



Family Handbook

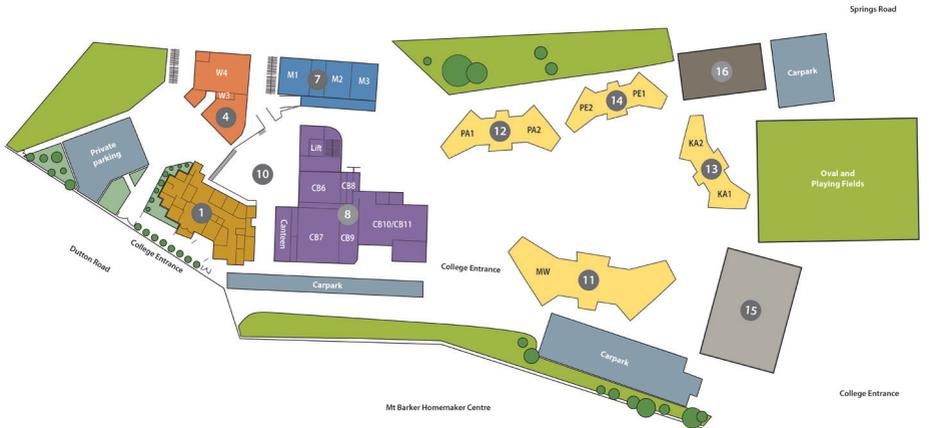


St Francis de Sales
COLLEGE

stfrancis.catholic.edu.au

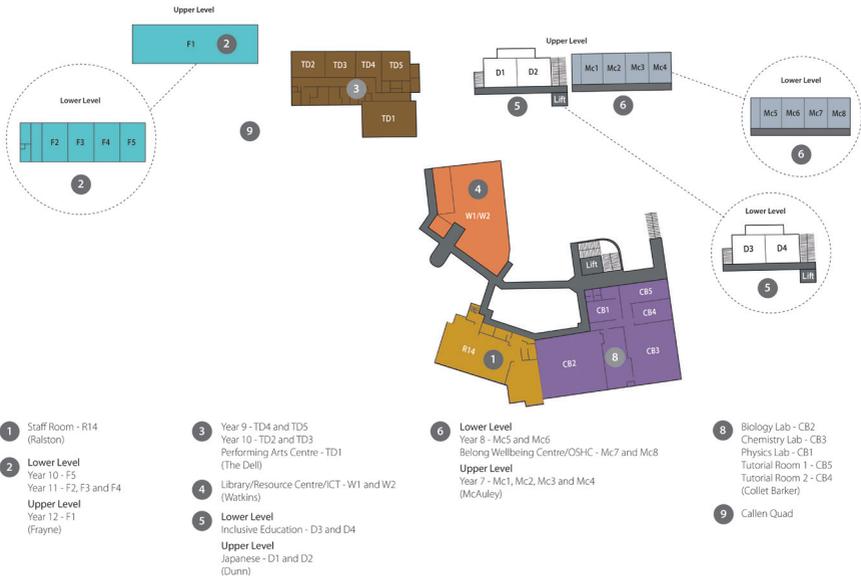
College Maps

Lower Level



- 1** College Administration/ Student Services (Ralston)
- 4** Home Economics - W3 and W4 (Watkins)
- 7** Music Centre - M1, M2 and M3
- 8** Art - CB6 and CB7
CAD - CB8 and CB9
Tech Studies - CB10 and CB11
Canteen (Collet Barker)
- 10** Mercy Courtyard
- 11** Reception Learning Community - MW
Alive Catholic Early Learning Centre (Meya Watta)
- 12** Year 1 and 2 Learning Community - PA1 and PA2 (Patpiori)
- 13** Year 3 and 4 Learning Community - KA1 and KA2 (Kangawiririna)
- 14** Year 5 and 6 Learning Community - PE1 and PE2 (Pereira)
- 15** Community Sports Centre
- 16** Trade Skills Centre

Upper Level



- 1** Staff Room - R14 (Ralston)
- 2** Lower Level Year 10 - FS
Year 11 - F2, F3 and F4
Upper Level Year 12 - F1 (Frayne)
- 3** Year 9 - TD4 and TD5
Year 10 - TD2 and TD3
Performing Arts Centre - TD1 (The Delt)
- 4** Library/Resource Centre/ICT - W1 and W2 (Watkins)
- 5** Lower Level Inclusive Education - D3 and D4
Upper Level Japanese - D1 and D2 (Dunn)
- 6** Lower Level Year 8 - Mc5 and Mc6
Belong Wellbeing Centre/OSHc - Mc7 and Mc8
Upper Level Year 7 - Mc1, Mc2, Mc3 and Mc4 (McAuley)
- 8** Biology Lab - CB2
Chemistry Lab - CB3
Physics Lab - CB1
Tutorial Room 1 - CB5
Tutorial Room 2 - CB4 (Collet Barker)
- 9** Callen Quad

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Principal's Welcome



A warm welcome to the academic year. Our aim as a College this year is to provide your child with the solid academic foundation required for his/her further success, within a supportive and productive learning environment that encourages all students to give their very best effort to ensure they are able to reach their full potential. Our College motto of "Be who you are and be that well" calls us to strive for our own individual level of personal excellence, and as a Catholic College we prioritise ensuring this occurs in an environment with a focus on Gospel teachings and values, prayer and liturgical celebrations.

This handbook provides you with important information about College policy and procedures, daily structures and routines, and invites you to be an active part of your child's education through a positive and proactive partnership with the College. This may take many formats including the obvious and most basic level of engagement with the College's shared *Community Commitment* and base expectations in areas such as uniform and grooming. Even more importantly, actively engage in your child's learning on a regular basis about their progress, successes and challenges, and goals for the year. I trust you are able to make the most of other opportunities provided to engage with your child's learning, whether that be your presence at College events, during in-classroom visitation opportunities, or partaking in key meetings like Learning Reviews.

A young person's success in learning is closely related to their social and emotional development. We know that when a student experiences challenges in their personal life, this directly or indirectly impacts on the learning process, and for this reason we would highly value effective communication between home and College. This two way flow of information enables the College to live its commitment to a holistic approach to education where staff strive to ensure that each student develops to his or her full potential socially, emotionally, spiritually and intellectually.

Parents often find it difficult to know who to make contact with at the College, as there are a range of people with responsibilities that collectively support student wellbeing and learning. I am hopeful the following details may assist in determining who you should contact at the College.

- Your first contact should be the Home Class Teacher, who in our Middle School also acts as the Key Teacher for that particular class. You can make contact with this staff member in the first instance either via a note in the diary or by phone call or email.
- All Home Class Teachers are supported by leaders with responsibility for student learning and wellbeing. Those leaders are:

R-2 Leader	Fran Nicholls
3-4 Leader	Alice Taylor
5-6 Leader	Michael Baker
7-8 Leader	Jen Ness-Ferry
9-10 Leader	Mark Andrews
11-12 Leader	Roslyn Mattner
- Each of the teams of leaders also have three more senior staff who guide and shape their work. These staff are:

R-6 Director of Learning	Alice Taylor
7-12 Director of Learning	Kim Bathe
R-12 Director of Students	Jo Matthews

Principal's Welcome.... continued

Matters that need to be progressed through these various levels of leadership within the College will be directed to a member of the College Leadership Team, comprising of the APRIM (Assistant Principal - Religious Identity and Mission) Oreste Farrugia, Deputy Principal - Learning Paul Wadsworth, Deputy Principal - Community and Wellbeing James Gill and Principal Gavin McGlaughlin.

It is also important for parents to remember that a College Counsellor is available for you to contact directly at your discretion.

My best wishes to you and your family for the journey that lays ahead and we greatly look forward to the many opportunities that will be supplied to students, and the many successes that will arise from the opportunities grasped.

Gavin McGlaughlin
Principal

Our Patron: Saint Francis de Sales

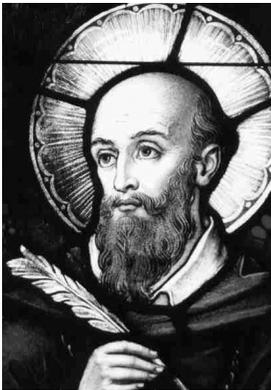
Born: France, 21 August 1567

Died: 28 December 1622

Canonised: 8 April 1665

Feast Day: 24 January

Patron Saint of: Journalists and Writers



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's will was finally made 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.

Our Patron: Saint Francis de Sales... continued

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'.

Our College motto, "Be who you are and be that well" comes from the writings of our patron.

St Francis de Sales College... A Catholic College

'Be who you are and be that well.'

St Francis de Sales 1567-1622

Catholic Identity and Religious Education

Fundamental to a Catholic College is the foundation of faith in Jesus Christ and the role of the church to give this life and expression. At St Francis de Sales College, this is lived through our seven Heart Values of Faith, Perseverance, Compassion, Integrity, Respect, Wisdom and Justice and the example of the man St Francis de Sales.

These values are lived and supported in the College community which is the thriving 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. In particular, our Faith-in-Action (FIA) Group leads and facilitates many service activities, both within the College and community.

The Religious Education program is a compulsory (R-12) component of the academic life of the College. Its content and practice lead students and staff to understand the life and history of the Church and its relevance to individuals 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 in the example of Jesus of loving God, loving others and loving creation. It is all done in the spirit of our Patron, St Francis de Sales to gently evangelise and transform the lives of all associated with our College community.

The College also follows the example of Catherine McAuley, the founder of the Sisters of Mercy. The Sisters of Mercy opened a primary school on the College site in 1902, and we continue to live their charism.

In the interest of open dialogue, the College educates our young people in various traditions and religious perspectives to demonstrate our commitment to build a loving, inclusive, just and service-oriented community.

St Francis de Sales College... A Catholic College

Our Parish Community

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

The College has a valuable resource in the Parish Priest Father Richard Morris, assistant priest Father Ian Wilson and lay ministers who serve in the Mount Barker and Strathalbyn Parishes.

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.

Community Mass is held every second Tuesday morning 8:15am - 8:45am in our Community Sports Centre for all members of the College and Parish communities to attend if desired.

All year levels at the College have an opportunity each term, to prepare and be involved in a Mass at Our Lady of Mercy Church, Mount Barker.

Our Faith-in-Action (FIA) social justice group has very strong connections with the Parish, Mount Barker Vinnies Conference, and the local Vinnies Op Shop. All students are welcome to be part of the FIA group.

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. The Sisters came from Broken Hill and the NSW inland, establishing 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 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 new building consisting of classrooms, teachers' room, toilet block and veranda. The following year the school moved down the hill into the new building, which the Irish Sisters in their history refer to as the move down in to the dell. The building still exists on site and has been recently renamed "The Dell" in the Sisters' honour.

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 both financially and 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 bussed 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 South Australian Commission for Catholic Schools for the development of a secondary school, but it was not until 1998 that approval was given to the development. In December 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 significant change in population in the Mount Barker area and there are now about 830 students in Reception to Year 12. As a diocesan school, governance of the College ultimately rests with the Archdiocese of Adelaide, supported by an advisory College Board, appointed through elected nominations from the parent body and members from the Parish.

St Francis de Sales College... A Catholic College

College Crest

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



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 College.

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 resurrection also signifies us as a people of hope.

The book represents us as a community of learners endeavouring to be the best we can be, and symbolises the wisdom we receive from God's Word.

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 families. Such enquiries are directed to the Chairperson. Board elections are held at the Annual General Meeting in March/April of each year.

Nick Crowe
Chair of the Board

Luminaries Grant

St Francis de Sales College Board will accept written applications from students seeking financial support for activities where they are excelling in a chosen field, and in doing so are an inspiration to others.

The College Board believes that each student at St Francis de Sales College has within them the ability to be the very best version of themselves, and through this inspire others through their pursuit of excellence in their chosen field.

The Luminaries Grant is a College Board program which aims to support students and their families with the costs associated with activities that are a reflection of that pursuit of excellence.

The criteria for the Luminary Grant is that students must:

- Be pursuing an interest out of school and excelling in that pursuit
- Be leading and inspiring others
- Being recognised for talents, skills and abilities at an elite level
- Be meeting their financial commitment to the College.

Examples of potentially successful applications could come from pursuits in Sports, Leadership, Community Service or Academia. Applicants are required to write a letter to the Board, providing evidence of the activity for which they are seeking support and how it meets the criteria, which will be tabled at the monthly board meeting for consideration.

Financial support of successful applicants to the Luminary Grant program may be awarded by Board in the amounts of \$250 or \$500, to a maximum of \$500 per annum.

Parent Communities

Parent Community Group (PCG)

Our PCG is committed to continuing to strengthen parent partnership and connection at St Francis de Sales College.

The importance of positive and constructive working relationships between you 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 they feel comfortable.

The PCG meet regularly at the College or via MS Teams. For more information about the group email PCG@stfrancis.catholic.edu.au

Dad's Group

Our Dad's Group, launched in 2022, is part of The Fathering Project. The primary aim of the group is to increase the involvement of fathers and father figures in their children's education and develop a support network through which they can interact. The group hosts one event per term and invitations are emailed directly to families. If you would like to join the group or for more information email info@stfrancis.catholic.edu.au

College Events

St Francis de Sales College welcomes all families to participate in and attend College events. Events are advertised on our website College Calendar stfrancis.catholic.edu.au/news-events/college-calendar, eNewsletter *Link Up* and SEQTA Engage. Some events will require invitations to be sent to relevant families. Example of events include:

- Parent Welcome Evening
- Academic Assembly
- Mother and Daughter Breakfast
- College Day
- R-6 Disco
- Father and Son Breakfast
- World Teachers' and ESO Day
- Carols Night
- R-11 Awards Presentation Night
- College Tours

College Events and Child Protection

The 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 Administration Office. While this is not compulsory we encourage as many of you as possible to visit our College Administration Office 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/caregiver 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 Induction Pack available from the College Administration Office. 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

People working or volunteering with children in South Australia must, by law, have a Working With Children Check (WWCC). We will provide you with an Initiation Check Request Form (ICRF) to be completed, and begin the screening process.

- This is free of charge to you.
- You need to complete both pages of the form (excluding the Nominated Authorising Person - Verification details section) and return it to the College Administration Office where your proof of identity can be verified.
- We will forward your application to the Screening and Verification Authority (SAVA), who will initiate the screening process. The Department of Human Services (DHS) Screening Unit will forward an email with instructions to complete the online component of the screening process.
- Once the process is complete (taking up to six weeks), you will receive an email from DHS and a letter from SAVA advising you of the outcome.
- If you have been granted a clearance, a copy of the email from DHS must be presented to the College for the details to be recorded.
- This clearance will be valid for five years and is transferable between Catholic schools.
- A volunteer cannot commence at the College or assist on outings unless a record of the clearance is on file.

Volunteers.... continued

Electronic Screening

We will undertake an internal Catholic Education electronic screening. There are no forms to be filled in for this; it will be done automatically by the College once the Volunteer Induction Pack is completed and returned to us.

Volunteer Induction Pack

The induction package includes information and forms relating to WWCC, 'Responding to Risks of Harm, Abuse and Neglect - Education and Care' (RRHAN-EC) Online Induction for volunteers, Code of Conduct, Duty of Care, Catholic Ethos, addresses Work Health and Safety, Protective Practices and the St Francis de Sales College Privacy Policy. Together, these induction

components aim to ensure the physical and emotional wellbeing of children and young people and the safety of our volunteers.

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.

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. Paperwork available at the College Administration Office must be completed and submitted.

Pastoral Care and Home Class

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 are able to achieve at their best. In Reception – Year 12 all students are allocated to a Home Class, where they spend a significant number of their lessons. **The Home Class Teacher** is the primary pastoral carer for students in his/her group. The Home Class Teachers are the first contact for families 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 Year Level Leaders. The Student Counsellor, Director of Students 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 Development at St Francis de Sales College

Senior Student Leaders

The Year 11 and 12 Student Leaders of our College are elected through a process involving staff and students. These leaders represent and live the values that are expressed in the example of our patron, St Francis de Sales. Two Year 12 students from the team are selected through an interview process to be the College Captains. This team also includes the four Year 12 House Captains.

Junior School Captains

Two Year 6 students are elected to be the Junior School Captains. These students work closely with the senior student leadership team in service of the College and the broader community.

House Captains and House Student Leaders

Our House Teams foster collaboration, teamwork, perseverance and respect. Each House is named after a significant place in the life of the man, St Francis de Sales. He was born at Thorens in Duchy of Savoy on 21 August 1567 (Blue House); studied law and theology at Padua in 1588 (Green House); he became Bishop of Geneva and Doctor of the Universal Church (Red House); and he died at Lyon on 28 December 1622 (Yellow House). St Francis de Sales reformed religious communities and his goodness, patience and mildness for those in need was memorable. He is the patron saint of writers and journalists; an inspiring role model from whom we can learn.

A Year 12 student is elected to be the House Captain of each of the four Houses. The House Captains are supported by a House Student Leader in Years 2, 4, 6, 8 and 10. These students represent their House in all aspects of the College, including community, sporting and social justice activities.

Faith-in-Action (pronounced 'Fire')

Our Faith-in-Action (FIA) group are a social justice group linked to the charism and networks of the St Vincent de Paul Society. It is open to all students to be a part of, as a volunteer in social justice. Within the group, three student leaders are elected. These positions are President, Secretary and Treasurer. These leaders model servant leadership and work closely with the senior student leadership team and also the local Mount Barker Parish and Vinnies Op Shop.

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 senior student leadership team for that period.



College Communication

Communicating by Seesaw, Consent2Go, SMS and SEQTA Engage

Seesaw

Our R-6 community uses Seesaw, which is an online tool for communication. It is a secure learning network for teachers, students and families. It provides a safe way to connect, share learning content and class information. This tool is also used to capture learning, document growth and make students thinking visible. Through Seesaw your child is able to share their learning with their teachers, peers and family providing them with an authentic audience and feedback. We also use Seesaw to send you messages and reminders. Sign up invites for Seesaw are sent home at the beginning of each year.

Consent2Go

We have introduced an excursion management system called Consent2Go. The system records and manages your contact details, student medical information, excursion and College activity and excursion permission information.

Consent2Go is a free platform and no app is required as the platform is accessible through any web browser. An internet connection is required. It easily caters for parents/caregivers who are unable to communicate via email or text messaging with the College. Please advise the College if you do not have an email or internet access so we are able to add you to the Consent2Go paper process.

For new parents/caregivers, the College will send you a Student Profile Update Invitation to populate the information required for the first time. Once you have completed this process, you can update information at any time via mcbschools.com/francis/StudentUpdate. For further support contact Student Services.

SMS

Our alternative school-parent communication protocol is our SMS system whereby messages are sent directly to your mobile phones. This allows instant transmission of information and authorisation of matters relating to things like student attendance and safety.

This system is primarily used to transmit:

- instant, discreet information to you 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 you
- 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 you:

- keeping mobile phone details up-to-date, and notifying the College immediately if your 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.

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

SEQTA ENGAGE

SEQTA Engage enables parents/caregivers to access information at any time using any computer, tablet or smart phone. You will be able to see you child's learning information, assessment details, upcoming events, letters from the College, Policies and *Link Up* eNewsletters (also see *SEQTA Online Student Learning and Management Platform* on page 17).

College Communication.... continued

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 Home Class or Subject Teachers. The College has a number of committees that involve parents such as the College Board, the Parent Community Group and Friends of Music. We are an 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, meetings can be arranged. If you seek a meeting, this can be done by contacting the College Reception, Kate Thomas R-6 Administration and Bianca Evans 7-12 Administration, or by emailing the teacher. You are encouraged to communicate with staff on any relevant issues. Teachers will contact parents about any major concerns relating to student learning and behaviour.

Grievances

Where parents/caregivers 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 Home Class Teachers and Year Level Leaders R-2, 3-4, 5-6, 7-8, 9-10, 11-12.
3. The Deputy Principal and then the College Principal are available to respond to unresolved grievances or your major concerns.

In line with the Privacy Act, the College is not permitted to release contact details for either staff, parents or caregivers unless their consent is given. Please refer to the College website for the Grievance and Resolution Policy at stfrancis.catholic.edu.au/about/policies-and-procedures.

Website

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

Calendar

The College Calendar provides information on dates of many College events for the year. It is available on the College website at stfrancis.catholic.edu.au/news-events/college-calendar

For current families all letters, forms and family resources are uploaded to SEQTA Engage.

Social Media

Follow us on Facebook and Instagram



[StFrancisdeSalesCollegeMountBarker](https://www.facebook.com/StFrancisdeSalesCollegeMountBarker)



[stfrancisdesalescollegemtbt](https://www.instagram.com/stfrancisdesalescollegemtbt)

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.

College eNewsletter

Our College eNewsletter is called *Link Up*. It contains information of upcoming events and all the latest news happening around the College. It is issued the Friday of Week 4 and 8 of each term and is also available via our College website.

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/caregivers pay for the Year Book through fees.

Our Vision for Learning

At St Francis de Sales College we want all members of our community to 'Be Inspired' about learning. Our three *Vision for Learning* Pillars of **Together, Discover and Grow** express our belief that the potential of each member is enlivened through strong relationships, where contemporary knowledge, skills and capabilities are developed through engagement and curiosity. We aspire to our personal best by welcoming challenges with resilience and by celebrating successes in our learning journey.

Each *Vision for Learning* Pillar is explained through our Core Commitments, which detail both our determination and responsibility in empowering self-motivated and creative learners.

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 SACE.

The staff look forward to working in partnership with our students, parents/ caregivers 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.



Learning

Liturgies and Prayer

Each student is allocated to a Home Class 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, Masses and liturgical celebrations 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.

Homework Guidelines Years 7-12

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.

Opportunities for

Home Learning – Junior School

We recognise that you and the College community are partners in each child's education. Homework is an important part of the process in developing lifelong learning skills.

The purpose of homework at St Francis de Sales College is to:

- support year level programs
- respond to each child's specific needs
- involve you in your children's learning.

Homework will...

1. Be introduced and explained by teachers who are mindful and supportive of the fact that students and their families lead busy lives. The homework tasks will recognise and value the vast learning opportunities that already take place within the home.
2. Incorporate a diverse range of activities which promote **lifelong learning**.
3. Encourage all students to pursue an **active lifestyle**, by valuing sports and other physical activities that students engage in.
4. Develop students' study habits e.g. **organisation, persistence**, time management, responsibility and independence.
5. Inspire and motivate students and encourage their **creativity** when presenting and documenting their evidence.
6. Support current classroom learning or what is about to be learnt.
7. Provide opportunities for students and their families to interact in the learning process.
8. Encourage the use of resources available outside the school environment e.g. community members, local libraries and the media.
9. Have clear **learning intentions** and suitable **success criteria**.
10. Include student reflection and teacher/peer feedback.
11. Be distributed as a paper copy or recorded in the diary or on SEQTA, as appropriate.

Learning.... continued

Learning Progress Communication

We encourage and value ongoing communication between students, parents and their teachers throughout the year with regard to the holistic progress of each child. This is enabled through various channels including information and feedback via SEQTA or Seesaw, email, phone calls, meetings, Learning Reviews and formal reports. You should feel free to approach the College to discuss your child's progress at any time. Please contact the Subject Teacher or Home Class Teacher in the first instance if you have any questions or concerns.

As part of this strong partnership, Learning Reviews are held twice per year across each year level.

Reports for Reception to Year 6 are provided to parents and caregivers at the end of Terms 2 and 4 each year. For Years 7-11, Interim Reports are provided at the end of Terms 1 and 3 with semester reports then occurring at the end of each of the two semesters. Year 12 students receive a report for Terms 1, 2 and 3.

Students in Years 3, 5, 7 and 9 will sit the NAPLAN Test, with PATM and/or PATR testing being undertaken by Years 2-10 students.



Learning.... continued

SEQTA Online Student Learning and Management Platform

We use the SEQTA suite of programs to support teaching and learning. This advanced platform has three integrated, online portals; SEQTA Teach (for staff), SEQTA Learn (for students Years 4-12) and [SEQTA Engage](#) (for parents and caregivers).

Information will be provided at the start of the year to allow you to access this portal, which strengthens the connection and communication between teachers, students and families.

SEQTA Engage allows you to:

- access the lessons, learning outcomes and resources for each subject in your child's timetable
- view daily notices
- monitor your child's learning progress as assessments are marked by teachers.

If you have any questions regarding SEQTA Engage access or capabilities, please contact the College or download the SEQTA Engage Parent and Caregiver Guide from our College website at stfrancis.catholic.edu.au/learning/seqta-engage.

Bring Your Own Device (BYOD)

For all information regarding the Bring Your Own Device (BYOD) to School Program, please refer to our College website stfrancis.catholic.edu.au/learning/byod.

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 an ongoing Local Excursions Consent Form, and is completed at the beginning of the academic year your child commences at the College.

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. You will be sent a request to give your consent via Consent2Go.

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 the College. 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, we have 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.

Learning.... continued

Inclusive Education

At St Francis de Sales College we value and celebrate 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, Jo Matthews.

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 can carry with them through life
- develop creative and critical thinking skills as well as social and emotional capabilities
- gain the satisfaction of learning a musical instrument and reap the many benefits associated with learning and brain development
- enjoy the social benefits of rehearsing and performing in a musical ensemble
- learn self-discipline through progressive achievement.

Instrumental Program

We offer 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 our Music Centre.

Instrumental hire is the responsibility of the parent/caregiver. 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 are paid by families directly to the instrumental teacher per term. Tuition is undertaken for a minimum of one term. You are expected to provide the appropriate instrument and students are required to practice 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/caregivers and the instrumental teacher.

Individual lessons are offered in the following:

Piano	Clarinet
Flute	Recorder
Saxophone	Trombone
Trumpet	Bass and Electric Guitar
Violin	Drums
Guitar	Voice
Double Bass	Cello

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:

- *JazZone*, an auditioned vocal group specifically formed to compete at the annual national Generations in Jazz Festival in Mt Gambier. Placed 3rd at the 2022 Generations in Jazz Festival
- *de Groove* is a small jazz combination band, formed to participate at Generations in Jazz together with other public performances

Learning.... continued

- *VoCo* is an advanced multi-part small vocal ensemble
- Senior Vocal Ensemble *Mosaic* which caters for students in Years 7-12; all musical genres are represented in the repertoire
- The *Festival Choir* which is primarily for students in Years 5 and 6. 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 Voices (soon to be renamed)*, which is our choir for students from R-6, 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
- *Heart 'n' Soul*, an ensemble made up of Senior Students who primarily play funk, rock and rhythm and blues
- *Rock Band* which enables students who wish to develop contemporary music skills in class to play in an ensemble that focuses on modern and popular music
- *Guitar Band*, featuring a group of our more advanced guitarists who have performed at various school assemblies and ceremonies
- Junior Primary classes may have the opportunity to engage in recorder learning
- Various ensembles may be formed dependent on demand, including guitar, percussion etc.

Leadership Opportunities

- College Captains
- Senior Student Leadership Team
- Student Representative Council
- House Leadership
- Membership of College Committees
- College Graduation Committee
- Recycling Representatives
- Music Captains
- Ensemble Captains
- Faith-in-Action (FIA) Group



Expectations of Students

General Conduct Around the College

- All recreation is taken outside except when rain makes this impossible. During recess and lunch breaks, the classrooms and corridors are to be vacated.
- A warning bell is rung at the end of 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 allow 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 in the Community Sports Centre or ovals.
- It is the responsibility of all to see that the College, ovals and Community Sports Centre and its surrounding are kept as clean and tidy as possible.
- 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 or hook (Junior School). 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. Consequences will apply for breaches.
- Mobile phones are not permitted in class at any time, unless indicated by the teacher for a specific educational purpose that cannot be fulfilled by the use of the regular electronic devices.
- Electronic devices may be used for educational purposes only.

Personal Responsibility Procedures and Community Commitment

All of our Personal Responsibility procedures are based upon a *shared community commitment* to provide a *productive learning environment*, where *respectful relationships* are key to ensuring all feel *safe and supported* in their College community, where we live out our seven College *Heart Values*.

- Faith • Perseverance • Compassion
- Integrity • Respect • Wisdom • Justice

This is a commitment that all students, staff, parents and caregivers must make in order to be able to be part of the St Francis de Sales College community, and one to which we will hold each other accountable.

Procedures for responding to breaches of our shared *Community Commitment*

The College’s procedures are specifically shaped to respond more effectively and supportively to three different areas of breach of our shared *Community Commitment*:

- those resulting in *damaged community relationships*
- those where *choices disregard community expectations*
- those creating a physically or emotionally unsafe environment through *Bullying and Harassment*.

Please refer to the College website for the Personal Responsibility Procedures stfrancis.catholic.edu.au/about/policies-and-procedures.

Expectations of Students... continued

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 near the Early Learning/Reception building, the canteen area or near the Senior School building. These gates will be opened before school and locked at 9:00am. They will be opened again at 3:00pm.

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 the College.

Supervision of Students Outside of Lesson Times

8:30am - 8:51 am

Teachers are on duty from 8:10am for R-6 students on the Junior School Deck. Students in R-6 arriving before supervision begins will be sent to Camp Australia's Out of School Hours Care (OSHC). Students in Years 7-12 should be in the Callen Quad or the Mercy Courtyard, with supervision commencing from 8:30am. Students may enter classrooms at the discretion of the Home Class 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/School Crossing.

Students are taken to Student Services or OSHC if not collected by 3:30pm.

Student Diary

Students from Year 3 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 College 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 Home Class Teacher regularly for checking and signing and to maintain the diary in a clean and orderly fashion, free of graffiti and/or stickers.

R-2 students use a Reading Diary.

Expectations of Students... continued

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 (8:51am to 3:10pm) except when a parents/caregivers note indicates the reason for leaving school and gives permission. This note must be presented to the Home Class Teacher and Student Services as they sign out from the College.

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 or Year Level Leader.

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 dropping off and collecting students. This zone is located alongside the staff car park.

Parents/caregivers are asked to continue moving ahead without parking and leaving vehicles in this zone. Traffic Inspectors are often present to ensure this rule is followed. Your cooperation with this is greatly appreciated. Please adhere to the 20km/hr speed limit.



Expectations of Students... continued

Uniform Shop

Hills Schoolwear
Mount Barker Homemaker Centre
6 Dutton Road, Mount Barker
T: 8323 6150
Online ordering service soon to be available,
refer to hillsschoolwear.com.au

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, Hills Schoolwear. A full list of the College Uniform requirements is available on the College Website.

We also offer a range of second hand uniform items for purchase. Please contact the College to view items.

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 the College, to each class, to all official College functions, excursions or formal occasions and as directed by the Principal.
2. The correct wearing of the College uniform is a prerequisite for attending classes.
3. The summer uniform is worn during Terms 1 and 4 and the winter uniform is worn during Terms 2 and 3.
4. Only the Principal or Principal's delegate may sanction the departure from these requirements.
5. **College Blazer (Years 7-12):** Should be worn for all formal occasions, including assemblies, excursions. The blazer is to be worn to and from the College, regardless of method of transport, in Term 2 and Term 3. The jumper may only be worn as the outer garment once inside the College grounds. The blazer is to be worn to Homeroom Admin.
6. **Jewellery:** Students via negotiation with the Principal can lodge an application to wear a non-religious necklace which may have sentimental value.
7. **Earrings:** Students are permitted to wear a sleeper or small stud in each ear lobe and two clears anywhere on each ear. No other facial piercings or clears will be permitted (including the nose, eyebrow and lip). Students can wear small pearl earrings or small gem stones.
8. **Make Up:** Students are able to have a light, barely visible make up using natural-looking foundation. Students cannot wear any other kind of make up. Therefore lipstick, mascara and eyeshadow are not to be worn.
9. **Nails:** Nail art and nail wraps are not to be worn by students. Clear or natural coloured nail polish is permitted.
10. **Grooming:** Students are expected to be clean shaven.
11. **Hair:** Collar 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 style and colour need to be appropriate for school and should not be designed to attract attention.
12. **Hat:** A bucket hat has been adopted as part of the official College uniform. Hats are to be worn outdoors at all times during Terms 1 and 4.
13. **Sports Uniform:** Students in Reception - Year 6 may wear the sports uniform each day. The sports uniform is worn by Years 7-12 only on designated sports days as communicated 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 (e.g. Dunlop Volleys) and high cut gym boots.
14. It is expected all articles should be clearly marked with the owner's name.

The full College Uniform Policy is available on the [College website](#).

Administration Procedures

College Administration Office

Opening Times

Our College Administration Office is open Monday-Friday from 8:00am until 4:30pm. To contact the Administration Office outside these hours, call on 8393 1000 and leave a recorded message. Alternatively, email a message to info@stfrancis.catholic.edu.au

Lesson Times

Monday to Friday

8:51 - 9:05	MORNING ADMIN
9:05 - 9:45	Lesson 1
9:45 - 10:30	Lesson 2
10:30 - 11:15	Lesson 3
11:15 - 11:35	RECESS
11:35 - 12:20	Lesson 4
12:20 - 1:05	Lesson 5
1:05 - 1:45	LUNCH
1:45 - 2:30	Lesson 6
2:30 - 3:10	Lesson 7

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 and caregivers are asked to ensure that students arrive at school on time.

Students who arrive at school after 8:51am are to report to Student Services to record lateness.

A note of explanation from a parent/caregiver should be given to the Home Class Teacher.

Attendance

Students should aim to be at school by 8:45am and are expected to be in classrooms by 8:51am.

Students should not be on the College grounds before 8:30am unless enrolled formally in OSHC.

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 telephone call from the parent/caregiver on the morning of the absence should be made to the College Absentee Line (phone 8393 1001) by 9:30am. Alternatively, complete an online Absentee Form via our website at stfrancis.catholic.edu.au/contact-us/student-absences.
- If the student's absence is known in advance, the College should be contacted via the College Absentee Line (8393 1001) or via the online Absentee Form.
- Medical, dental, etc. appointments, or driving lessons, where possible, should be made outside school hours.
- Be sure to check the website or SEQTA Engage for notices that may have been released during your child's absence.

Student Leave for an Extended Period

If your child will be absent for an extended period of time, more than three days, the family should complete an [Exemption Form](#) available from the College Administration Office or College website.

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.

Administration Procedures... continued

Departing the College Grounds During the Day

Any student who has to leave the College at an irregular time must bring a note that is to be shown to the Home Class Teacher before school on that day. At the time of leaving the students are to report to Student Services and parent/ caregivers arriving to collect their child are to report to the College Administration Office to sign them out. You are asked not to go straight to the classroom, but rather to wait at College Administration. If returning to school the same day, the student is to report back to Student Services before returning to class.

Contact with the Home Class Teacher can be made to organise work for students who are ill or to access planning and resources via [SEQTA Engage](#) (Years 4-12).

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 or in lockers and bags.

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 you 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 Administration Office; with drop off upon arrival and collection at the end of the day.

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 labelled and be free of stickers and graffiti and any offensive material. Students should not interfere with another student's bag, locker or personal belongings.

Facilities and Services

Visitors to the College

All visitors to the College are asked to report to College Administration Office upon arrival.

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

All visitors must report to College Administration Office 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.

Student Identification Cards

All students from Years 7-12 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 Years 6-12 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 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.

Breakfast Club

We provide a free Breakfast Club for students on Wednesdays and Thursdays during the school term. Breakfast Club is located in the Watkins Building, Home Economics. Opening hours are from 8:15am to 8:45am. Bookings are not required.



Facilities and Services.... continued

Canteen – Rory’s School Lunches

Rory’s School Lunches operates the canteen service at our College.

Rory’s School Lunches provides a pre-order menu as well as an over-the-counter food range. Full EFTPOS facilities are available.

Lunch can be pre-ordered by using the *Qkr!* app before 8:00am on the same day.

Details on how to download and set up the *Qkr!* app can be found on our website at stfrancis.catholic.edu.au/services/canteen

Camp Australia

Out of School Hours Care (OSHC)

Camp Australia provide out of school, vacation and student free day care at St Francis de Sales College. For further information about the service or to register your child visit stfrancis.catholic.edu.au/services/oshc

Hours of Operation

Before School Care: 6:30am - 8:45am

After School Care: 3:10pm - 6:30pm

Pupil Free Day: 6:30am - 6:30pm

Contact Details

Customer Care: 1300 105 343

Email: info@campaustralia.com.au

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 Years 7-12 are provided from the class sets owned by the College, for which a hire fee is incorporated in the annual fee.

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

Booklists are distributed in November/ December 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 Home Class Teacher.

College portfolio packs include a College diary which is distributed through the Home Class Teacher.

Bus Services

Link SA Bus Service

The bus runs are:

Hills Route 2: Servicing areas of Birdwood, Mount Torrens, Lobethal, Woodside, Balhannah and Littlehampton

High School Interchange: Transporting students to and from the Mount Barker High School Interchange, via Mt Barker South Primary School for Out of School Hours Care and to connect with Government funded bus runs each morning and afternoon

Stirling: Servicing areas of Bluestone (Hurling Drive), Hahndorf, Verdun, Bridgewater, Aldgate, Stirling and Crafers

Lofty Coaches Bus Service

The bus runs are:

Hills Route 1: Servicing areas of Callington, Kanmantoo, Nairne, Bald Hills Road and Martindale Estate

Facilities and Services.... continued

Meadows: Transporting students to and from Meadows Primary School and students within the Aston Hills Estate

Waterford/Martindale/Dalmeny Estate: Servicing areas throughout these estates (please see Callington link)

Southlink Bus Services

The St Francis de Sales College bus runs are:

Route 855 Strathalbyn

Route 853 Dutton Road 'Park n Ride' to St Francis de Sales College

Please refer to the [Southlink Bus Service website](#) for more information on bus routes. Avenue Road, Gransden Road, East Terrace, Marchant Road, Caldwell Street, Jackson Avenue, East Terrace, Callington Road, South Terrace to Strathalbyn Station.

Bus routes, schedules and ticket information can be found on our website at stfrancis.catholic.edu.au/services/bus-services

Routes are subject to change. All changes will be notified via email or the College website.

Counselling Student Wellbeing in Our College

We endeavour 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 wellbeing initiatives our students learn how they can develop their skills for organisation, getting along, confidence and perseverance. 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 Crossways Program help students develop their spirituality and understanding of God's presence in their family's lives. The Crossways Program aims to help students understand and develop knowledge of themselves and to maintain responsible, healthy and positive attitudes towards life.

Family, Parish and College 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 Home Class 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.

Facilities and Services.... continued

How can counselling help?

Our Student Counsellor is qualified and skilled in supporting students, staff and you 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 and referrals to external agencies, resources and facilities.

How can my child 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 you or their 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:

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

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

- contacting the Counsellor by telephone and discussing the situation
- 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.

All teachers are familiar with basic first aid.

You 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. These facilities do not, however, provide for long time care. Parents/caregivers or contact persons are notified immediately if a child has a serious accident at school. In extreme cases, especially when a parent/caregiver 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 to ensure students and staff remain safe and well in accordance with COVID-19 guidelines.

Medication at the College

All students who need medication to be administered at the College are required to hand them into Student Services on arrival at the College and collect them at the end of the day. The medication needs to be in the original container supplied and labelled appropriately, together with a Medical Consent 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 signed by a Doctor.

Students will need to come to Student Services at the correct time where the staff will administer the medication 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 medication. This is a safety issue both for teachers, students and parents/caregivers and we appreciate your co-operation in this matter.

You are asked to submit a signed Health Plan by your GP to Student Services at the beginning of each year if the student requires medication at the College.

Ambulance

An emergency cover arrangement with Catholic Insurance is included in the Education Expenses Schedule.

Dental Clinic

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

Immunisations

Immunisations are held for Years 8 and 10 and are administered through the College by Immunisation Nurses from the District Council of Mount Barker.

College Policies and Procedures

To read College Policies and Procedures in full please visit stfrancis.catholic.edu.au/about/policies-and-procedures

The following policies are available:

- Assessment Deadline Procedure
- Bushfire Response Plan
- Camps, Excursions, Sporting and Adventure Activities Policy and Procedure
- Child Protection Policy
- College Fee Policy
- Complaint Response and Resolution Procedures
- Critical Incident Policy
- Enrolment Policy and Procedure
- Fundraising Policy
- Individuals Privacy Policy
- Personal Responsibility Policy and Procedure
- Uniform Policy
- Catholic Education SA: Catholic Charter for Parents, Privacy Policy, Reporting Harm of Children and Young People Procedure, Safeguarding Children and Young People Policy, Social Media Guidelines and Policy, ICT Acceptable Use Guideline

Financial Information

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 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 (for assistance to low income families) 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 is aligned to payment of the costs of our new Sports Centre and Junior School Construction.



Financial Information.... continued



The fee account you receive in Term 1 will show the total annual fees for the year. All families 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.
- OPTION 3** Other regular payment plans as agreed with the Business Manager.

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](#).

Tax Deductible 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 and your voluntary tax deductible donations are gratefully accepted. Please download and complete the [Building Fund Nomination](#) form and return to the College for processing of your tax deductible donation.

General Matters

Student Free Days

We close up to four days per year for staff to undergo professional development, training, develop curriculum and report writing. Student Free Day dates are listed on our website College Calendar.

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 year book, promotional material, local and state newspapers and the College website.

Each year a commercial photographer is invited to the school to take photographs. These include class, individual and/or family photographs. Consent is required for individual and family photographs to be taken and you 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 and locked in the appropriate racks
- students must not share bicycles with others
- bicycle helmets must be worn
- students should be carefully instructed on road safety.

Lost Property

Any items of clothing, lunch boxes, water bottles etc found at the College are placed in a container marked "Lost Property" located in the Community Sports Centre, Junior School or Student Services. All unnamed items not claimed will be offered for sale or donated to Vinnies at the end of each term.

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

Insurance

The College has 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/caregivers with the Catholic Church Insurance on an individual basis. However, you should check with the College as to the level of coverage to ensure adequate coverage for your own individual circumstances.



St Francis de Sales
COLLEGE

Belong for life.

8 Dutton Road
Mount Barker SA 5251

PO Box 1793
Mount Barker SA 5251

T (08) 8393 1000

E info@stfrancis.catholic.edu.au

stfrancis.catholic.edu.au