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Welcome to St Francis de Sales College in 2017! Choosing a Catholic school for your child means your child will be nurtured in an environment which engages with the Gospel teachings. Our College motto of ‘Be who you are, and be that well’, recognises that every child is special and unique, and our College staff will make every effort to cater for your child’s individual learning and wellbeing needs.

This handbook provides important information about our policies and procedures and invites you to become more familiar with our aims, values and expectations, as well as with our routines, and daily organization.

A distinctive mark of Catholic schools is the emphasis on community – leaders, teachers, staff and parents working together and with the wider community to educate and develop the whole child: emotionally, academically, physically, socially, and spiritually.

Each student is in a particular home group or class and that teacher is your first point of contact in communicating with the College. Our Pastoral Care system is based on our 4 house teams, named after important places where St Francis de Sales spent his time building flourishing faith communities. We also have strong links with the Mount Barker/Strathalbyn Parish, as well as with the Murray Bridge and Adelaide Hills parish communities.

Family Involvement
To help us provide the best possible education for your child, your involvement as parents is welcomed and encouraged. Help comes in many forms:

At home:
• Talking with your child about school (highlighting the positive aspects)
• Ensuring your child is happy at school
• Ensuring that your child is reading and/or being read to regularly and supervising their use of social media
• Ensuring that homework is completed and discussed.

At school:
• Supporting our uniform policy and Code of Conduct
• Participating in relevant parent education programs
• Assisting the teachers with excursions, activities, or any area of the curriculum you enjoy and in which you feel confident
• Assisting in the Canteen, Library and LAP
• Attending relevant meetings and gatherings
• Assisting with a working party or sub committee
• Co-ordinating/assisting with a fund raising activity.

We wish you and your family well as you journey with us in 2017. Together we can create an effective learning environment and a climate of mutual respect. We can ensure timely and effective communication and enable participation in consultation on matters of parental concern.

‘So we see that the highest grace does not lie in being without friendships, but in having none which are not good, holy and true.’

Pam Ronan
Principal
Francis was a patient man. He knew for thirteen years that he had a vocation to the priesthood before he mentioned it to his family. When he went to Padua to get a doctorate in law, he still kept quiet, but he studied theology and practiced mental prayer.

God finally made God’s will clear to Francis while he was riding. Francis fell from his horse three times. Every time he fell the sword came out of the scabbard. Every time it came out the sword and scabbard came to rest on the ground in the shape of the cross.

During the time of the Protestant reformation and just over the mountains from where Francis lived was Switzerland - Calvinist territory. Francis decided that he should travel to convert the 60,000 Calvinists back to Catholicism.

For three years, he trudged through the countryside, had doors slammed in his face and rocks thrown at him. In the bitter winters, his feet froze so badly they bled as he tramped through the snow. After three years he had not made one convert.

Francis’ unusual patience kept him working. No one would listen to him, no one would even open their door. So Francis found a way to get under the door. He wrote out his sermons, copied them by hand, and slipped them under the doors.

This is the first record we have of religious tracts being used to communicate with people.

The parents wouldn’t come to him out of fear. So Francis went to the children. When the parents saw how kind he was as he played with the children, they began to talk to him. By the time Francis left to go home he is said to have converted 40,000 people back to Catholicism.

In 1602 he was made bishop of the diocese of Geneva, in Calvinist territory.

He spiritually directed most people through letters, which tested his remarkable patience. At that time, the way of holiness was only for monks and nuns - not for ordinary people. Francis changed all that by giving spiritual direction to lay people living ordinary lives in the world.

His most famous book, Introduction to the Devout Life, was written for these ordinary people in 1608. Written originally as letters, it became an instant success all over Europe.

The key to the love of God was prayer. The test of prayer was a person’s actions: “To be an angel in prayer and a beast in one’s relations with people is to go lame on both legs.”

He is patron saint of journalists because of the tracts and books he wrote, and is known affectionately as the ‘gentleman saint.’

450 Years since the birth of St Francis de Sales

In 2017 we celebrate 450 years since the birth of St Francis de Sales. Please see the College website for updates about celebrations this year.
Vision Statement
Be who you are and be that well.

Our Mission
St Francis de Sales College is a learning community that works together to build an environment in which faith is nurtured in a Catholic Christian tradition. It does this by recognising individuals’ skills and talents while appreciating and accepting their uniqueness.

The College is committed to promoting community and personal fulfilment through life-enhancing relationships.

St Francis de Sales, as patron, symbolises the high hopes that are held for every St Francis de Sales student, so that, inspired and guided by his example, each child may:

- promote a culture of life through courage in responding to the challenges that life brings
- foster the engagement of faith and reason
- develop a love of learning and independent thinking
- value and respect individuals, irrespective of position, wealth, racial origin or religious beliefs
- become a socially responsible contributor in the community and to society
- acquire virtue and wisdom and respond generously to others throughout life.

Catholic Ethos and Religious Education
Fundamental to a Catholic College is the foundation of faith in Jesus Christ and the role of the church to give life and expression to this faith. This faith in a Catholic College is understood as that which is lived in the shadow of the Cross, emulating and promoting service, justice, love and friendship.

These values are lived and supported in the College community which is the vibrant connection of staff, students and their families working together and supporting each other in living the gospel of Jesus Christ. This community seeks in a practical way to serve others through pastoral support of students and through its Religious Education curriculum and service opportunities to educate how to be people who serve others.

The Religious Education program is a compulsory component of the academic life of the College as its content and practice lead students and staff in ways to understand the life and history of the Church and its relevance to individual and groups in a contemporary world. This program of study enlightens all about their responsibility as future citizens of the world to demonstrate how to live the values of Jesus in a down-to-earth and practical way. It is all done in the spirit of our Patron St Francis de Sales to gently evangelise and transform the lives of all associated in our College community.

While this is done, we at the College seek to educate our young people in various traditions and religious perspectives to demonstrate our commitment to build a loving, just and service-oriented community.
Our Parish Community

The College has a valuable resource in the Parish Priest Father Richard Morris and lay ministers who serve in the Mount Barker and Strathalbyn Parish.

The Parishes allow us as a College to be directly involved in the sacramental life of the wider Parish family, celebrating the Eucharist and Reconciliation.

This relationship between the College and Parishes extends the important role in the pastoral care of the families of students, and gives witness to our students of the importance of their relationship with the wider Catholic family.

Community Mass is held every second Tuesday morning 8.15am - 8.50am in the Performing Arts Centre for all members of the College community and Parish Community to attend if desired.

Mount Barker/Strathalbyn Parish Mass Times

6.00pm Saturday Mount Barker
9.00am Sunday Mount Barker
10.45am Sunday Strathalbyn

Our History

In 1902, Bishop Dunne, the Bishop of Wilcannia-Forbes, gave permission for the Sisters of Mercy to establish a convent and day school in Mount Barker. Thus the Sisters, who came from Broken Hill and the NSW inland, established the Sisters of Mercy Convent of Mount Barker, the Young Ladies High School, the Convent Boarding School for Girls, and the Primary School, all under the name St Scholastica. By 1945, the school had 46 day students and 64 female boarders with a staff of 11 Sisters. The school continued to grow until, in 1958, with a population of 130 students, plans were drawn up for a building consisting of classrooms, teachers’ room, toilet block and verandah. The following year the school moved down the hill into the new building, known as “The Dell”.

By 1963, Fr Kelly, the Parish Priest of Mount Barker, felt there was a need for a secondary school in the area. However, plans were shelved as this was not seen to be viable either financially or practically.

In 1977 the Sisters of Mercy withdrew from teaching at Mount Barker and, in 1978, the school became known as Mount Barker Parish School, staffed entirely by lay teachers. The primary school continued to grow, and the buildings with it, and by 1984 students were being transported from Woodside and Balhannah. In 1986 the Parish School changed its name to St Francis de Sales Parish School.

There had been several submissions to SACCS for the development of a secondary school, but it was not until 1998 that approval was given for the development and, in the December of that year, the first transportable buildings arrived. In 1999, St Francis de Sales Parish School became an R – 12 Catholic Co-educational College, now known as St Francis de Sales College. Our first Year 12 students graduated at the end of 2003.

The College has continued to provide a Catholic education to families in the Adelaide Hills. Enrolments reflect the significant change in population in the Mount Barker area and in 2017 there are over 900 students from Reception to Year 12.

Governance of the College is now vested in the College Board, whose membership is made up of representatives from the Parish, from Catholic Education SA, and parents elected by nomination from the parent community.
The College Crest

Our crest expresses the spirit and aims of Saint Francis de Sales College.

St Francis de Sales was consecrated as Bishop of Geneva on December 8, 1602. The stars and the crescent moon are from his coat of arms as Bishop. St Francis de Sales was a Doctor of the Church who wrote for people with families to feed, clothe and educate and who, through his practical spirituality, envisioned a world where, through the love of God, people are capable of much more than we can imagine. He is the patron saint of writers and educators.

The tree is the symbol of The Tree of Life, a significant symbol in many cultures throughout the world. In the Book of Proverbs, wisdom:

is the tree of life for those who hold her fast, those who cling to her live happy lives.

The strong roots of the tree represent the fact that we are grounded strongly in the past and the wider church community. They represent the strength and wisdom we gain from the past including our local history as St Scholastica’s, Mount Barker Parish School and St Francis de Sales School.

The Branches symbolise our belonging to and reaching out from one community.

The Tree, a eucalypt, signifies our local environment and our stewardship of it.

The Cross represents the suffering, death and resurrection of Jesus Christ - the ultimate gift of love. The Cross also signifies us as a people of hope.

The Book represents us as a community of learners endeavouring to search for wisdom, and symbolises the wisdom we receive from God’s Word.

God gives us the gift of wisdom without us asking or deserving it. We need to recognise this gift and work hard to develop our talents. As a community of learners, God has gifted us with a collective wisdom, one that:

• acknowledges the uniqueness of each individual
• recognises the gifts of each individual
• challenges us to develop these gifts wisely.

College Board

The Board of St Francis de Sales College operates in accordance with the guidelines established by the South Australian Commission for Catholic Schools. Its functions are to ensure that the school fulfils its responsibility for Catholic education, to give leadership through broad policy development, and to administer finances.

Membership of the College Board consists of the Parish Priest, the Principal, six elected parents, representatives of the Parishes of Mount Barker/Strathalbyn, Murray Bridge and Adelaide Hills (Stirling), Parent Community Group, a nominee of the Director of Catholic Education, a staff member and any appointed members as deemed necessary from time to time.

The Board welcomes enquiries, suggestions, or any communication (which is within its area of operation) from our parents. Such enquiries are directed to the Chairperson. Reports of Board meetings are summarised in the Link Up. Board elections are held at the AGM in October of each year.

Emily Jenke
Chair of Board
Parent Community Group

Parent Community Group
Every great school needs a heart and a way of connecting people. It is about people and relationships.

The Parent Community Group has committed to a new innovative parent structure to continue strengthening parent partnership and connection at St Francis de Sales College.

The Charter for parents in Catholic Schools SA acknowledges and promotes various roles of parents as integral members of Catholic School Communities.

• Parents as Partners
• Parents as Educators
• Parents as Decision Makers
• Parents as Life-long Learners
• Parents as Advocates
• Parents as Teachers and Role Models

The importance of positive and constructive working relationships between parents, families and our College is critical for success and happy children.

We hope to encourage all parents (Mothers, Fathers and Caregivers) to feel welcomed and valued to participate at whatever level you feel comfortable.

We have tried to take into account barriers of why people feel they are unable to participate eg. work commitments, family structures etc and asked the question “Do parents need to be on College grounds to help?”. The answer is not always. We are looking at new ways to encourage parent engagement through discussion boards, focus groups and social media.

Parent Leadership
This group is made up of the six leaders of each sub group. This is a core group that meets six times per year and their main role is achieving the vision for the Parent Community Group. They are the change agents and ideas bank that enable projects to develop within the College Community.

Leaders
The leaders’ main role is to be the parent connectors and to encourage other parents to be involved as a member of one of the seven teams below.

Meet and Greet Volunteers
Main role: One Meet and Greet Volunteer per class (R – 6), to be the parent who is the first contact for the class, encourage other parents to participate in College events, work with other parents on creating a sense of belonging and to improve class communication.

Footsteps and Outreach Group
Main role: To coordinate the footsteps volunteers group at providing support to families in time of need.

Parent Education
Main role: To promote opportunities to enhance parent education so they can assist their child at school as well as at home.

Pedal Prix
Main role: To oversee, operate and coordinate the St Francis de Sales College Pedal Prix student team.

Chess
Main role: To oversee, operate and coordinate the St Francis de Sales College Chess Programme.

Wellbeing Team
Main role: To promote wellbeing across the College and participate in the R – 12 Wellbeing Committee.
Second Hand Uniform

Main role: To oversee the efficient running and coordination of the Second Hand Uniform Sales four times a year and to encourage other parents to assist when they can.

The parent leaders meet on a monthly basis.

If you are interested in becoming a member or simply have an idea to share please contact Emily Jenke (current parent) and Chair of the College Board or Vanessa Grave Marketing and Communications Manager, either by telephone 8393 1000 or email info@stfrancis.catholic.edu.au

College Events

St Francis de Sales College welcomes all families to participate in and attend College events. Events will be advertised in the College Calendar, fortnightly newsletter Link Up and Skoolbag Mobile App. Some events will require invitations to be sent to relevant families.

- Parent Welcome and Engagement Event Term 1
- Welcome Drinks and R – 9 Family Picnic Term 1
- R – 6 Moonlight Movie Night Term 1
- Mother and Daughter Breakfast Term 2
- Community Event Term 3
- College Day Term 3
- Father and Son Breakfast Term 3
- World Teachers’ and ESO Day Term 4
- Old Scholars Function Term 4
- Carols Night Term 4
- Mount Barker Christmas Pageant Term 4
- Volunteers ‘Thank you’ Morning Tea Term 4
- College Tours Once a Month
- Second Hand Uniform Sale Term 1, 2, 3 and 4

College Events and Child Protection

The recent Royal Commission investigations into Child Abuse have highlighted the importance of schools being safe places for all children.

Any College event that involves adult participation we require you to submit a Catholic Police Clearance form to the College Reception. While this is not compulsory we encourage as many of you as possible to visit our College Reception or Parish Office to collect and to lodge their Catholic Police Check form. There will be no cost for this Police Check.

This is important not just for supporting our protective practices, but in demonstrating your commitment to making our College a safe place for all children.
Volunteers

Our College values the generosity of our volunteers’ time enormously. Volunteers cover the roles of parent helpers on outings, camps, sports days and other College activities, and also in specific roles such as Canteen Assistant or as Learning Assistance Program helper.

St Francis de Sales College and the Catholic Archdiocese of Adelaide take seriously the duty of care to those who entrust themselves to it and great importance is placed on ensuring the health, safety and welfare of all participants in programs and activities. Parent helpers and other volunteers play a significant role in the provision of an environment that nurtures the wellbeing of children, young people and their families. In accepting the services of volunteers, the College is required to implement practices which are designed to keep all members of our College community safe.

Below is information regarding what we ask of you as a volunteer and what you can expect from us as a College.

Volunteer Details Form

We ask you to complete a Volunteer Details Form available from the College Reception. The College assures you that the information provided cannot be used for any purpose other than in relation to your position as a volunteer at the College, unless:

- statutory obligation or Court Order requires otherwise
- further consent is obtained from you clearly stating the purpose of the use of the information.

Catholic Education SA Police Clearance

St Francis de Sales College will give you a Police Check Consent Form (available from the College Reception) which will enable us to do a criminal history check through Crim Track. A separate details sheet will be included with the form to answer specific queries you may have, but to summarise this procedure:

- all persons who have a responsibility through their role within the St Francis de Sales College community are required to have a Catholic Education Police Clearance
- this is free of charge to you
- you need to fill in pages one and two of the Consent Form and bring it to the College where your signature and proof of identity can be witnessed
- we will post the form for you and once the process is complete (approximately 3-5 days), you will receive a letter from the Professional Standards Office giving you the outcome
- if you have been granted a clearance, you must bring the original of the letter to the College so we can note the details
- this clearance will be valid for three years and is transferable between Catholic schools
- a volunteer cannot commence at the College or assist on outings unless a copy of the clearance is on file.

Electronic Screening

Another form of screening the College will undertake is an internal Catholic Education electronic screening. There are no forms to be filled in for this; it will be done automatically once the Volunteer Details Form is completed.
Volunteers...... continued

Health and Safety Policy and Induction
The College has a Duty of Care to any person on its premises and to this end a full Occupational Health and Safety induction will be conducted for you as a volunteer, and a copy of our Health and Safety Policy will be provided for you to read and understand.

It is the responsibility of volunteers to take reasonable steps to avoid injury to themselves and others.

Vehicles
If you volunteer to use your vehicle as part of your volunteer work, the vehicle must be in a roadworthy condition, registered, insured, and the driver must hold a current driver’s licence.

Protective Clothing
Where it is necessary for a volunteer to wear personal protective equipment to undertake their voluntary task, the College is responsible for the supply of such equipment.

Volunteer Training
All volunteers are required to complete the mandatory notification face to face Induction for volunteers, and to also cover other policies and guidelines.

Pastoral Care and Homerooms
Pastoral Care is achieved in the quality of relationships established in the College. The positive interaction between staff and students is a significant determinant of each person’s sense of self worth, self esteem, belonging and wellbeing.

Pastoral Care views the young person as a whole, acknowledging that in a supportive Catholic environment students will achieve at their best. In Reception – Year 12 all students are allocated to a Homeroom, where they spend a significant number of their lessons. The Homeroom Teacher is the primary pastoral carer for students in his/her group. The Homeroom Teachers are the first contact for parents and staff who are looking for help or advice about matters relating to individual students and are responsible for the wellbeing of those in the group. They are supported by the Community and Learning and Accountability Leaders.

The Student Counsellor and Inclusive Education Team also support the pastoral care and welfare of students.

Two lessons per week are dedicated to pastoral care, liturgies, House activities and other events.
Student Leadership: Captains and Prefects of St Francis de Sales College

The Student Leaders of our College are the elected senior school students who represent the foundations on which we strive to follow the life and example of our Patron St Francis de Sales. These foundations reach to the heart of the gospel values of Jesus and find expression through the leadership and example of our staff and students and the College community.

House Teams
Our House teams foster collaboration, teamwork, perseverance and respect.

St Francis de Sales was Bishop of Geneva (Red), Doctor of the Universal Church; born at Thorens, in Duchy of Savoy (Blue), 21 August 1567, studied law at Padua (Green) in 1588, and he died at Lyon (Gold), 28 December 1622. He reformed religious communities and his goodness, patience and mildness for all those in need was memorable. St Francis de Sales completed his doctorate in law and is the patron saint of journalists, an inspiring role model, from whom we can learn.

House Teams: Padua Savoy Geneva Lyon

These teams are used for Sports Day, Swimming Carnivals and House activities.

Student Representative Council
The Student Representative Council offers students the capacity for engaging with student leadership from R – 6. This is a commitment of 12 months and involves leadership training and coaching, liaison with staff at the College, running of class meetings and involvement in fundraising and social justice activities. Students holding these positions are voted for by their peers during Term 1 and work closely with the College Captains for that period.
Communicating by SkoolBag Mobile App and SMS

The College has established a personalised Mobile App which is the ultimate school to parent communication tool. The Mobile App provides us with an easy way to communicate with parents and carers everything you need to know about school news, newsletters, events calendar, cancellations, school notices, school information, school timetables, parent sick note forms, school documents and much more. No more lost paper in school bags!

The SkoolBag Mobile App is very flexible allowing us to create our own customised content and provides a great alternative to school SMS alerts by using Push Alert Notifications directly to your smartphones.

This system will be our main source of communication to you. To install it, just look for our College name “St Francis de Sales College” either in the Apple App Store, or alternatively in the Google Play Store.

This system is primarily used to transmit:

- Events/News
- Newsletter - LinkUp (every second Friday)
- School Calendar
- Forms/Notes and Permission Slips
- School Excursions
- Social Media (Facebook/Twitter).

Our alternative school-parent communication protocol in our SMS system whereby messages are sent directly to caregivers’ mobile phones permit instant transmission of information, and control and authorisation of matters relating to things like student attendance and safety.

This system is primarily used to transmit:

- instant, discreet information to parents in the event of a student not having arrived at school
- a consistent, cumulative record of poor or irregular attendance which can be monitored by the school and the parents
- information which cannot be intercepted or “lost”
- immediate contact in times of crisis or emergency (bushfires, late bus, etc).

The system is cost effective and time effective for both the College and the parent community. However, it is a shared responsibility, and depends on parents:

- keeping mobile phone details up to date, and notifying the College immediately if the number changes
- notifying the College when a child is absent, as early as possible prior to the start of the school day
- responding immediately via SMS to an absence message from the College so that “authorisation” for the absence can be recorded at the College.

Parents who do not use mobile phones will be contacted by existing contact protocol (phone calls by Student Services, letters, notes in Student Diary).

Diaries

From Years 2 – 12, student diaries provide a useful avenue of informal communication between Homeroom teachers and parents. Homework is given on a regular basis at all year levels and parents are asked to sign the diary as required to maintain contact between home and school.

R – 1 Students use a Reading Diary.
Philosophy of Partnerships

A strong characteristic of our Catholic College is our partnership with families. We are all part of a Catholic community where faith, social justice and sound values are shared. Families are welcome to share in the journey of their children’s education by contacting Homeroom or class teachers. The College has a number of committees that involve parents such as the College Board, the Parent Community Group, Friends of Music and the Pedal Prix organisation. We are a R – 12 College where parents, teachers and students work in partnership to promote the best educational outcomes.

Communication with Teachers

Teachers may be contacted by email, a note in the Student Diary or by telephone. When necessary, interviews can be arranged. If a parent seeks an interview, this can be done by contacting the College Reception, Kate Thomas Junior School Admin, Michele McDonald 7 – 9 Admin, Rose Ward 10 – 12 Admin, or by emailing the teacher. Parents are encouraged to communicate with staff on any relevant issues. Teachers will contact parents about any major concerns relating to student learning and behaviour.

The Team Around Your Child 2017 wallet sized card with your child’s email address, the Community Leader and Learning Accountability Leader will be distributed to each family via your child in Week 1, Term 1 2017.

Parental Grievances

Where parents have a general concern or grievance in relation to the school, the following contact points are available:

1. If you have issues regarding your child’s learning program, contact the teacher most directly concerned in the first instance. The issue may be easily resolved.

2. If your concerns are ongoing, contact can be made with Homeroom Teachers, Community Leaders relating to wellbeing and faith issues or the Learning and Accountability Leaders for issues related to learning development (R – 3, 4 – 6, 7 – 9, 10 – 12).

3. The Deputy Principal and then the College Principal are available to respond to unresolved grievances or major concerns of parents.

In line with the Privacy Act, the College is not permitted to release contact details for either staff or parents unless their consent is given. Please refer to the College website for the grievance flowchart.

Calendar

The College Calendar provides information on dates of many College events for the year. The College Calendar is available on the College website www.stfrancis.catholic.edu.au.

Website

The St Francis de Sales College website is located at www.stfrancis.catholic.edu.au.

For current families all letters, forms, family resources and photos are uploaded each week on the website through the Parent Portal. Username: heartvalue Password: wisdom2017

Social Media

Follow Us
St-Francis-de-Sales-Mount-Barker

Any images of students taken at school events cannot be shared or conveyed via social media unless they comply with the College’s Privacy Policy. You can access the Privacy Policy on the College website.
Parent/Student/Teacher Learning Reviews

Parent/Teacher Learning Reviews are a valuable opportunity for teachers to discuss the progress of students with students’ parents or caregivers. If teachers feel that a student’s situation necessitates parent involvement, then a conference will be arranged. Learning Review dates are specified in the College Calendar.

Parent/Teacher Evenings are held during the school year at advertised times. During the first term the Parent/Teacher evening takes the form of an Information Session, during which time the planned program and aspects of the year’s courses will be explained. This information session explains year level expectations and provides information concerning current educational practices.

Other Parent/Student/Teacher Reviews are more personal. Your child’s teacher will report on his/her progress by way of a verbal assessment, and this is also an opportunity for you to discuss your child’s schooling with his/her teacher. We encourage your child to be present at these events. Parent/Teacher interviews will be conducted in Terms 1 and 3.

Reports

Reports (R – 12) are sent home on a regular basis (see the College Calendar). If a concern arises with regard to learning then the parent will be contacted before the report or assessment folder is sent home.

College Year Book

The College Year Book is distributed to families to communicate a full representation of the previous year’s activities and events at the College. Parents pay for the Year Book through fees.

Parent Engagement Evenings

Parent Engagement Evenings are held during Term 1 and throughout the year; parents are invited to hear about important aspects of the College and developmental needs of their children.

Parents will be notified of these events by email, Skoolbag App, Link Up, Facebook and the Parent Portal on the SFdS Website.

Teaching and Learning

The Teaching and Learning Program at St Francis de Sales College aims to provide an R – 12 education that is appropriate to the learning needs of each student, with an outcome-based approach focused on a contemporary pedagogy.

Our curriculum is based on the Australian Curriculum and the South Australian Certificate of Education (SACE), while the Religious Education Curriculum for Catholic Schools in South Australia is based on the program Crossways. This Curriculum Framework supports students in the development of skills, knowledge and understandings in all learning areas, in an environment which fosters the growth of the whole person and which prepares our students to take their place as vital participants in a changing world.

We value our R – 12 identity and the opportunity it provides to engage with, and extend, our students throughout their whole school experience.
Evidence from our data suggests that our contemporary pedagogy, curriculum and range of methodologies build upon the skills and knowledge bases of each individual student. We encourage students to develop higher-order thinking skills, become problem solvers and take responsibility for their own learning. These foundations begin at Reception and prepare our students to engage successfully in the senior school curriculum and achieve success in the South Australian Certificate of Education (SACE).

The staff look forward to working in partnership with our students, parents and the community on a shared journey in which we strive to nurture in all students an appreciation of God's gifts, a passion for learning and a commitment to personal excellence.

Liturgies and Prayer
Each student is allocated to a Homeroom and at the start of each day they join in prayer. This expression provides support and strength to each other and encourages students to also be aware of the generous gifts God gives to us through each other, staff, families and our community. Staff also engage in prayer, thereby affirming our example of the need for God and the central place our faith has in our Catholic College.

Our community expression is encouraged on a variety of levels significantly through attendance at prayer assemblies, liturgies and Masses within the College. The staff and students from R – 12 also get the opportunity to attend the weekday mass at Our Lady of Mercy Church, joining with the local community in sharing faith and song.

We also encourage Years 3 – 12 staff and students to attend the sacraments of Reconciliation and Eucharist as a year level group at least once during the school year. Our faith expression is a witness of the expression of a faith that deals with service and support to others. It is a way of being people who try to live the message of Jesus in a down-to-earth and practical way. As St Francis de Sales, our Patron, said, “Be who you are and be that well.”

Homework Guidelines
These guidelines provide some general information regarding study and work at home. Homework extends the time available for learning, encourages students to work independently and allows for consolidation and extension of class work. It also provides an opportunity to gather information from the wider community.

The learning set for homework needs to reflect the abilities of the student. This enables the parent to participate without emotion and respond in a positive way.

Homework is set to fulfil a number of needs:

- provide opportunities to reinforce concept(s) covered that day
- develop sound study habits for revision and extension
- completion of an exercise begun during the day
- preparation of lessons for the next day
- the opportunity to develop memory techniques
- allows parents to participate in what their children are learning
- revision for topic or term testing.
Allocation of Time
As a general rule, the following time allocations are suggested:

<table>
<thead>
<tr>
<th>Year</th>
<th>Time</th>
<th>Nights/Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>1 hr and 10 mins</td>
<td>5</td>
</tr>
<tr>
<td>8</td>
<td>1 hr and 20 mins</td>
<td>5</td>
</tr>
<tr>
<td>9</td>
<td>1 hr and 30 mins</td>
<td>5</td>
</tr>
<tr>
<td>Stage 1</td>
<td>1 hr and 40 mins</td>
<td>5</td>
</tr>
<tr>
<td>Stage 2</td>
<td>1.40 - 2</td>
<td>5</td>
</tr>
</tbody>
</table>


Compulsory Excursions, Camps and Retreats
During the course of the year students will be given the opportunity to take part in activities within and outside of the school grounds. The outings, or excursions, may be either local or to other parts of the metropolitan area and involve either private or public transport.

The consent notice to take part in the local excursions is a once-a-year Local Excursions Consent Form, and is completed at the beginning of each academic year.

Notification of other excursions outside the local area will be communicated in writing, and will include the destination, the mode of transport and other necessary details. Parents are asked to sign and return consent forms promptly.

In most cases, the cost is included in the initial Educational Expenses Levy.

Camps, Retreats and out of the classroom experiences are an important part of the curriculum and are compulsory, enhancing student development along their growth journey at St Francis de Sales. A camp fee has been charged to specific year levels and details of the activity will be provided by their Learning Leaders during Term 1. If a child cannot attend due to medical reasons the College will provide a refund after the event upon the College receiving a copy of the medical certificate.

Since 2002, the College has also offered a biennial 2½ week overseas trip to Japan, with intercultural, academic, and linguistic aims. Students in Years 10, 11 and 12 are able to participate. When interest levels and numbers of students wishing to participate are high, preference is given to students who are actually studying Japanese in the year that the trip is organised. In the past, the College has also hosted up to three school visits per year from Japanese schools. Students are hosted by families in the College community for the 2 – 3 weeks that they attend our College. On our biennial trip to Japan, we are often hosted by our former guests for a few days.

Reporting Student Achievement
Various forms of assessment are made by individual teachers during the course of the academic year and are explained at the start of the semester. Information about achievement is communicated via a Report or a Family/Teacher Interview/Student led Conference each term and these will also serve to provide a forum for discussion at the Parent/Teacher conference. Parents should feel free to approach the school to discuss their child's progress at any time. As this is most usually done with the teacher concerned it is necessary to make an appointment, so that a mutually convenient time can be arranged. Teachers are available to meet with parents on most days but appointments do need to be made.

Students in Years 7 to 11 receive an Interim Report in Terms 1 and 3 and all students will receive a Summative Report at the end of each semester. Stage 2 students receive a Report for Terms 1, 2 and 3. Students in Years 3, 5, 7 and 9 will sit the NAPLAN Test.
Inclusive Education
At St Francis de Sales College we accept and value the differences among our students. We are committed to developing a model of support which is student-centred. Students are made to feel appreciated for who they are as individuals and feel that their contributions to the College are valued. St Francis de Sales College welcomes and values diversity in all students. All students are challenged with learning opportunities which are appropriate to the student’s talents and requirements.

For further information, please contact the Inclusive Education Coordinator.

Music Program
Music plays an important role in the celebration of College life. It gives all students an opportunity to:

• be part of an experience that they may carry with them through life
• develop a worthwhile skill and interest
• gain the satisfaction of learning a musical instrument
• enjoy the social benefits of rehearsing and performing in a musical ensemble
• learn self-discipline through progressive achievement.

Instrumental Program
St Francis de Sales College offers a comprehensive instrumental tuition program utilising experienced teachers from Adelaide and the Adelaide Hills.

Instrumental lessons are held in the Instrumental Studios, which are located in the Music Centre.

Instrumental hire is the responsibility of the parent. Details of hire are available from the College.

Tuition is offered on a 1:1 basis. Lessons take place during school hours and the cost of the lessons is paid directly to the instrumental teacher per term. Tuition is undertaken for a minimum of one term. Parents are expected to provide the appropriate instrument and students are required to practise regularly to maintain their commitment to their musical development. Instrumental Music reports are provided at the end of each semester to support the students’ learning and to encourage communication with students, parents and the instrumental teacher.

Music Ensembles
The College aims to provide an opportunity for students who learn an instrument or voice, within or outside the College, to experience performing in a variety of choral and instrumental ensembles.

Each ensemble rehearses during a lunch time on a College day. Holiday workshops and after school practices are organised to extend and develop the students’ repertoire.

The current ensembles being offered at St Francis de Sales are:

• Senior Vocal Ensemble which caters for students in Years 8 –12; all musical genres are represented in the repertoire;
• Generations Choir, a group specifically formed to compete at the annual national Generations in Jazz festival in Mt Gambier
• Festival Choir which is primarily for students in Years 6 and 7. This ensemble performs in the Catholic Schools’ Music
Festival, which involves many Catholic Schools from around South Australia. The Festival is held annually in the Festival Theatre. The repertoire is a set program of works developed in consultation with the Director of the Catholic Schools

Music Festival

• ‘The Stars of St Francis’ choir for R/1 students to introduce them to ensemble singing and performance

• ‘The Voices’ which is our choir for students from Year 2 – 5, provides an opportunity for students to engage in choral practices that will develop and support their interest in music participation

• Mixed Bag is an instrumental ensemble developing students’ skills using woodwind, brass, percussion, stringed instruments and a rhythm section

• Percussion Ensemble is for students who learn percussion instruments. This supports their rhythmic development and ensemble playing

• Rock Band which enables students who wish to develop contemporary music skills to play in an ensemble that focuses on modern and popular music

• Guitar Ensemble offers guitarists specialist tuition in playing in their own ensemble

• Recorder Ensemble is for Year 2 and 3 students to develop their recorder skills and to provide students with the experience of ensemble playing and performance.

Bring Your Own Device (BYOD)

For all information regarding the Bring Your Own Device (BYOD) to School Programme, please refer to our College website under ICT in each community.
Enrichment Activities
St Francis de Sales College provides a wide range of co-curricular activities that contribute to broad educational opportunities for all students. These activities add to a culture of success and aim to give students additional interests that assist in life-long learning.

Each of the service, stewardship, sporting, cultural and extension activities provide opportunities for students to:
• gain enjoyment from participation
• learn about teamwork and responsibility to a group
• represent the College.

This program is growing along with student numbers and includes:

Service and Outreach
Footsteps Committee
St Vincent de Paul
Legacy
Little Heroes Foundation
Prayer and Liturgy Groups
Caritas
Variety Club
Justice and Ministry Group
Hutt Street Shelter

Personal Development
Mock Trial – conducted by the Law Society
Lions Youth of the Year
Public Speaking
Debating
Social Skills Program
Finding Work Solutions
Democracy Debate
Chess Club

Music
Catholic Schools Music Festival
Mixed Bag Instrumental Ensemble
Stars of St Francis
The Voices Junior Choir
Senior Vocal Ensemble
Festival Choir
Rock Band
Percussion Ensemble
Liturgical Groups
Generations Choir
Guitar Ensemble

Curriculum Extensions
Oliphant Science Awards
University of New South Wales Mathematics, English and Science Competition
Schools Mathematics Competition
Civics and Citizenship
Statewide Disability Transitions Project
Australian Share Market Game
Biennial Senior School Trip to Japan
Japanese student visits and home hosting
Children’s University

Sport
SASSSA Athletics
SAPSASA Swimming and Athletics
Interschool Athletics
Interschool Swimming
Cross Country Championships
Courier Cup
Knock-Out Sports
Pedal Prix

Leadership Opportunities
Student Representative Council
House Leadership
Membership of College Committees
Yearbook Committee
College Formal and Graduation Committee
Duke of Edinburgh Awards
Recycling Representatives
Prefects
College Captains
Expectations of Students

General Conduct Around the College

• All recreation is taken outside except when rain makes this impossible. At the morning recess and during the lunch break the classrooms and corridors are to be vacated.
• A warning bell is rung at the end of recess and lunchtime to promote punctuality to the next class.
• There should be no eating or drinking (except water) in the classrooms or corridors except where, in primary and middle school classes, teachers sanction and oversee the snacking of “brain food” during extended periods of study which do not include a formal break period. This will help to ensure the cleanliness of rooms and corridors.
• Food and drink are not permitted on the courts.
• It is the responsibility of all to see that the College and its surroundings are kept as clean and tidy as possible. The bins are provided for waste material.
• Food and drink are not to be taken into the toilets.
• All bags are to be stored in each student’s locker. Students are to collect their equipment for each lesson from their locker either before school, at recess or at lunchtime only.
• The car park and Homemaker Centre are out of bounds for students except when entering or leaving the College.
• Students are not to smoke or consume alcohol when in school uniform, whether it be at school or going to or from school. Penalties will apply for breaches.
• Mobile phones must be switched off during class time and students will not be permitted to accept calls or messages during this time.
• Mobile phones which have the capacity to take photographs must never be used to photograph another person without their explicit consent.
• iPods, mobile phones and MP3 players may be used for educational purposes only.

In the Classroom

The rules that follow are common to all classrooms. Each class can add to these as they see appropriate.

To be who I am and be that well, I will be:

• responsible for my own actions (eg “on time; in class; learning”)
• resilient and committed to achieving my best
• responsible, respectful, courteous and compassionate in supporting our College policies
• responsible for keeping myself and others safe (eg “safe hands, safe feet, safe mouth”)
• respectful of the right of others to learn, and teachers to teach.
• wearing the correct College uniform with pride (“dressed for success”)

Students are to show teachers and parents relevant notes, and keep their dairy up to date.

Absences - ring the Absentee Line T 8393 1001 with dates and reason.

“My choice; my consequences”

Restorative Practices

The College is committed to the implementation of Personal Responsibility with regard to behavioural issues through Restorative practices. Restorative practices is a process that advocates that the people most effective at finding a solution are the people who are most directly affected by the problem.
Restorative processes create opportunities for those involved in a conflict to work together to understand, clarify and resolve the situation and work together towards repairing the harm caused.

College Gates
The entrance to the College is through the gates left of the College Reception. These gates will be opened before school and locked at 9.30am. They will be opened again at about 3.00pm.

The gates into which the buses arrive will be opened before school and reopened at 3.00pm each day.

Use of Transport
Students using public transport or waiting for public transport should behave in an appropriate manner, being polite and courteous at all times. Serious breaches of this behaviour will result in the student being asked to find alternative transport to and from school.

Student Social Gatherings
1. There should be parental help and supervision at social gatherings in homes so that the young hosts and guests may learn to understand and to fulfil their social responsibilities.
2. Social functions should be few up to and including Year 10. In Years 11 and 12 social functions should not interfere with study.
3. Younger girls and boys should be taken to and from evening functions by a parent/guardian.
4. Invitations should not be distributed to students in R – 12 at school.
5. Open parties should not be permitted and uninvited persons should be firmly discouraged.
6. The consumption of alcohol at parties, including by senior students, should be discouraged.
7. Smoking tobacco should be strongly discouraged and other drugs should not be tolerated.

Parents/Caregivers are advised to consult with one another when invitations are received by their children; telephone conversations can clarify the nature of the invitations even when written communication has taken place. We recommend that parents/caregivers pay close attention to transport and other arrangements made by their children for attendance at social functions.

Supervision of Students Outside of Lesson Times
8.30am - 8.51am
Teachers are on duty in the R – 6 and in the Years 7 – 12 areas. Students should not arrive at school before this time. Students arriving before supervision begins will be sent to Out of School Hours Care. Students may enter classrooms at the discretion of the Homeroom Teacher.

Recess and Lunch
Teachers are on duty in playing areas, and in the library (second half of lunch only).

After School
Students from R – 12 will be dismissed at 3:10pm each day.

Students who catch a bus are required to make their way to the bus collection area, which is located at the front of the College gates on Dutton Road.

All buses will depart from Dutton Road at the designated areas.

At all times, care should be taken when students move towards cars.

Students exiting the College on foot or by bike should use the paved pathways. CARE should be taken when crossing the railway line.
Student Diary
Students from Year 2 onwards use a diary. The diary is a means of communication between students, parents/caregivers and staff. It is also a record of the homework requirements each day and an appropriate place for parents to communicate with teachers and vice versa.

The diary is not a private document. It is a formal means of communication between the school and the family and must be produced at the request of any member of the teaching staff who may wish to examine it or write a note therein.

For the student, the diary is a place to record homework and important dates, the place to record all requests and permissions and a means of organising their time and work. Students are expected to present their diary to the Homeroom Teacher regularly for checking and signing and to maintain the diary in a clean and orderly fashion, free of graffiti and/or stickers.

R – 1 students use a Reading Diary.

Students Driving and Parking
Students may drive to and from school on a permanent basis providing the following are adhered to:

- all Traffic Act Road Rules are to be observed
- students drive responsibly and safely, particularly on roads around the College
- students observe and consider the safety of bus students and school buses.

Students will not use their vehicles during the day:

- unless they have teacher permission before going to a vehicle
- for any other purpose within school hours (8:50am to 3:10pm) except when a parent/caregiver note indicates the reason for leaving school and gives permission. This note must be presented to the Homeroom Teacher.

Students who are not approved regular student drivers but need to drive a vehicle to school for special reasons will receive temporary permission for this when a parent/caregiver diary note is presented to the Deputy Principal.

Student drivers may be permitted to transport student passengers to and from school providing:

a. the student driver’s parents/caregivers are aware of it and that permission has been given for the specific passenger(s) and
b. student passengers have their parents'/caregivers' written permission and have lodged the information with the school.

Student drivers and passengers are not permitted to drive to school or be transported by students until the school has sighted and approved permission notes from all parents/caregivers involved.

Student Drop Off Zone
At the front of the Junior School area there is a ‘Kiss and Drop’ zone for parents to drop off and collect their child/ren. This zone is located alongside the staff car park. Parents are asked to continue moving ahead and not to park their cars. Traffic Inspectors are often present to ensure this rule is followed. Parents’ cooperation with this is greatly appreciated. Please adhere to 5km/hr speed limit.
Uniform

The uniform provides a sense of identity and wearing it well shows pride in our College.

Items of uniform are available from the College Uniform Shop, The Pavilion - Hampden Road Mt Barker. A full list of the College Uniform requirements are available on the College Website or School Mobile App.

Please note the following policies of the College in this matter:

1. The College uniform is to be worn in its complete and approved form:
   - when students are travelling to and from school
   - to each class
   - to all official school functions
     Award Ceremonies
   - as directed by the Principal.

2. The correct wearing of the College uniform is a prerequisite for attending classes.

3. In Terms 1 and 4, the College blazer (7 – 12) should be worn for all formal occasions when the weather requires a warmer garment, to and from the College, regardless of the method of transport. The jumper may only be worn as the outer garment once inside the College grounds.

   In Terms 2 and 3, the College blazer (7 – 12) should be worn for all formal occasions including assemblies and excursions. The blazer is to be worn to and from the College, regardless of method of transport, in Terms 2 and 3. The jumper may only be worn as the outer garment once inside the College grounds.

4. Only the Principal or Principal’s delegate may sanction the departure from these requirements.

5. The summer uniform will be worn during Terms 1 and 4 and the winter uniform will be worn during Terms 2 and 3.

6. The only approved School Bag which students may use is the official green back pack. These are available in two styles and varying sizes through the College Uniform Shop.

7. Jewellery is not permitted with the school uniform. The only concession is a watch, a pair of small pearl studs, plain gold/silver studs or sleeper earrings – one in the lower lobe of each ear, a thin chain necklace either plain or with a small cross, medal or watch.

8. Make-up is not to be worn with the College uniform.

9. Students are expected to be clean-shaven.

   Shoulder length hair needs to be tied back. Hair needs to be kept away from the face at all times. Hair ribbons and headbands are to be in College colours only (navy blue, bottle green, gold). Hair ties of natural colour are permitted (brown, black and clear). Hair style and colour need to be appropriate for school and should not be designed to attract attention.

   A broad-brimmed or bucket hat has been adopted as part of the official school uniform. Hats are to be worn outdoors at all times during Terms 1 and 4. Our motto for skin protection is “Hat On, Play On”.

   The sports uniform is worn only on those days that are designated as sport days and advertised as such at the beginning of each school year and during practical Physical Education or Sports lessons. Sport shoes such as cross trainers which provide adequate support are to be worn. This excludes flat canvas shoes (eg. Dunlop Voleys) and high cut gym boots.

10. It is expected all articles should be clearly marked with the owner’s name.
College Reception Opening Times
The College Reception is open Monday-Friday from 8.00am until 4.30pm. To contact the College Reception outside these hours you can telephone 8393 1000 and leave a recorded message. Alternatively you can email your message on info@stfrancis.catholic.edu.au.

Lesson Times
Monday to Friday

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.51 - 9.05</td>
<td>Morning Admin</td>
</tr>
<tr>
<td>9.05 - 9.45</td>
<td>Lesson 1</td>
</tr>
<tr>
<td>9.45 - 10.30</td>
<td>Lesson 2</td>
</tr>
<tr>
<td>10.30 - 11.15</td>
<td>Lesson 3</td>
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<tr>
<td>11.15 - 11.35</td>
<td>RECESS</td>
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<tr>
<td>11.35 - 12.20</td>
<td>Lesson 4</td>
</tr>
<tr>
<td>12.20 - 1.05</td>
<td>Lesson 5</td>
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<tr>
<td>1.05 - 1.45</td>
<td>LUNCH</td>
</tr>
<tr>
<td>1.45 - 2.30</td>
<td>Lesson 6</td>
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<tr>
<td>2.30 - 3.10</td>
<td>Lesson 7</td>
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</tbody>
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2017 Term Dates

Term 1 Monday, 30 January 2017 – Thursday, 13 April 2017

Term 2 Monday, 1 May 2017 – Friday, 7 July 2017

Term 3 Monday, 24 July 2017 – Friday, 29 September 2017

Term 4 Monday, 16 October 2017 – Friday, 15 December 2017

Late Arrival
Being punctual to school and lessons is a quality which we expect in our students. It is not only good manners but allows the teacher to begin the planned learning activities on time. Therefore parents are asked to ensure that students arrive at school on time.

Students who arrive at school after 8.55am are to report to Student Services to record lateness.

A note of explanation from the parent should be given to the Homeroom teacher.

Attendance
Students should aim to be at school by 8.45am and are expected to be in classrooms by 8.50am.

Students should not be on the College grounds before 8.30am unless enrolled formally in the Out of School Hours Care Program.

Feast Days, Sports Days, Reflection Days and other whole school or year level community events are an integral part of the College life and all students are expected to attend.
Absence

a. A telephone call from the parent/guardian on the morning of the absence should be made to the College Absentee Line (phone 8393 1001) by 9.30am. A written explanation in the diary when your child returns to school should be given to the Homeroom Teacher for every absence.

b. Notes should be in parent’s handwriting or SMS’d from the parent’s phone.

c. If the student’s absence is known in advance, the College should be contacted via the College Absentee Line (8393 1001).

d. Medical, dental, etc. appointments, or driving lessons, where possible, should be made outside school hours.

e. Be sure to check the website or Mobile App for new notices that may have been released during your child’s absence.

Departing the College Grounds During the Day

Any student who has to leave the school at an irregular time must bring a note that is to be shown to the Homeroom Teacher before school on that day. At the time of leaving the students are to report to Student Services and parents arriving to collect their child are to report to the College Reception to sign out. Parents are asked not to go straight to the classroom, but rather to wait at the College Reception. If returning to school the same day, the student is to report to Student Services before returning to class.

We invite parents to contact Homeroom Teachers to organise work for students who are ill.

Money and Other Valuables

Money sent to school for any purpose needs to be placed in a sealed envelope, clearly marked with the student’s name, class and the purpose for which the money is to be used. This is taken to Student Services for safe-keeping. Personal money should be the responsibility of the student. Money or valuables are not to be left in the classrooms. Items such as Walkmans, Game Boys and other non-essential devices are strongly discouraged and are the responsibility of the student.

We do not encourage mobile phones to be brought to school unless you feel they are a necessary safety device for your child, e.g. to ring you after school on the way home in an emergency. If a mobile phone is brought to school it must be switched off and kept in a safe place, e.g. locker. Phone calls or text messages must not be made or received during the day (this includes recess and lunch). Emergency communication with parents can be made through Student Services. The College does not take responsibility for items that go missing – students need to be careful about any valuable items they bring to school and keep them in a safe place.

Mobile Phones

• Years 10 – 12 refer to Senior School Mobile Phone guidelines.

• Can be brought to school but must be kept in lockers for Years 7 – 9.

• If required R – 6 phones should be signed in at the R – 6 Community Office. Drop off upon arrival, collected at home time.
Other
The following items are not permitted at school:
• chewing gum
• bottled alcohol-based liquid paper
• dangerous and/or illegal items

The College bag, diary and pencil cases should be free of stickers and graffiti and any offensive material. Students should not interfere with another student’s bag, locker or personal belongings.

Withdrawing Your Child from St Francis de Sales College
Parents are requested to contact the Principal in writing at least one term before the student’s last day to finalise administrative details, or fees charged pro rata of attendance and in addition $1000 late notice fees will be charged by the College.

The student should then see the College’s Student Services to obtain an ‘Exit Form’ to help finalise all outstanding arrangements with the Resource Centre and return text books to the appropriate staff member.

Student Leave for an Extended Period
If your child will be absent for an extended period of time, we ask the family to complete an Exemption Form from the College Reception.

The College will then notify you if the leave has been granted to ensure your child’s enrolment is continued.

If an extended period of time is approved by the College Principal and your child’s place is being held families are expected to continue to pay the school fees as per normal arrangements.

Visitors to the College
All visitors to the College are asked to report to the College Reception as soon as possible after entering the property.

This is due to our Duty of Care responsibilities and our need to ensure a safe environment.

All visitors must report to the College Reception and sign in. They will then be issued with a visitor's pass, which must be worn and visible, while they are on the school property.

Former student visitors are allowed to visit the College at the discretion of the Principal or Deputy Principal.

We would ask for your support in safeguarding the members of our community while at the College.
Facilities and Services

Student Identification Cards
All students from Years 8 – 12 receive a photographic identification card indicating they are a student at a secondary school for identification and concession purposes. If lost, the card can be replaced at a fee of $5.00.

Student Lockers
All students will be allocated a locker for the purpose of securing their personal items and books for the day. Locks are provided by the College and some are of the combination variety to ensure consistency and assistance in the case of forgotten identification numbers. It is a student’s responsibility to ensure his/her locker is secured with a padlock and no responsibility will be taken for items of value brought to the College Canteen.

Canteen – Food 4 Thought Cafe
The Canteen provides lunch orders and counter sales every day.

To make lunch orders quick and easy to place, convenient online payment options include Visa, MasterCard (direct debit and credit cards) and Bank Transfer. Simply go to www.flexischools.com.au and ‘Register Now’ - be sure to select St Francis de Sales College in SA. Flexischools has a help desk 1300 361 769 if you have any questions. These orders will be delivered R – 6 classes.

Drop in orders from Years 8 – 12 are available.

Our on the menu and price list is emailed at the beginning of the College year and is available on the College website.

The Canteen supplies a selection of healthy lunches and snacks for students in accordance with the Australian Dietary Healthy Eating Guidelines (Right Bite).

Volunteer Help
We would love you involved in our Canteen team. If you are interested please register on the form located on our College website under Community/Canteen.

Out of School Hours Care
Hours of Operation
Before School Care: 7.00 - 8.30am
After School Care: 3.10 - 6.30pm
Curriculum Days: 6.30am - 6.30pm

Contact Us
OSHCC Direct: 1800 501 893 or (03) 8851 4160
OSHC Coordinator: 0448 393 328
Email: sastfrancis@oshccampaustralia.com.au

Child Care Benefit Funded Program
This school site provides before school care from 7.00am until 8.30am when school opens and after school care from 3.10pm until 6.30pm. Our provider number for the Before and After school care program is CRN 407 393 186L. Phone Centrelink Family Assistance on 13 61 50. Please contact Camp Australia to have your Camp Australia Child Care Account include the child care benefit deductions.

To enrol your child/ren into the St Francis de Sales OSHC Program, please complete an OSHC Registration Form from the College Reception during school times or at the OSHC Sign In/Sign Out desk during OSHC times. A registration form can also be downloaded direct from Camp Australia’s own website. For more information regarding our OSHC Program, please visit the Camp Australia website at: www.campaustralia.com.au and/or refer to updates in the College newsletter.
Library
The Resource Centre provides a range of resources and information for staff and students at St Francis de Sales College. We are open from 8:30am until 4:00pm daily.

Our teacher librarians work collaboratively with class and subject teachers to plan and teach Information Literacy skills and to introduce students to new reading materials.

Student Services
This is a place for students to attend for signing in and out, student notices and First Aid.

Text and Stationery
Many of the text books for Year 7 – 12 are provided from the Class sets owned by the College, for which a hire fee is incorporated in to the annual fee.

If a student loses or damages a book, parents are charged for the replacement cost.

Booklists are distributed in November for Years 7 – 12 for the pre-ordering of text books and stationery through the College booklist provider.

R – 6 individual stationery packs are distributed through the Homeroom Teacher.

College portfolio packs include College diary which are distributed through the Homeroom teacher.

Bus Services
Lofty Coaches Bus Service
The bus runs are:
Hills Route 1 – Servicing areas of Callington, Kanmantoo, Nairne, Bald Hills Road and Martindale Estate.
Hills Route 2 – Servicing areas of Birdwood, Mt Torrens, Lobethal, Woodside, Balhannah and Littlehampton.

Route 3 – Murray Bridge departs St Joseph’s, via South Eastern Freeway.

High School Interchange - Transporting students to and from the Mount Barker High School Interchange, . Stirling – Heathfield/Stirling/Aldgate/ Bridgewater/Hahndorf/Crafers.

Meadows – Transporting students to and from Meadows Primary School.

If you wish to discuss the College bus operated by Lofty Coaches Bus Service, contact either the College Office on 8393 1000 or Lofty Coaches direct on 8391 5272 or visiting their website at www.loftycoaches.com.au.

Southlink Bus Service
The bus runs are:
Route 852 – Langhorne Creek Hall, Belvidere and Strathalbyn Railway Station.

St Francis de Sales students must transfer to the St Francis de Sales School Bus at the Strathalbyn Railway Station.

St Francis de Sales School Bus continues along Long Valley Road, Strathalbyn Railway Station, Wistow to St Francis de Sales College.


Routes are subject to change. All changes will be notified via the College Newsletter and on Lofty Coaches and Transitplus websites

2017 School Uniform

St Francis de Sales College Uniform Shop
The Pavilion
Hampden Road, Mount Barker
Ph: 8393 1000

Online ordering service available
www.devonclothing.com.au

Student Wellbeing in Our College

St Francis de Sales College endeavours to assist each student develop their intellectual, physical, emotional, social and spiritual potential. As an R – 12 College community we nurture the social, spiritual and emotional development of our students to promote wellbeing and assist them in developing the skills to continue to care for and respect themselves and others.

Through initiatives such as Mind Matters our students learn how they can develop their skills for organisation, getting along, confidence and persistence. We help our students to develop resilience and emotional wellbeing by teaching them how they can challenge their negative thoughts and bounce back from any adversity or setbacks in their lives.

The Religious Education and Family Life Programs help students develop their spirituality and understanding of God’s presence in their families’ lives. Family Life aims to help students understand and develop knowledge of themselves and to maintain responsible, healthy and positive attitudes towards life.

Family, parish and school partnerships are an important part of our College community.

Student Counsellor

A personal confidential counselling service is provided to all of our students by our qualified counsellor. If a parent is concerned about their child’s wellbeing, they should first contact their child’s Homeroom teacher.

Why would I need to use this service?

Sometimes students might feel more comfortable talking to someone other than friends or family about an issue or problem that is bothering them at either school or at home.

Our Counsellor can help students work through this situation by developing strategies and skills to resolve or minimise the impact it is having on them.
How can counselling help you?

Our Student Counsellor is qualified and skilled in supporting students, staff and parents in dealing with issues that include:

- behavioural issues
- emotional issues
- relationship issues
- friendships
- grief and loss
- negotiation/mediation
- crisis situations.

A variety of formats are used by our Student Counsellor to foster student wellbeing:

- one-to-one and small group counselling
- group mediations
- classroom sessions
- meetings with staff and/or parents
- access to resources and facilities
- self-help portal on the College Intranet.

How do you make an appointment?

To assist student wellbeing we encourage our students to be proactive in seeking counselling as a support whenever they feel the need.

Reception to Year 6 students usually seek help from their parents or teachers to refer them to the Counsellor when seeking and making counselling appointments.

Year 7 to 12 students usually prefer to independently arrange their appointments with the Counsellor. Great care is taken to minimise and prevent any disruptions to the student’s learning by working around their timetabled lessons, assessments and College activities.

Students are able to make an appointment by:

- a self-referral and arranging a time with the Counsellor at the Counselling Room
- asking their parent, teacher or Head of School to refer them to the Counsellor
- placing a request with Student Services for the Counsellor to arrange a time for a counselling session.

Parents and teachers are also able to refer students to the Counsellor by:

- contacting the Counsellor by telephone and discussing the situation with him/her
- making an appointment to discuss details in person
- asking the teacher to make a referral and provide details.
Health Services

Emergency Procedures
Our first priority is the health and safety of your child/children. In normal circumstances we first try to contact parents if a child is sick or injured. To enable us to make such contact you will be asked to fill in a confidential information form, which is updated on an annual basis.

This form seeks:

- information for daytime contact
- permission to act on your behalf if contact cannot be made.

All teachers are familiar with basic casualty care procedures.

Parents are asked to keep the College informed of any changes of address or telephone numbers.

First Aid/Sickroom
The First Aid Area is located in the Student Services area and School Communities. This facility does not, however, provide for long time care. Parents or contact persons are notified immediately a child has a serious accident at school. In extreme cases, especially when the parents cannot be contacted, the Principal may arrange for the child to be taken to a doctor or hospital, usually by ambulance. Sick children should not be sent to school.

Medication at the College
All students who need medicine or tablets to be administered at the College are required to hand them into Student Services on arrival at school and collect them at the end of the day. The medicine/tablets need to be in the original container supplied, together with a Medical Comment Form signed by a Doctor explaining the dosage and time for the medicine to be given. In some cases medication will need to be stored permanently at the College.

The College will only administer paracetamol with a Medical Management Plan Form signed by a Doctor.

Students will need to come to Student Services at the correct time where the staff will administer the medicines and keep a record of the date and dosage supplied. This does not apply to puffers or inhalers, as students need to have easy access to these.

Teachers in classrooms do not give out medicines. This is a safety issue both for teachers, students and parents/caregivers and we appreciate your co-operation in this matter.

Parents are asked to submit a signed Health Plan by their G.P. to Student Services at the beginning of each year if the student requires medication at the College.

Ambulance
An emergency cover arrangement with SA Ambulance Service is included in the Education Expenses Schedule.

Dental Clinic
Our school is serviced during school hours by the Dental Clinic located in the grounds of the Mount Barker Primary School. Once enrolled with the free clinic, parents receive notification to attend by appointment cards, whether through the school or by post.

Immunisations
Immunisations are held for Years 8 and 9 and are administered through the College by Immunisation Nurses from the District Council of Mount Barker.
What is KidsMatter Primary?

KidsMatter Primary is a flexible, whole school approach to children’s mental health and wellbeing in the primary years of school.

It works both on its own and as an umbrella under which a school’s existing programs can comfortably fit. It provides the proven methods, tools and support to help schools, parents and carers, health services and the wider community nurture happy, balanced kids.

KidsMatter Primary is a national initiative that aims to contribute to improving student mental health and wellbeing, reducing mental health difficulties amongst students, and increasing support for students experiencing mental health difficulties.

Mind Matters

Mind Matters is a national mental health initiative for secondary schools by Australian Government of Health and Ageing and implemented by Principal's Australia Institute.

Mind Matters uses whole school approach to mental health. Promotion is based in the principles of the World Health Organization’s Global school Health Institute and the Australian National Health Promoting Schools Framework.

Mind Matters aims to:

- Embedded promotion, prevention and early intervention activities for mental health and wellbeing in Australian Secondary schools (Years 7 – 12)
- Enhance the development of school environments where young people feel safe, valued, engaged and purposeful
- Develop the social and emotional skills required to meet life’s challenges
- Help communities create a climate of positive mental health and wellbeing
- Develop strategies to enable a continuum of support for students with additional needs in relation to mental health and wellbeing
- Enable schools to better collaborate with families and the health sector.

Positive Psychology

Positive Education is defined as education in skills for creating positive wellbeing and happiness for individuals. It has five measurable elements. (PERMA)

Positive Emotions: experiencing joy and pleasure

Engaged Life: being consciously involved in our activities

Relationship: having enjoyable and supportive interactions with others

Meaningful and purposeful: creating a purposeful narrative about our lives

Accomplishments: completing our goals and following our core values

When we are happy we are productive, we are good at building meaningful relationships with those around us and we feel great. The PERMA model helps us think about what we need to do to flourish and to be really happy as a result.

The PERMA Model was developed by respected positive psychologist, Martin Seligman, and was widely published in his influential 2011 book, “Flourish.”
To read College Policies in full please visit on the College website
www.stfrancis.catholic.edu.au

The following policies are on the College website:
- Bushfire policy
- Camps and Excursions Policy
- Catholic Charter for Parents
- CEO Policy for the care, wellbeing and protection of children and young people
- Drug and Substance Abuse Policy
- Enrolment Policy
- Extreme Weather Arrangements Policy
- Fees Policy
- Personal Responsibility Policy
- Child Protection Policy
- Skin Protection Policy and implementation Strategies
- Uniform Policy
- Student Leadership Policy
- Privacy Policy

College Fees
Our policy has always been to ensure our fees are kept at a reasonable level while endeavouring to provide quality facilities and resources for the students who attend the College. The College Board believes that the fee structure set for 2017 continues to maintain this policy while meeting the financial demands of running a growing R – 12 Catholic Co-educational College.

All Parents/Caregivers sign a School Fees Collection Policy Agreement as part of the enrolment application, agreeing to the payment of fees, and we ask families to abide by this agreement.

School card must be applied for annually.

All students from Reception to Year 6 use classroom stationery sets.

Total Fees consist of:

Tuition fees, curriculum materials, all excursions, physical education levy, performances, library levy, IT Levy, ambulance cover and school insurance, art/classroom materials, lock/locker use, text book hire and extra curriculum activities.

The compulsory Capital Levy Component has been increased in 2017 to assist with the Sports Centre Construction.

The fee account parents/caregivers receive in Term 1 will show the total annual fees for 2017. All parents need to commit to one of the following options:

OPTION 1 – Paid in full last business day in March (31st).

OPTION 2 – 10 Monthly payments paid in full by mid November. Direct Debit is the preferred payment type. Authority forms can be downloaded from the website.
Financial Information 2017

The College Board has approved collection of fees through an agency if an account is outstanding for longer than a term, or if agreed payment requirements are not met.

All fee information is on the College website under Enrolments.

Building Fund Contributions

The Board wishes to acknowledge and thank St Francis de Sales College families who have donated to the Building Fund over recent years.

The College continues to further develop facilities. The College is entering the next phase of the College Building Master Plan. Parents are encouraged to make donations. Please download and complete the Building Fund Nomination form and return to the College for processing your tax deductible donation.
General Matters

Smoke-Free Zone
ALL school buildings and grounds are smoke-free zones.

Art and Craft Smock
Many of the paints and glues used by the students during their Art lessons are difficult to remove from clothing. Please ensure that your child has an old shirt or smock to protect the uniform during art and craft activities.

Photographs
The privacy policy requires that each parent/caregiver sign a consent form allowing the photographs of students to be used in newsletters, the magazine, promotional material, local and state newspapers. Separate permission is sought for photographs to be used on the College website.

Each year a commercial photographer is invited to the school to take photographs. These include class, individual and/or family photographs. Parental consent is required for individual and family photographs to be taken and parents are under no obligation to purchase.

A photographer is also used for specific College Events.

Toys
Unless there is a justifiable reason (e.g. classroom or College activity), children are not to bring toys to school. Not only can they be distracting during lesson time, they can also be a source of misuse/abuse by others. Toys such as guns, pistols, knives, etc. are prohibited.

Bicycles
For those children who ride their bicycles to the College, the following regulations apply:

• bicycles are not to be ridden in the yard at any time
• bicycles are to be stored in the appropriate racks near the courts
• students must not share bicycles with others
• bicycle helmets must be worn
• parents should carefully instruct their children on road safety.

Lost Property
Any items of clothing, lunch boxes, etc, found at school are left in a container marked “Lost Property” and stored outside the sports area in the Junior School. All unnamed items not claimed will be offered for sale via a trading table at the end of each term.

Parents are requested to CLEARLY LABEL ALL ITEMS OF CLOTHING AND GOODS brought to school to ensure that they are easily returned to their respective owners if misplaced.

Insurance
The College has taken out insurance coverage which gives all students a basic cover 24 hours per day.

This also covers students whilst on work experience programs. This insurance would replace the cover traditionally taken out by parents with the Catholic Church Insurance on an individual basis. However, parents should check with the College as to the level of coverage to ensure adequate coverage for their own individual circumstances.