 February	First Day for Year 7 & Year 11 Students
	Monday 5 February	First Day for Year 12 Students
	Wednesday 7 February	Year 7 Parent Information Evening 6pm
	Wed 14 Feb – Fri 16 Feb	Year 7 Camp
	Tuesday 20 February	Year 12 Parent Information Evening 7pm
	Tuesday 27 February	Year 11 Parent Information Evening 7pm
	Tuesday 5 March	Year 7 (2025) Parent Information Evening 7pm
	Mon 18 Mar – Fri 22 Mar	NAPLAN – Year 7 Students
	Mon 18 Mar – Fri 28 Mar	Year 12 Mid-Course Assessments
	Friday 29 March	Good Friday
	Monday 1 April	Easter Monday
	Tuesday 2 April	Pupil Free Day
	Friday 12 April	Term 1 Concludes
Term 2 2024	Monday 29 April	Term 2 Commences – All Students
	Mon 27 May – Fri 31 May	Year 11 Mid-Course Assessments
	Mon 27 May – Fri 31 May	Year 12 Retreat
	Monday 10 June	Public Holiday
	Friday 5 July	Term 2 Concludes
Term 3 2024	Monday 22 July	Term 3 Commences – All Students
	Mon 5 Aug – Mon 19 Aug	Year 12 Trial HSC Period
	Mon 9 Sep – Fri 20 Sep	Year 11 Final Examination Period
	Friday 27 September	Year 12 Graduation Mass
	Friday 27 September	Term 3 Concludes

