ST FRANCIS DE SALES REGIONAL COLLEGE, LEETON

2016

INFORMATION HANDBOOK

A Catholic Co-Educational Weekly Boarding and Day College
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PRINCIPAL’S WELCOME

It is with great pleasure that I welcome your family to the St Francis De Sales Regional College Community. We work to create a safe and happy educational environment for your children.

St Francis aims to provide the best possible Catholic Education to all enrolled students. Our College has a proud tradition of students striving for personal achievements in academic, cultural, sporting and community endeavours.

We focus on students as individuals and aim to develop their own personal skills through providing a wide range of curriculum and extra-curricular activities.

Our outstanding reputation has evolved from our commitment to providing the best possible education to every student, underpinned by our core purpose—to educate the whole person.

We adopt a ‘restorative justice’ approach to our everyday life at the College, and encourage students to reflect upon Gospel values in their approach to education as well as interaction with others at the College.

Our greatest endeavour is to help develop students as a whole human person and in the light of Christ and his teachings.

I look forward to welcoming you to St Francis.

Mr Seb Spina
Principal
INTRODUCTION

St Francis De Sales Regional College is a Catholic Co-educational Day and Weekly Boarding School providing a comprehensive education across Years 7-12, for students from Leeton and the surrounding Region.

Preference is given to students from practicing Catholic families, however students of other faiths may be enrolled.

Our mission is to share in the evangelising mission of the Church, giving witness to and living out the mission of Jesus.

- We hand on Catholic teaching, traditions and values.
- We provide an education of the whole human person to develop the students' full potential for personal, academic, social and spiritual growth.
- We work to ensure that each student has a sense of belonging to the College community and work co-operatively with parents in the total education of their children.
- We base relationships within the College on dignity, respect and the goodness of all people, made as they are in the image of God.

HISTORY OF ST FRANCIS

St Francis began operating in 1956 to cater for regionally isolated and local students.

Catering for 140 male students, the College was originally operated by the Marist Brothers. Full co-education was introduced at the College in 1970. From these humble beginnings, and the hard work of the Marist Brothers, Sisters of St Joseph, parents and staff, grew a successful, competitive and dynamic Catholic College.

Today St Francis is a successful Weekly Catholic Boarding School with approximately 730 students from across the Murrumbidgee Irrigation Area and wider Riverina Region. Our outstanding reputation has evolved from our commitment to providing the best possible Catholic Education to every student, underpinned by our core purpose – to educate the whole person.
St Francis De Sales Regional College

“\textit{The purpose of the College is to contribute to the Church’s mission, to proclaim the gospel of Jesus Christ and to offer the Regional Catholic Community and others an educational foundation for life} – \textit{meaning development towards the physical, intellectual, social, emotional, psychological, spiritual and moral growth of our students}.”
EDUCATIONAL PHILOSOPHY

“Any genuine educational philosophy has to be based on the nature of the human person.”

(The Religious Dimensions of Education in a Catholic School, no. 63)

Underlying our approach to education is a particular view of the human person, who we see as inherently good and fundamentally free. The entire process of education is a service to the individual student, helping each to achieve the most complete formation possible, including becoming an active and creative agent in service to society.

Students are invited to find meaning in their lives through forming a mature relationship with their God, and through understanding and developing their communal obligations and aspirations. The education we engage in bases what it does on the teachings of Jesus Christ, and draws out the ethical dimensions of what is taught. Students are led to understand and evaluate the information and ideas communicated to them from the perspective of Catholic teaching.

AIMS OF THE COLLEGE

At St Francis we aim to:

♦ Provide the best possible Catholic Education for every enrolled student.
♦ Educate our students to become well-integrated human persons.
♦ Develop in our students the ability to understand and critically evaluate the world around them.
♦ Prepare our students academically to take their place in society – to be informed and active participants in the communities in which they live.
♦ develop in students a clear vision of who they are and what they are capable of becoming.
♦ Lead students to value themselves and their abilities and to respect the rights and gifts of others.
♦ Foster among students respect for all people and the environment, encouraging active involvement in improving and developing Australian and other societies.
♦ Be an educator in and model to social justice thus helping to build God’s kingdom on earth.

COLLEGE STRATEGIES

The College achieves its aims by:

♦ Providing a pastoral care structure that enhances student wellbeing including discipline and welfare
♦ Strategies based on self-discipline, self-responsibility and respect.
♦ Fostering the development of students’ faith through regular religious instruction and preparing students to participate confidently in Church and liturgical activities.
♦ Providing opportunities for students and staff to be active in the works of social justice.
♦ Having a Council that measures and assesses community needs, advises on policy development and the efficient organisation of College affairs, plans for the future development of the College and provides ongoing financial planning and support.
♦ Having the College Leadership Team show leadership in developing and imparting a shared vision of the College, and by managing and conducting the day-to-day College affairs.
♦ Having a committed and highly qualified staff that actively support the College ethos and principles, and demonstrates a high degree of professionalism in the performance of their duties and their concern and care for students.
♦ Developing in students’ responsibility for their own learning so that they become self-directed, self-motivated and self-disciplined as they grow towards maturity.
♦ Meeting students’ learning needs appropriately, and providing support for all students with additional earning needs.

COLLEGE COUNCIL

The College Board was established in October 1972. Now named the College Council, being a member involves many kinds of responsibilities and relationships. The operation of the College is supported by the work of Council, comprising of elected representatives from the various sections of the College Community. Members meet on the second Tuesday of each month (except January) in the College Boardroom at 7.30pm.

Four Key Notes that sums up the spirit of effective Council operation:

♦ Collaboration
♦ Co-operation
♦ Consultation
♦ Communication
2016 COLLEGE LEADERSHIP TEAM

Mr Seb Spina, Principal

Sebastian Spina has been a teacher in Leeton schools for 30 years. He has held the position of Assistant Principal since 2004. Prior to this time, Seb was Curriculum Coordinator at the College for five years and PDHPE teacher and sports organiser at Leeton high school for 14 years.

Seb enjoys all sports. He is a current member of the St Joseph’s Leeton Parish Council. Seb’s major focus as Principal is to ensure the pastoral and academic needs of all students are met on a daily basis.

Mrs Marni Milne, Assistant Principal

Marni Milne has attained Bachelor of Arts (English/History) and a Graduate Diploma of Education (HSIE/English), and is also currently completing a Masters of Education in Educational Leadership. Marni has been a part of the College for the last 17 years, in a variety of teaching and leadership roles, including Year Co-ordinator and Administration Co-ordinator, before moving into the Leader of Curriculum role in 2015 and Assistant Principal in 2016.

Marni upholds great passion and pride in providing students with a varied and quality curriculum that meets the needs of all students, and believes that true pastoral care of students begins with quality academic care.

Ms Janice Drew, Leader of Faith and Mission

Janice Drew is a Leeton local who was educated at St Francis College as well as Leeton High School. She has built up an extensive teaching career, having taught across HSIE, Drama and Religion during her time at the College.

Janice’s formal qualifications include a Bachelor of Education, a Diploma of Education (Drama) and a Graduate Certificate (Religious Education). She was appointed Religious Education Co-ordinator in 2004, and became Leader of Faith and Mission in 2013.

Mrs Renae Pettit, Leader of Learning Curriculum

Renae Pettit is a Leeton local and proud ex-student of St Francis College. Renae has taught across several faculties at the College; English, HSIE and Religion as well as experiencing leadership roles as Year Leader and English KLA Leader. During her 15 years at St Francis, Renae has maintained a belief in the learning potential of all students, achieved through the interconnection of curriculum and pastoral care.

She feels that engaging students through purposeful learning and building positive relationships promotes the growth of the whole person.

Mr Tom Pulver, Leader of Learning Technologies/Daily Administration

Tom Pulver joined the College in 2009 as Specialist VET Construction and VET Metal and Engineering teacher. Additional to his teaching role, he administers the daily organisation of the teaching staff and leads the direction of Learning Technology within the College. Prior to this role, Tom lead the VET and TAS teams as a KLA Co-ordinator. Tom is passionate about industry-based skills, innovation in education and emerging learning technologies. He holds a Bachelor Degree in Education (TAS/VET) as well as a Certificate IV in Workplace Training and Assessing alongside various Construction and Engineering Trade qualifications.

Ms Meredith Lewis, Leader of Learning and Teaching

Meredith Lewis joined the College in 2015, after gaining a wide range of teaching experience, including working in Government Departments, Catholic and Independent Education sectors and AusAID funded programs.

Meredith has experience working within Indigenous and English as a Second Language Education in the Northern Territory and Northern suburbs of Adelaide, as well as Nauru.

Meredith has worked across a great range of faculty areas and believes in the holistic development of students and teachers alike.

Mrs Leanne Allen, College Business Manager

Leanne Allen took up the role of College Business Manager in July 2013. Prior to joining St Francis College, Leanne worked in family owned business and carried out similar duties within the Department of Education and Communities. Leanne holds a Masters of Accountancy and her role is one that manages the finances of the College, Property Management and Support Staff.

Mr James Hopper, Boarding Co-ordinator

James Hopper took upon the role of Boarding Co-ordinator at the beginning of 2009. In the years before this, James taught Religious Education and Technical - Metals at the College. James has extensive experience working within boarding schools, having previously worked at St Greg’s, Campbelltown and Red Bend College, Forbes.
COLLEGE SPORT HOUSES

St Francis has four College Sport Houses: Champagnat, Henschke, Lacey and Tenison.

House Staff Patrons are appointed each year and are responsible for building House spirit and loyalty amongst the teams.

House Captains are elected as part of the Student Leadership Team by the Staff, Student Body and Peers to lead their teams in all aspects of College life.

Patrons run House Assemblies and encourage healthy sporting, mission and effort in competition within their House.
STUDENT ATTENDANCE
Regular attendance at school is essential if students are to maximise their potential. The College in partnership with parents promotes the regular attendance of all students. When students are absent from school, a note from home explaining the absence must be sent to the College within seven days. If a note is not received, the student will be marked absent unexplained. The roll cannot be amended at a later date. Students who attend school-related activities such as College sporting events, work placement and excursions are not marked absent. A medical certificate may be requested when there are absences due to prolonged or frequent sickness.

EXEMPTION FROM ATTENDANCE
If students need to be absent from school for five or more days, they now need to obtain approval from the Principal. ‘Exemption to attend school’ forms are to be completed for approval by the Principal. Forms are available from the College Office. If approval is not given or sought from the Principal, students will be marked as an unexplained absence. The College does not endorse students taking extensive periods of leave during term time.

ABSENCES DURING THE SCHOOL DAY
A formal note is required for late arrivals, early departures or an absence from the day and boarding school. Notes must explain the absence and be written, signed and dated by a parent / guardian. Students must always report to the College Office when arriving late or leaving the College grounds during school time. A late /leave note will be issued.

LATE FOR CLASS
If students are late to class they may be required to make up for time lost with their teacher at a time agreed upon. Students are given late notes when they are late to school only.

CANTEEN
A group of volunteer parents are rostered on daily throughout the school year to assist the Canteen Leader in preparing lunches. Lunches may be purchased each day via filling out an order before school commences. A variety of snacks are available for purchase at lunch and recess. A Canteen Menu is distributed via the school newsletter at the beginning of each term. Boarders receive their lunches through the Canteen each day. Boarders have a variety of choices for lunch each day.

ILLNESS
A student should not be sent to school if they are ill. If a student becomes sick during the day, Health Centre Staff will advise the parents to make arrangements for the student to be taken home. In the case of a Boarding Student, the parents will be contacted and arrangements made.

MEDICATIONS
If students are required to take medication, written permission from a parent / guardian will be necessary and the medication will be administered by Health Centre Staff. This applies to both prescription and non-prescription medications. All medications are to be clearly labelled and kept in their original containers with the students’ name, name of drug, dosage, and if applicable, the prescribing doctors name.
**ASSEMBLY**
Throughout the year we conduct Whole School, House & Year Assemblies on a rotating fortnightly basis.

**MESSAGES TO STUDENTS**
If parents/guardians need to contact students during the school day, this can be done through the School Office. It is preferred that messages are kept to a minimum to stop interruptions to the normal school routine. The Office Staff will always ensure that students receive messages. The most appropriate times for messages to be given to students are:
- Lunch – 11.15am to 12noon
- Afternoon tea – 2.05pm to 2.25pm.

**NEWSLETTER / WEBSITE / FACEBOOK**
Our newsletter is a vital link between school and home. Each Friday the Weekly Newsletter is completed and emailed to students at their school email address. Parents are invited to visit our website and subscribe to the Newsletter. (The Newsletter is uploaded to the website every Friday afternoon). Parents/Carers & Students are very welcome to visit our Website at www.sfcww.catholic.edu.au or the Facebook Pages (College, Boarding or Year Level pages) to keep up-to-date with news, reports and coming events. A small number of newsletters are printed for families who still wish to receive a hard copy.

**PARENT INFORMATION NIGHTS**
Information Nights are arranged to inform parents about curriculum changes, elective choices, expectations and requirements. These nights allow the opportunity for parents to discuss any of these matters with teachers in a friendly and informal way. Parents are urged to attend these important evenings. The nights/dates are listed on the College Calendar.

**REPORTS**
Progress Reports are issued at the end of Term 1 for students in Year 7—11. Semester 1 and Semester 2 Reports are issued through the online SFC Parent Portal.

**PARENT/TEACHER INTERVIEWS**
Interviews are scheduled during the school year after Semester 1 Reports have been issued. Parents also have the opportunity to discuss their child’s progress at the end of the school year. Students’ progress is discussed with individual teachers at this time. Interviews are booked using the schools online booking system. At other times, parents are invited to discuss any matter of concern or interest with any member of staff. Please arrange an appointment by phoning the Office on 6953 3622.

**CURRICULUM**
- St Francis offers a wide variety of subjects to students. The inclusion of these subjects in the curriculum is dependent on student choices and class sizes.
- Subjects listed with an * are compulsory in that year
- Subjects listed with an ^ are elective choices in that year
- Elective subjects are offered but run according to student demand
- English is compulsory in all year levels. In Years 11 and 12, there is a choice of English courses to study
- Mathematics is compulsory for Years 7-10.
- Mathematics optional in Years 11 & 12
- Religion is compulsory for all Year Levels.
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<tr>
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<td>Learning Tech</td>
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<tr>
<td>Textiles Technology</td>
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<tr>
<td>Construction (VET)</td>
<td>VET</td>
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<tr>
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<tr>
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</table>
EXTRA-CURRICULAR

Students in various years have the opportunity to be involved in a number of additional activities throughout the year including:

• Vocal Group
• Mock Trial Competition
• Debating and Public Speaking
• Mathematics Challenge Days
• Subject Competitions
• Leeton Eisteddfod
• Creative Arts Showcase
• Musicals
• Drama performances
• College and representative sporting teams
• Science Fiction & Fantasy Club
• Chess Club
• Sporting teams

RELIGIOUS EDUCATION

As the philosophy of St Francis is based on growth in spirituality, Religious Education is a compulsory subject. Forming part of the subject is a positive and active participation in retreats, religious ceremonies, worship and community service – all part of the everyday life of the school. These undertakings and events contribute to the personal and spiritual growth of all members of the School Community. Students are encouraged to support College Liturgies at 6.00pm Mass in Leeton on the second Saturday of the month.

HOMEWORK

The objective of homework is to practice, extend and consolidate the work that has been covered each day and to train our students in habits of consistent study. Homework, whether written or revision study, provides a valuable opportunity for parents to observe the progress of their children. For this reason, the setting of reasonable homework and its correction is a very important part the daily school life.

Every student is issued with a school diary where all homework, assessments or assignment tasks are to be recorded at the end of each lesson. Teachers will regularly check these diaries.

Students and parents are asked to note that these are homework diaries, not personal and staff can have access to the diaries at any time. Students are asked to use the diaries in support of their studies, and not to have them filled with notes or information of a personal nature.

Students are asked not to write in other students’ diaries. Replacement diaries are available for purchase through the College Stores Office. It is suggested that the average amount of time to be spent on homework and revision be:

<table>
<thead>
<tr>
<th>Year</th>
<th>Minimum time</th>
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<tbody>
<tr>
<td>Year 7</td>
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<tr>
<td>Year 8</td>
<td>1.5 hours</td>
</tr>
<tr>
<td>Year 9</td>
<td>2 hours</td>
</tr>
<tr>
<td>Year 10</td>
<td>2.5 hours</td>
</tr>
<tr>
<td>Years 11 &amp; 12</td>
<td>3 hours</td>
</tr>
</tbody>
</table>

A HOMEWORK CENTRE is open in the ARC from 3.30pm to 5.00pm on Tuesday and Wednesday afternoons, Weeks 2 to 9 of each Term. All students are welcome to attend.
RETREATS
Year group retreats are timetabled throughout the school year. These days provide the opportunity for students to reflect on their lives and the place of God within them. Students are expected to participate fully in retreat days – attendance is compulsory.

SPORT
Students have the opportunity to represent the school in teams selected in many different sporting areas. To be eligible for selection in College sports teams, students must be prepared to attend trial sessions and undertake any required training. Students must also be prepared to be worthy ambassadors of our College. Students who are not up-to-date with their studies or who present behaviour or supervision difficulties while travelling with teams may not be considered for selection.

LIBRARY HOURS
The College Library is open from 8.45am to 3.30pm and 4pm to 5pm Monday to Thursday and 8.45am to 3.30pm on Friday. Students may borrow books before school, at lunchtime, afternoon tea and after school. Special Library days are run throughout the year for different groups of students and students are informed of these days in advance.

LITURGY & WORSHIP
Mass is celebrated in the College Chapel for boarders and others who would like to attend. Opportunities for the receiving of sacraments and worship are provided to individual class groups. Year groups are rostered to take regular turns to prepare the Saturday evening liturgies in the parishes of Leeton and Narrandera. We encourage boarding students to be involved in weekend liturgies in their local parishes.

LOCKERS
A small number of lockers are available for Students. It is advised that Boarding Students have a locker which is included in the Boarding Fee. Day Students have access to lockers with a fee also payable. BYO Lock.

PARENT INVOLVEMENT
St Francis encourages close liaison and contact with students parents / guardians. This can be achieved through voluntary assistance in a number of areas including:
• Canteen
• Exam assistance
• Book repairs and covering
• Maintenance
• College Council
• Parents and Friends Association

PARENTS & FRIENDS ASSOCIATION
The Parents and Friends Association is an important group within the College. All interested parents and friends are welcome to be part of the association. Parents and Friends raise funds for school equipment, resources and projects, and is a reference group for feedback on educational issues. Parents and Friends meet on the third Tuesday of each month at 6.00pm in the College Boardroom.

PERSONAL PROPERTY
• Lost property
The College operates a lost property facility. If property is lost please contact the Stores Office. Parents are encouraged to clearly mark each article of clothing and all personal property for easy identification.

• Valuables
Under no circumstances should valuables be brought to school. However, if they are, we advise that valuables and / or money should be left at the Office for safekeeping.

PRIVATE MUSIC TUITION
Some private music teachers are available to give lessons during the school day. Students wishing to learn an instrument may leave their names with the Creative Arts Co-ordinator or Assistant. Students will organise a suitable lesson time with the teachers at the commencement of the year and are responsible for daily practice. The individual teachers will bill the students’ families directly. Any class work missed by attending music lessons must be made up by the students.

STUDENT SUPERVISION
Lessons commence each morning at 9.00am and conclude at 3.30pm from Monday to Friday. Supervision of students commences at 8.35am each morning and continues until 3.45pm, when buses have departed the school. Please assist the College in the interest of students’ safety, by ensuring that your child is not present in the grounds of the school outside of these times. The Boarding Staff undertakes the supervision of boarding students outside of normal school hours.

Special arrangements will be made in relation to authorised school activities that require attendance of students at the College outside of school hours. When this occurs, parents will be given details of the activity and the supervision that will be provided.
TRANSPORT

BICYCLES
Students are expected to abide by all road rules when riding bicycles to and from school – this includes wearing helmets. Bike racks are available at the College and all bikes are to be left in the racks during the day. Students riding bikes are to enter and leave the College through the Maiden Avenue gate. Students are not to be at the bike rack area during the school day.

BUS TRAVEL

Boarding Students Weekly Travel
All bookings / travel variations for boarding students are made through the College Office. All students are requested to submit all travel variations to the office no later than 4pm on a Monday for the following weekend’s travel. A late variation to normal routine will be accepted in the case of an emergency only.

St Francis has a duty of care to students and only in conjunction with the support of all families can we ensure that travel arrangements are correct at all times. Therefore it is expected that students and / or parents / carers take the responsibility of notifying the Office of any changes to the normal routine of weekly travel.

Day & Weekly Boarding Students
Bus travel is available to students who live a distance from the College. All students using buses must abide by the NSW Code of Conduct for Bus Travel. Failure to do so will result in exclusion from bus transport.

Boarding students using bus companies for weekly travel will be billed either directly by bus companies or through the College. Bus subsidy forms for weekly travel are available through the office. Daily travel subsidy forms are available from bus drivers.

The NSW Department of Transport has issued the following Code of Conduct for students who travel on school buses. Students must ensure that they abide by each part of the Code at all times.

Students will
- Behave safely at all times
- Respect the needs & comfort of other passengers
- Respect bus property by not marking or damaging it
- Always follow instructions about safety on the bus
- Show their bus pass or ticket to the Driver on boarding and when requested.

Students will not...
- Distract the Driver except in an emergency
- Smoke, eat or drink on the bus
- Allow any part of their body to protrude from the bus
- Fight, spit, use offensive language or place their feet on the seats
- Throw any article inside, or out of, the bus
- Alter, deface, misuse or fraudulently obtain a bus pass
- Give, lend or transfer their bus pass to another student

CARS
The College does not encourage students to drive to school if other forms of transport are conveniently available. If a student drives a car to school, the following conditions apply:

- Cars can only be driven to and from the school by students with written parental consent and Principal approval.
- Students driving vehicles must have a valid driver’s licence.
- Parking of students’ cars is not permitted within the College grounds. Students’ cars are not to be used during the school day. Students who do use their vehicle during the school day will be asked to leave their vehicle at home. Please also be aware that cars will be parked outside private residences – there should be no noise or rubbish left behind.
- Vehicles driven by students must have current car registration, comprehensive and third party property insurance.
- Student drivers are expected to conform to the road rules at all times and to ensure that no passengers pay a fare as this may invalidate their insurance policies. If drivers wish to share costs with passengers, please check with the insurance company.
- Boarding students are not permitted to drive to school.

www.sfcww.catholic.edu.au
The College Uniform is to be worn in its entirety on all occasions. The St Francis Uniform should be worn with pride by all students. Students should ensure that they are presented neatly in their uniform at all times.

- Whilst wearing winter uniform, shirts are always worn tucked in and ties are to be worn to the top button of shirts.
- Summer shirts are now designed with a straight hem. These shirts are designed to be worn outside shorts. On official College occasions when boys are required to wear ties, shirts must be tucked in.
- Continual offenders wearing incomplete or incorrect uniform will be seen by their Year Co-ordinator who will assist the students in meeting uniform expectations. Uniform detentions are given to students who are not in correct uniform or do not present themselves neatly or appropriately in their uniform.
- Makeup and nail polish are not to be worn to school.
- All students are to change into Sports Uniform for practical PD/Health/ PE and PASS and Sport lessons at the beginning of that lesson.
- At no time is any student permitted to wear coloured jackets, jumpers, t-shirts or incorrect shoes.
- Students will be asked to remove items that are not part of school uniform.
- St Francis wide brimmed hats must be worn when outside in the summer months.
- If a student has a valid reason for being out of uniform, they must have a note from a Parent/Guardian or Boarding Supervisor explaining the reason. Students will be expected to quickly return to full school uniform. Notes must be signed by the students’ pastoral teacher, who will pass it on the Office.

**HAIR**

**Girls:** Hair must be tidy and neither grown or groomed in an extreme or exaggerated fashion. Hair needs to be combed and tidy. Scrunchies or ribbons are to be blue or white only and used to tie all long hair back. Hair should not obscure the face. Hair ‘experiments’ during the school holidays must be corrected before returning to school.

**Boys:** Hair must be tidy and neither grown or groomed in an extreme or exaggerated fashion. All boys must have a clean-shaven face. Hair needs to be combed and tidy. Hair should not obscure the face. Hair ‘experiments’ during the school holidays must be corrected before returning to school.

**JEWELLERY**

The following items of jewellery may be worn:

- One set of ear studs or sleepers, one in the lobe of each ear. Pendant earrings are not allowed.
- One chain necklace.
- One bangle or bracelet.
- One ring.

For safety reasons, bangles **are not to be worn** during practical lessons.

**HATS**

For sun protection it is advised that students wear a hat when outside. St Francis will allow students to wear any plain navy blue broad brimmed hat that meets the Cancer Council guidelines. No caps are allowed. Suitable hats are available from the Stores Office.
YEARS 7-12

Items are available for purchase from the following Business Houses:

- Worklocker, Leeton 02 6953 2654
- Robinson’s Department Store, Narrandera 02 6959 2068
- SFC Stores Office (*) indicates items only available through the College

Junior: Years 7-10

<table>
<thead>
<tr>
<th>Girls</th>
<th>Boys</th>
</tr>
</thead>
<tbody>
<tr>
<td>Checked dress</td>
<td>Grey King Gee, Yzbek or Scag dress shorts (no elastic waistbands)</td>
</tr>
<tr>
<td>White socks worn above the ankle</td>
<td>Blue short sleeve Midford shirt</td>
</tr>
<tr>
<td>Black leather school shoes</td>
<td>Grey College socks (short or long)</td>
</tr>
<tr>
<td></td>
<td>Black leather school shoes</td>
</tr>
<tr>
<td>Students to wear navy blue wide-brimmed hat (outdoors) *</td>
<td></td>
</tr>
</tbody>
</table>

Winter uniform

<table>
<thead>
<tr>
<th>Girls</th>
<th>Boys</th>
</tr>
</thead>
<tbody>
<tr>
<td>College skirt</td>
<td>Grey regulation serge trousers</td>
</tr>
<tr>
<td>College grey jumper</td>
<td>College grey jumper</td>
</tr>
<tr>
<td>SFC jacket</td>
<td>College tracksuit jacket</td>
</tr>
<tr>
<td>Blue “Peter-Pan” collared shirt</td>
<td>SFC jacket</td>
</tr>
<tr>
<td>Navy socks or black tights are to be worn with skirts</td>
<td>Blue long sleeve Midford shirt</td>
</tr>
<tr>
<td>Black leather school shoes</td>
<td>Grey College socks</td>
</tr>
<tr>
<td></td>
<td>Black leather school shoes</td>
</tr>
<tr>
<td>All Years 7-10 boys are required to wear the College grey tie with winter uniform; boys are required to wear ties at formal College functions with Summer Uniform</td>
<td></td>
</tr>
</tbody>
</table>

Senior: Years 11 & 12

Summer uniform

<table>
<thead>
<tr>
<th>Ladies</th>
<th>Gentlemen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Navy blue tunic skirt</td>
<td>Navy blue shorts</td>
</tr>
<tr>
<td>White short sleeve blouse*</td>
<td>White short sleeve Midford shirt</td>
</tr>
<tr>
<td>White socks worn above the ankle</td>
<td>Navy College socks - NEW</td>
</tr>
<tr>
<td>Black leather school shoes</td>
<td>Black leather school shoes</td>
</tr>
<tr>
<td>Students to wear navy blue wide-brimmed hat (outdoors) *</td>
<td></td>
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</tbody>
</table>

Winter uniform

<table>
<thead>
<tr>
<th>Ladies</th>
<th>Gentlemen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Navy blue tunic skirt</td>
<td>Navy blue dress trousers</td>
</tr>
<tr>
<td>Navy blue SFC jumper</td>
<td>Navy blue SFC jumper</td>
</tr>
<tr>
<td>White long sleeve blouse</td>
<td>White long sleeve Midford shirt</td>
</tr>
<tr>
<td>Navy or black tights</td>
<td>Navy SFC tie</td>
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<tr>
<td>College jacket</td>
<td>Navy socks</td>
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<tr>
<td>Black leather school shoes</td>
<td>College jacket</td>
</tr>
<tr>
<td></td>
<td>Black leather school shoes</td>
</tr>
<tr>
<td>Senior male students are required to wear ties in winter and at formal College functions with their summer uniform</td>
<td></td>
</tr>
</tbody>
</table>
Sport / Physical Education Uniform: Years 7 - 12

### All students
- Navy blue shorts with College badge
- White socks
- SFC sport shirt
- SFC winter jacket
- SFC tracksuit (available from Worklocker Leeton and Robinson’s Narrandera)
- 1 piece swimming costume for girls
- Navy blue wide-brimmed hat for outdoor sport
- White sports shoes

The St Francis badge is available for purchase from the College uniform shop for $3.60 each.

Worklocker Leeton and Robinson’s of Narrandera stock our requirements.

- All male students wear **ties to the top button of shirts**.
- Junior boys trousers are **grey serge**, not jeans or cords.
- Senior gentlemen trousers are **navy dress trousers**.

If you are unsure about uniform, please ask before you buy to make sure uniform items purchased are correct.

### SCHOOL SHOES
For the interests of safety and WHS requirements, all students must wear black leather lace up school shoes. Skate shoes and flat-soled black casual shoes are not acceptable footwear. A reminder to parents and students that leather topped shoes are required to be worn by students in Science, Technics, Hospitality and Agriculture areas. This is a safety regulation. Students not wearing the correct footwear will not be permitted in these areas.

![Correct](image1)

**Correct**

![Incorrect](image2)

**Incorrect**
The shoes at right are examples of incorrect footwear for the College

### UNIFORM POOL
The College operates a clothing pool that has a selection of second hand uniforms at very reasonable prices. The Stores Office sells these uniforms, and is open between 9am and 3pm daily. New uniforms are available from Worklocker Leeton and Robinsons Narrandera.

### STATIONERY
Stationery items and costs are available by contacting the Stores Office.
## 2016 Subject Fees

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>SUBJECT</th>
<th>Year 9</th>
<th>Year 10</th>
<th>Year 11</th>
<th>Year 12</th>
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<tr>
<td></td>
<td>English - Advanced</td>
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<td></td>
<td>English Studies</td>
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<td></td>
<td>English extension 2</td>
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<td>MATHS</td>
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<td>STUDIES OF RELIGION</td>
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<td>Studies of Religion 2</td>
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<td>External Charge</td>
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<td>$500</td>
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<tr>
<td>FUTURES ARE US</td>
<td>Pre-employment Program</td>
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<td>$120</td>
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</tr>
</tbody>
</table>

**Special Notes:**

# Plus materials for major project

## Distance Education is conducted through external providers
## 2016 College Fees

**School Fee**

- **per annum**
  - 1st child: $1,542
  - 2nd child: $1,388
  - 3rd child: $1,313
  - 4th child & more: $1,235

**Basic Service Fee**

<table>
<thead>
<tr>
<th>Year</th>
<th>Year 8</th>
<th>Year 9</th>
<th>Year 10</th>
<th>Year 11</th>
<th>Year 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Each Student</td>
<td>$1,534</td>
<td>$1,452</td>
<td>$1,132</td>
<td>$1,105</td>
<td>$1,530</td>
</tr>
</tbody>
</table>

*Subject Course Fees - Yrs 9 to 12 - details listed on separate schedule.*

**Boarding**

- **per annum**
  - 1st child: $9,703
  - 2nd child: $9,414
  - 3rd child & more: $9,222

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**Note**

- Years 7, 8, 9, 10 and 11 fee includes laptop charge
- Year 11 fee includes Sydney Excursion

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**INVOICING**

Invoices for the full school year’s fees are sent to all students and families early Term 1. Families are given the flexibility to choose which payment option that best suits their budget. The College will send periodical Statements throughout the year to inform you of the balance owing. Payment options are outlined below.

**PAYMENT TERMS**

- Per week/fortnight (except credit card) – due Fridays
- Per month – 10 payments from March to December – due 15th of each month; or
- Per term – 4 payments – due 15th March, 15th June, 15th September, 15th December; or
- Other terms of installment – please notify the business manager.
- Living away from home allowance – credited directly to families accounts
- Isolated children’s assistance – credited directly to families accounts
- Centrepay - forms available from College Business Manager.
DIRECT DEPOSIT/INTERNET BANKING DETAILS

Account name: St Francis College Board Working Account
Bank: Commonwealth Bank, Pine Avenue, Leeton NSW 2705
BSB: 062 564
Account number: 0080 0539

When doing Direct Deposit or Internet Banking please include your SFC Account Number and Surname with payment as your REFERENCE.

PAYMENT METHODS

- Cash/cheque
- Eftpos payment (no cash out facilities)
- Credit card (MASTER/VISA)
- By telephone on 6953 3622
- Over the counter
- Credit Card Authority Form
- Direct Debit System – payments are withdrawn from the nominated account by the College on Fridays or the 15th of the month depending on payment terms. If this account has insufficient funds, please contact the College before the due date. Those choosing this option must complete and return ‘Form A’ available from the College Office and return it to the College.
- Centrelink

Those families who wish to continue with their credit card or direct debit authorities from previous year, should contact Mrs Jan Lyons on 02 6953 3622 at the College.
ENROLMENT

St Francis De Sales Regional College seeks to provide its students with an education aimed at developing the physical, intellectual, social, emotional, spiritual and psychological potential of each child. This education takes place in an environment formed by Gospel values and the teachings of the Catholic Church. The College recognizes the Church’s particular mission to those in greatest need. In accordance with the general principles set by the Wagga Wagga Diocesan Catholic Education Commission, the following criteria for the acceptance into the College have been determined:

Priorities:
1. Enrolment of siblings of students already attending the College.
2. Catholic children of new families from within the College Feeder Schools.
3. Children of other Christian families from within the College feeder schools. Parents of these children should indicate that they support the involvement of their children in their own faith communities, and accept the Catholic Ethos & Practices of the College.
4. Children of non-Christian families from within the College Feeder Schools in keeping with the principles of above
5. Years 7 & 11 are the major enrolment intake Year Levels of the College especially for boarding placements.

PROCEDURE
Parents wishing to enrol at St Francis are required to fill out an application for enrolment.

Please attach a copy of the following with your enrolment application:
⇒ A copy of your child’s Birth Certificate
⇒ Copies of your child’s Sacraments (Baptism, Eucharist, Confirmation and Reconciliation)
⇒ Copies of two latest school reports
⇒ Principal’s reference (where applicable)
⇒ A copy of your child’s year 5 NAPLAN results
⇒ A copy of your child’s additional/special needs
⇒ A copy of your child’s modified learning program (if applicable), and a copy of any other relevant information that will assist your child’s learning.

The Principal and Boarding Supervisor will interview all Boarding students and their parents. The Principal or one of the College Leadership Team will interview Day students and their parents. It will be explained at the time of interview, what the College can provide by way of supporting Christian Values and Excellence in Education. Parents and students will be challenged as to what their contribution to the College and to the educative process will be.

APPLICATION FEE
Please note that the application for enrolment form must be accompanied by the enrolment application fee of $75 for day students and $125 for boarding students - per student.

Enrolment application Packages are available from the College Office.

The enrolment fee covers registration and administrative costs, and is non-refundable.

OTHER CONSIDERATIONS
In relation to numbers 3 & 4 above, enrolments of non-Catholic students will be accepted as long as the proportion of non-Catholic students does not become so large to affect the Catholic ethos of the College.

Students who are currently attending another Catholic or local high school, or have access to another Catholic high school should be aware that their application will only be considered where it is judged that the student can be helped by attending the College in a way that is not possible at the student’s present, or other available school.

Where an application indicates that a student has a Special Education Needs, the Principal will consult with the Secondary Consultant and the Education Officer (Special Education). The Education Officer (Special Education) and Secondary Consultant will assess whether or not the school can provide the facilities, resources and suitably trained personnel to support the needs of the applicant. The Principal and Secondary Consultant will then meet with the applicant’s parents/caregivers to discuss the prospective applicant prior to the application being considered.

In accepting an offer of enrolment parents assume responsibility for all fees and charges as set out in this College Information Handbook. The College has a Fee Remission Policy. Upon application, the College Council may grant some remission of fees where this is judged to be appropriate.

Upon enrolment, students sign a commitment to abide by College Rules & Expectations and to study effectively. The enrolment of students not showing such a commitment may be reviewed.

All enrolments are subject to review at the beginning of each term and enrolment is conditional on students meeting school requirements.

Giving false or misleading information is a serious offence. In the event that statements made in the Enrolment Application later prove to be false or misleading, any decision made as a result of a student’s application may be reversed.

ENROLMENT IN THE COLLEGE IS NOT UNCONDITIONAL
ABC OF BOARDING

Living with a large number of people involves the sacrifice of some personal freedoms, for the common good of all. It also requires adjustment and effort by all.

The following code is intended to help parents understand, and students adapt to and accept, the special communal lifestyle of boarding school. While each part of the code is important, two characteristics of attitude should be adopted by each and every boarder, and are essential for a successful and happy Boarding School; viz a ...

A Responsible &
A Positive Attitude

A GUIDELINE FOR BOARDERS’ PARENTS

This information is provided to parents and students to assist them in understanding the way in which the Boarding House at the College is conducted. Its purpose is not only to inform, but also to help parents assist their children to cope with, and thereby enjoy and gain most benefit from, their life at the College. It is also hoped that parents will gain confidence in the care taken of their children and therefore give their positive support to the children and the staff, and to the attainment of the Boarding Objectives.

THE COLLEGE

St Francis De Sales Regional College is a Co-educational Weekly Boarding & Day College providing accommodation for students in Years 7-12 from many small surrounding and isolated country areas.

The College is under the administration and guidance of a Lay Principal and is staffed by Lay teachers.

The Boarding House is administered by Lay Boarding Supervisors, who are appointed by the College Leadership Team/Council.

WEEKLY BOARDING

As a Weekly Boarding College, we offer a unique extension to family life, providing stability, Christian attitudes and respect for the individuals and the group as a whole. The Boarders live at the College from Monday morning to Friday afternoon. This differs significantly from full boarding, in that it cares for the children during that part of the week. Here the principle concern is a balance of study, recreational and social activity. Students and parents should keep this in mind and not expect to find an emphasis on entertainment or social activities in the Boarding House routine. Weekly Boarding has the advantage of maintaining the complete family unit over weekends while providing a serious study atmosphere during the week.

ENROLMENT

An enrolment application will be forwarded on request, together with the College Information Handbook. The application form should be filled in completely, signed by parents and students and returned to the College Registrar.

It is customary to include letters of recommendations from the Parish Priest and former School Principals with an application for enrolment at the College.

An interview with the parents and student seeking admission into the College is required and notification of enrolment acceptance is confirmed by writing.
BOARDING DAILY ROUTINE

<table>
<thead>
<tr>
<th>Year 7 – 10</th>
<th>Years 11 and 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.00am</td>
<td>Rise</td>
</tr>
<tr>
<td>7.30am</td>
<td>Breakfast – dining room</td>
</tr>
<tr>
<td>8.30am</td>
<td>Preparation for school day</td>
</tr>
<tr>
<td>3.30pm</td>
<td>Change out of school uniform</td>
</tr>
<tr>
<td>3.45pm</td>
<td>Recreation time</td>
</tr>
<tr>
<td>5.00pm</td>
<td>Return to dormitories for showers</td>
</tr>
<tr>
<td>5.30pm</td>
<td>Evening meal begins – dining room</td>
</tr>
<tr>
<td>6.30pm</td>
<td>Study Term 2 &amp; 3</td>
</tr>
<tr>
<td>7.00pm</td>
<td>Study Term 1 &amp; 4 - Mass on some evenings</td>
</tr>
<tr>
<td>8.30pm</td>
<td>Supper</td>
</tr>
<tr>
<td>8.45pm</td>
<td>Study continues</td>
</tr>
<tr>
<td>9.00pm</td>
<td>Prepare for Bed</td>
</tr>
<tr>
<td>9.30pm</td>
<td>Lights out</td>
</tr>
<tr>
<td>9.50pm</td>
<td>Prepare for Bed</td>
</tr>
<tr>
<td>10.15pm</td>
<td>Lights out - senior students may continue to work at their desks during times of high pressure in consultation with supervisor. Students are not to leave their dormitory and must not disturb other students.</td>
</tr>
</tbody>
</table>

The Student Routine is subject to change at the discretion of the Boarding Co-ordinator and College Principal

ABSENCE

After a student is absent from the Boarding House or College for a period of time during the term, they are required to return with a letter covering the period of absence to the Boarding Co-ordinator and Principal. Students are required to attend school on every available school day. They should not take days off unnecessarily, nor leave early or return late after holiday periods or long weekends. A phone call advising the College Office of your son/daughter’s absence would be appreciated.

ADDRESS/CONTACT UPDATES

Please advise the school immediately of any change of address or contact details. It is essential that we be able to contact parents at any time, day or night, and when on holiday. If you will be out of contact for any period of time, please advise us and provide a contact telephone number of a person who can act as guardian for your child during your absence.

ALLERGIES

The College needs to be informed of any allergy that a student may have, and the steps required for the management of the allergy.

APPOINTMENTS

Students needing to access doctors, dentists or allied health services are required to make contact with the SFC nursing staff and an appointment will be made.

Alternatively parents may choose to make these appointments and the students can be transported by the school nurse if required. Appointments should be made after school where possible.

BAD LANGUAGE

Simply not permitted. Staff will negotiate a consequence with offending students. The highest standard is expected in the way students address each other and the staff, and in their conversation in general.

BAD NEWS

It can be very difficult for a student who is away from home to receive bad news by telephone. In the case of bad news, we urge you to contact the Principal or Boarding Co-ordinator so that they can ensure that the news is broken to your child as gently as possible and that he/she has friends nearby for support.
BED LINEN
Each student must bring pillows and a change of sheets to the College. These are changed preferably each weekend. All students are required to provide their own mattress protector.

BEDSIDE LAMP
Students may require a desk lamp for study purposes.

BOARDING DUTIES
Boarders are rostered on for different duties within the Boarding House and Dining Room, as instructed by Supervisors. All students are expected to keep their dormitory areas clean and tidy at all times.

BOARDERS’ MASS
The local Priest/s celebrates Mass in the College Chapel. Times depend on the availability of the Priest/s.

BREAKFAST
Breakfast is served from 7.30am to 8.00am each morning and attendance is compulsory for all students. Students must present themselves at breakfast in full school uniform, ready for the school day.

BULLYING
The College has an obligation to provide an environment free from harassment for its students and has a Bullying Policy in place. Any students who pick on, threaten or bully other students will be dealt with by the boarding staff and principal according to the strategies outlined in the policy. If such behaviour continues, the offending student may be asked to leave the Boarding House and the College.

CAMERAS
If students wish to bring a camera to the Boarding House, we urge that it not be an expensive model and that it be labelled in a permanent way. Any inappropriate use of a camera will see the camera confiscated.

CARE OF BOARDERS
The physical care of the boarders is of particular concern to the College leadership team. Special attention is given to the provision of good meals, suitable and clean living areas, adequate recreation, uninterrupted sleep and responsible care and pastoral concern for the individual child.

CARS
Boarding students are not normally permitted to drive to school. On the rare occasions when this may occur, the College is to be informed, in advance, in writing by parents of the details of the journey. If a student driver is transporting other students to the College, we require written notification from the passenger/s parents as well. Keys to cars are to be handed to the boarding co-ordinator. It is therefore preferable that no cars are driven to the College through the week.
CHAPEL
In the weeks when Mass is not held, Chapel can be conducted within Year Groups for prayer. This is will be led by the Boarding Co-ordinator and Supervisor.

CHEMIST ITEMS
Chemist requirements are arranged through the Office Staff, Nursing Staff or Boarding Supervisors. Chemist accounts are added to school fee accounts.

CHRISTIAN STANDARDS
At a Catholic College, Christian behaviour should be openly apparent in all activities. Students should reflect Christian attitudes and standards by respecting the practice of the Catholic Faith during Chapel and prayer time.

COMMON/RECREATION ROOM
Common rooms are available (under supervision) in dormitory areas.

COMPUTERS
Computers maybe used during study time only.

School issued Netbook Computers (and accessories) are the responsibility of students and must be charged using the facilities in the Boarding House. No USB Internet modems are permitted in the Boarding House or Day School.

Boarding students have access to the library each night between the hours of 7pm and 9pm. A teacher is present at this time. Students must book to use the Library by 5.00pm each day. After study, computers are returned to the care of the Boarding Supervisors.

Computers are for educational purposes; DVDs and CDs of age appropriate rating can be viewed during recreation time.

CONFIRMATION—SACRAMENTS
Boarders interested in continuing on with their sacraments, ie. Confirmation should speak to the Faith & Mission leader or their Religious Education Teacher.

CONTACT BETWEEN BOARDING STAFF & PARENTS
The Boarding Supervisors will advise parents of any important matter relating to their child or children. Parents should contact the Boarding Supervisors if they are concerned about any matter.

CORRESPONDENCE WITH THE SCHOOL
Any correspondence relating to the Boarding House should be addressed to the Boarding Co-ordinator, including invitations to boarders and requests for leave.

COUNSELLING
The School has a Counsellor who is responsible for student welfare. Should a Private Counsellor be preferred, the school can make a recommendation.

CO-OPERATION
It is important that the Boarding Students work with the staff for the achievement of the Boarding Objectives. Students, who fail to willingly cooperate, strive for harmonious relations and the observance of rules and routines, will add to disruption and unpleasant living conditions.

COURTESY
Students must uphold Christian Values at all times. Therefore all students are required to show respect and courtesy at all times, and behave in a responsible manner. Relationships among the members of the St Francis College Boarding Community should be characterized by courtesy and concern for each other. Staff and students should show this by always being ready with a friendly greeting when passing a member of the community. Movement in the buildings, games in the grounds, lining up at meal times, should all be marked by politeness and respect. Fighting or quarrelling has no place at St Francis; differences are not resolved in this way. Respect for property is also regarded as very important. Theft, vandalism or graffiti is not tolerated at the College.

DIET
The menu for meals in the Boarding House has been devised with an eye on nutrition and student health. It contains meals of meat and vegetables or salad each day, plus a serving of sweets. Fruit is available daily. Students are required to follow a balance diet each day. Dieting for weight loss is not allowed unless a dietician or medical practitioner supplies details of the diet. If a student requires a special diet for medical reasons, this can be arranged. In this instance, a doctor’s certificate would be required. Where food required is outside the normal range of foods then an additional charge may be necessary.

DINING ROOM
Grace is said at meal times. All meals are compulsory. The students are expected to sit together, and to share their company and conversation with the other students at their table. Junior students leave the Dining Room at the discretion of their supervisor. Exceptions are made for students attending school-related activities. Good manners, courteous behaviour, moderate noise level, and an acceptable standard of dress is expected of every student.
DINNER LEAVE
Students may have special dinner leave with visiting parents on special occasions.

DISCIPLINE
Failure to observe the CODE OF CONDUCT will result in correction. Consequences normally follow chances given by way of correction, and take the form of extra duties and loss of privileges for minor incidents. Serious or constant and persistent misbehaviour can result in suspension or withdrawal of the student’s place in the Boarding House. Some particular actions regarded as serious and warranting such exclusion from the Boarding House are:
• Involvement in drugs, alcohol or smoking;
• Unsafe behaviour that endangers others;
• Inappropriate physical contact between students;
• Willful, serious damage of property;
• Leaving the premises without permission;
• Blatant insolence towards staff; and
• Involvement with offensive literature/material

DOCTOR
When a Boarding Student becomes ill at school and requires medical attention, the SFC nursing staff will make an appointment to consult a doctor, with permission from parents.

DOONAS
Students are to bring their own doonas to school. Students may also bring blankets if required.

DORMITORIES
The Boarding Co-ordinator, in consultation with staff, decides dormitory layout, with a range of factors taken into account. Students are encouraged to stay within their own dormitory area so that maximum privacy and security is maintained at all times.

DRESS
Boarders may wear simple casual clothes at any time out of school hours, other than when taking part in a College function or travelling to Leeton’s CBD for afternoon shopping. Students are to wear full school uniform when in town. While the College is reasonably flexible in the range of personal dress styles it allows, it does require students to meet a particular standard of presentation, especially in public. Students are to be properly dressed for meals. Singlets, as well as strappy or midriff tops are not considered appropriate attire for the College. All clothing items must be marked clearly with names.

DRIVING LICENCE
Senior students may take driving lessons in out-of-school hours.

DRUGS & ALCOHOL
The possession or use of any prohibited substance (including alcohol), both at the College, travelling to and from the College, and on any College camp, excursion etc. is strictly forbidden. Exclusion from the College is the automatic consequence.

EARLY LEAVE/LATE RETURNS
Students are expected to make good use of their place in the College and in the Boarding House. There is a legal requirement for students to attend school. Boarders are expected to attend school for the entirety of each term. The College cannot exempt students from attendance at school and should not be requested to do so. This includes ‘harvest leave’. Applications for leave of more than five school days must be made through the College Office. A letter of explanation must be forwarded to the Boarding Co-ordinator and Principal when, for some serious reason, a student misses a school day (eg. illness). Since both the College and the Boarding House have previously had a waiting list, it is expected that those students who are offered a place make good use of it. This includes attending school on each available day and working diligently and consistently at their studies. Failure to do so could see a student’s place in the College reviewed.

ELECTRICAL EQUIPMENT
All electrical equipment used and supplied to students by parents is the responsibility of parents to have ‘tagged and tested’ as deemed necessary.

EXCLUSION & SUSPENSION
Serious offences in the Boarding House may lead to suspension or exclusion. Such matters include:
• Being out-of-bounds;
• Smoking, possession of cigarettes or alcohol in the Boarding House;
• Possession or use of illegal substances;
• Behaviour that endangers the safety of others;
• Leaving the College premises without permission;
• Bullying, harassment or disregard for the hands-off rule;
• Prolonged and dangerous dieting; and
• Being constantly unco-operative or insolent.
EXTRA-CURRICULAR ACTIVITIES
Extra-curricular activities are an important part of the College’s total educational program. Students are enrolled on the understanding that they participate fully in sport, class camps, retreats, excursions, charitable appeals and major school functions.

FACEBOOK
St Francis has Facebook Pages for Year Level Groups, Boarding House and School.

FIRE DRILLS
Fire drills are held regularly. Students are instructed on how to behave in an emergency situation in advance.

FOOD
Food brought from home for recess or snacks must be stored in an airtight container if it is to be kept in the dormitory area.

FRUIT
Fruit is available before and after school.

FURNITURE
Students are expected to care for the furniture and beds provided. Damage costs will be billed to parents of students responsible for the damage.

GRAFFITI
The College does not tolerate graffiti. Offenders will be asked to remove graffiti in their own time. In the event of the property not being restored to its original condition, they will be asked to pay for its replacement.

GUARDIANS
The College must be aware of who has guardianship responsibilities for students. A guardian must be an adult with authority to make decisions for the student as well as being able to provide proper care for him/her. Any change of guardianship must be notified to the Principal and Boarding Supervisor immediately.

GUNS & KNIVES
Guns, knives and other dangerous objects are not to be carried onto the College grounds at any time.

HAIR
Hair must be tidy and neither grown nor groomed in an extreme or exaggerated fashion. Hair needs to be combed and tidy. Scrunchies or ribbons (blue or white only) are to be used to tie back all long hair for health and safety reasons. Hair should not obscure the face. Boys are to be clean-shaven on the face. Hair ‘experiments’ during holidays must be corrected before returning to school. Please be mindful of the problems that can occur with head lice and have student’s hair checked regularly. A useful preventative product is DELVA PCT (or similar), and is available from most hairdressers.

HANDS-OFF RULE
The College expects students to follow the simple ‘hands-off’ rule. This means no pushing, hitting or fighting, there is to be no holding hands, or close contact between students. Boarders must adhere to this rule by not participating in ‘muck around’ behaviour of ‘wrestling’ and ‘piles on’ etc. This also applies to recreational activities on the sporting fields.

HEALTH CENTRE
In the event of sickness a student is transferred to the Health Centre. Minor illnesses will be treated at school. Parents will be notified if staff feels that medical attention is required, and a decision made regarding a student being sent home to prevent the spread of infection. In the case of serious illness or accident. Students have access to emergency care at the Leeton District Hospital.

HOUSE COMPETITIONS
The Boarding House Competition is an initiative designed and implemented as an Affirmation Policy within the College Boarding House Community, which is different to the Day School House System. The simple philosophy behind it is to reward good behaviour, which has a positive impact on those living in residence during the week. Just as there exists a discipline policy for breaches of student code of conduct, we see the importance of rewarding positive behavior. To support this idea the following houses have been constituted within the boarding experience at the College. Each house has been named after previous Religious Principals, two after the Marist Brothers and two after the Sisters of St Joseph. In doing so we honour and recognise the religious traditions and history on which St Francis was founded. Each house has captains who form the boarders’ council with the Boarding House Captains.

<table>
<thead>
<tr>
<th>The houses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>HOGAN</td>
<td>Brother Callistus Hogan fms (1962-1964)</td>
</tr>
<tr>
<td>FLYNN</td>
<td>Br Killian Flynn fms (1965 – 1967)</td>
</tr>
</tbody>
</table>

House points are awarded to individual Houses on a weekly basis. The House LEADNIG the point score at the end of each term receives the reward of a Pizza/DVD night with the night off from regular study. Points can be gained individually or on a team basis depending on the activity. Points can only be awarded, not deducted for negative behaviour. Restorative Justice and the Discipline Policy are employed for such breaches.
PLAYER OF THE WEEK
The Boarding Co-ordinator or Supervisors can nominate students on a weekly basis for the ‘Player of the Week’ Award. This award recognises students who are consistently doing the right and responsible thing. At the end of each month a movie/ bowling night is organised for the students as an affirmation of displaying positive behaviour.

INFORMATION NIGHTS
When parents are at the College for year group Information Nights, it is only appropriate that they enter dormitory areas after consultation with supervisors.

JEWELLERY
We ask that no jewellery of any value be brought to the College.

LAUNDRY
Personal washing facilities are available to the students, but the main bulk of laundry will be done at weekends. Students spending weekends away from home should make alternative arrangements to have their washing done over the weekend. It should not be assumed that washing will be done at the College.

LEAVE FROM THE COLLEGE
No student is to arrange leave from the College unless this is discussed with the Principal, by the parents and written permission is provided. The student’s parent must write permission notes. Any note written by students and then signed by parents will not be accepted. Students are required to sign a register prior to leaving the Boarding House.

LIBRARY
The College Library is open from Monday to Thursday inclusive from 4.00pm to 5.00pm for students’ use. It is also open from 6.30pm to 8.30pm during winter terms and 7.00pm to 9.00pm during summer terms. The Marcellin Library is available for study.

LITURGY AND WORSHIP
Mass is celebrated in the College Chapel when a priest is available for boarding students and others who would like to attend. Opportunities for the receiving of Sacraments and worship are provided to individual groups. Year groups are rostered to take regular turns to prepare the Saturday evening liturgies in the Parishes of Leeton and Narrandera, and we encourage boarding students to be involved in weekend liturgies in their local Parishes.

LOCKERS
Lockers are available to the students through the day school method of organisation. Once students have come downstairs for breakfast, all materials needed for the day should be stored in their individual lockers.

LUNCHES
Boarders can order lunch from the Canteen Menu or choose from a set Boarders’ Menu. Boarders’ lunches are provided through the Dining Room, Monday to Friday. Lunches are freshly prepared each day.

MANNERS
Good manners, courtesy and consideration are expected from all students. All students are to set a good example for each other. Older students have particular responsibility for younger students.

MARCELLIN LEARNING CENTRE (MLC)
This Centre is available for supervised study sessions of an afternoon and evening. Teaching & Boarding Staff are present for tutoring and supervision.

MEDICAL CERTIFICATE
Any prolonged absence from school requires a doctor’s certificate. A doctor’s certificate is also required in the event that a Year 10, 11 or 12 student misses an assessment task.

MEDICARE CARD
If a student has his/her own Medicare card this is to be made known to the SFC nursing staff. Where a student has his/ her name on their parents or family’s card, then the number, position and expiry date of the card must be advised and recorded in our medical files (photocopy of Medicare card is required on application).
MEDICATION
All students’ medication requirements must be recorded on the Enrolment Application and made known to the Boarding Supervisors. All medications are held at the Health Centre during school hours or with the boarding nurse outside these hours. Students are to see these staff members to receive their medication at the appropriate time. Students are not permitted to leave their medication in any other place.

MONEY
Safekeeping facilities are available through the College office, but students are not encouraged to bring large sums of money to the College. Boarders are encouraged to leave money with supervisors.

NAME TAGS
All clothing must be clearly marked in a prominent spot with a nametag.

NEWSLETTER
Our newsletter is a vital link between school and home. Each Friday the Weekly Newsletter is completed and emailed to students at their school email address. Parents are invited to visit our website and subscribe to the Newsletter. (The Newsletter is uploaded to the website every Friday afternoon). Parents/Carers & Students are very welcome to visit our Website at www.sfcww.catholic.edu.au or the Facebook Page to keep up-to-date with news, reports and coming events. A small number of newsletters are printed for families who still wish to receive a hard copy. Please read through and sign your child’s student diary. Comments are always welcome.

NIGHT CLOTHES
The students must wear pyjamas/night dresses and dressing gowns suitable for dormitory living. Nothing skimpy or see through is to be worn. Slippers or thongs must be worn for hygiene and safety purposes.

NOTES FROM PARENTS
A note from a parent permitting their child to be involved in any activity that is not included in the normal boarding routine, does not mean that this activity will happen. If in any doubt as to what activities are and are not permitted please check with the Boarding Co-ordinator. Notes that are written from parents to Boarding Staff are to be signed by parents/carers only.

OBEDIENCE
Obedience means following the instructions of supervisors and the observance of rules and routines. These are essential for the safety, comfort and enjoyment of the students, and the smooth running of the Boarding House. Boarders are expected ‘to respectfully follow instructions willingly and graciously’.

OBJECTIVE OF THE BOARDING HOUSE
The Objective of the Boarding House is to provide a safe, pleasant Christian environment for the students, to help them pursue their studies effectively, while away from their family home. This is achieved by living the Gospel values of respect, tolerance and service.

OUT-OF-BOUNDS
If a student leaves the Boarding House or College grounds without permission they will be asked to leave the College. Responsibility cannot be taken for students who place themselves outside the supervision of Boarding Staff. Similarly students are not to be in any out-of-bounds or unsupervised area around the College.

PARENT/TEACHER INTERVIEWS
These are noted on the College Calendar and can be booked using the online booking system (SOBS). Parents/Carers are encouraged to attend. Students may have dinner leave on these nights, returning to coincide with the start of interviews. Prior written notice is always appreciated. Parents can enter the students living or dormitory areas on these nights, after consultation with the Boarding Supervisor.

PERSONAL HYGIENE
The school gives informal talks to students on this subject each year, stating what we believe to be a good standard. Any problems are handled in a caring manner. Hand sanitizers are placed in dormitories and Dining Room to help stop the spread of infections or germs.

PHOTOGRAPHS
Boarders may bring some of these treasured possessions into the Boarding House, but the number should be minimal and be restricted to family members. Pictures can be displayed in the Boarding House after consultation with the Boarding Co-ordinator or Supervisor.

PIANO/MUSIC PRACTICE
A roster prepared by the music teacher and approved by the Boarding Co-ordinator is put up each term for daily practice from Monday to Friday. Students will be issued with a copy of their practice schedule.

POSTAGE STAMPS
Stamps can be purchased from the College Office when required. Letters mailed should be related to study activities or family matters.
PRESENTATION OF AWARDS/SPEECH DAY
Attendance at the end of year Speech Day & Prizegiving is compulsory for all students. The date is published in the College Calendar. Support of Parents/Carers by attending this function is also appreciated by Staff and Students.

PROMPTNESS
Students are to be ready to commence each activity during the daily routine on time. Lateness and delays causes great inconvenience to all in the Boarding House.

QUERIES
Parents should clarify any queries they have with the Boarding Co-ordinator or the Principal.

RECREATION
Students have access to a variety of after-school physical activity both on and off school grounds. At the finish of the school day, students immediately go upstairs, change out of uniform and return downstairs for recreation.

During recreation time the senior students are encouraged to organise sporting competitions and activities for the boarding groups. Students are expected to remain within Boarding House boundaries, which are displayed on Boarding House noticeboards.

REGISTER BOOK (daily)
A Register Book is monitored by the Boarding Supervisors of times and places, other than normal recreation places, where students need to be during recreation time. This will be signed by the students going to the activity, and when finishing the activity. Boarding Supervisors must know where students are at all times.

REPORTS
Boarding reports are sent out at the end of Terms 2 & 4 for all students.

RESPECT
The key guideline for living in the Boarding House is respect. Respect for God is shown by quiet reverence in the Chapel and by avoiding irreverent or irreligious language. This is a reflective time for students and distracting others will not be tolerated. Respect for others involves acceptance of others, their person, their feelings, their rights and their property. No one can respect others unless they first have self-respect. Students show respect for boarding staff by willingly accepting the directions and co-operating to ensure the effective and smooth running of the Boarding House. Disobedience and ‘answering back’ are considered serious cases of disrespect.

RESTORATIVE JUSTICE
The practice of Restorative Justice, a Marist Youth Care initiative, was implemented at the start of 2009 to the Whole School Community. Teaching and Boarding staff have been trained in the use of this welfare and relationship building program. Restorative practices’ key principles are as follows:

- How our actions impact on others;
- Restoring damaged relationships;
- Being future focused; and
- How to make things right and the learning we take from the lived experience.

This is achieved through a collaborative approach in the Boarding House where the focus is on us as a Community.

RULES
College Rules & Regulations are explained carefully at the beginning of each year and regular reminders are given to the students. These rules are kept under constant review. It is expected that the students will live by our College Boarding House expectations. They are the key to safe and considerate living in a large community, which often requires a different approach to living in a smaller family environment.

RIGHTS & RESPONSIBILITIES
The Rights and Responsibilities that form the basis of Student Welfare and Discipline at the College are listed in the Policies Section of this Handbook.

SAFETY
The safety of students and staff in the Boarding House is paramount. Safe and sensible behaviour comes from positive leadership from staff and students within the Boarding House Community. Where students disregard the safety of others, a serious consequence follows.

SCHOOL FUNCTIONS
All school functions are listed on the College Calendar and Newsletter. Boarding parents are especially welcome at these functions as it means a lot to your child, their friends and the College to have you present.
SECURITY
Boarding areas contain a security system, which is set from 10.00pm each night until 6.00am each morning.

SETTLING IN PERIOD
Most students experience some degree of homesickness on coming to Boarding House, and we realise that a settling in period is necessary. Years of experience have shown that the kindest way for all concerned is to establish a routine from the beginning. We ask that parents trust our judgement in the early stages, and not ask for ‘special consideration’ for students during their settling in period. Phone calls in the early days of boarding should be limited. It can be an emotional time, so be firm, but kind. Please let the staff know if there are ‘hassles’ at the weekends, because we can offer a few suggestions.

SHOWERS
Students are expected to shower daily for hygiene reasons. Showers have set times in the daily routine but may vary at the discretion of supervising staff.

SLEEP
This is a most important aspect of the student’s health, growth and well-being. All students suffer if the dormitory is slow to settle down to sleep. Therefore, we have a strict rule that no student must talk out loud or leave their bed after ‘lights out’. Times and rules vary according to the ages of the year groups in the dormitory. Disturbances of other students after lights out will result in consequences.

SMOKING
Smoking is not permitted on the College property at all, nor while any student is in uniform, representing the College, or travelling to and from the College. All schools are smoke free zones at all times.

SOCIALS
The College may run student socials during term time. The boarding students are allowed to attend these, behaving in a manner suitable for young Christian people.

SPORTS
A wide selection of sports is offered at the College and we encourage all students to participate both within school time and after school. This not only keeps them fit and active, but it gives them an interest and a common bond with other students.

STAFF
Boarding House Staff comprise of both full-time and part-time resident staff and part-time non-resident staff. Teaching Staff assists the students four nights each week for library and computer access for study purposes.

STAFF RESPONSIBILITY
Legal advice received by the College authorities states that Boarding Supervisors carry, by law, very serious responsibility for the care of their students. In recognition of these responsibilities and to minimise the related risks, parents are expected to accept and support the rules and regulations of the College. As there is a requirement for constant supervision, the staff having the students in a designated area at any one time best achieves this. Supervisors may vary routines in individual cases or on particular occasions where considered necessary. When parents do take their children from the College, it is essential that they advise the boarding Co-ordinator and contact members of the boarding staff at both the time of collecting and returning the children to the College.

STORAGE/WEEKEND USE OF FACILITIES
Students may leave their personal effects in their lockers and cupboards from week to week. When live-in groups use the facilities over weekends, it would be advisable for personal items to be removed. All items must be taken home at the end of each term.

STUDY: YEARS 7-10
Supervised study is conducted four nights each week and is compulsory for all. Students will be expected to settle into an organised study routine without making any disturbance to the others in the group. Study time is a silent time. Students must have with them all they require for study. They must have seen anyone they need to speak to regarding questions about work before the study period commences, and they must remain at their study place throughout the study period.

Borrowing and/or asking other students for help during study only cause distractions and disturbs the study of the others. These matters should be addressed prior to study commencing.

One of the main reasons students come to the College is to have access to education, and regular study periods. Students who fail to satisfy this requirement may be suspended, and perhaps eventually they may forfeit their position in the Boarding House.

STUDY: YEARS 11 & 12
Supervised study is conducted four nights each week. Students are expected to work diligently and quietly at their desks. All students must be organised with the correct equipment and books. If a student needs assistance during study permission may be granted to visit another student’s dorm to seek advice.

SUPPER
Supper is provided each evening between 8.30pm - 9.00pm.
TAFE, LEETON
Senior students have the opportunity to participate in some extra-curricular courses. These will only be authorized if students are coping well with their studies, behaving satisfactorily in the Boarding House, and have demonstrated suitable responsibility. Transport to and from the College is provided for students.

TECHNOLOGY USER AGREEMENT
All Boarding Students come under the St Francis Student Technology User Agreement that students and parents signed at the time of student enrolment.

TELEPHONES & MOBILE DEVICES
Students have access to landline phones in the dormitories. With a large number of students the length of phone calls must be limited to five minutes in consideration of other students. Being Weekly Boarding Students there should not be a need for longer phone conversations and should be restricted to family members only. If a student is sick or requires leave from the College, no student is to arrange this by phone without first going through the College Office or Health Centre. Parents can leave messages for students through the College office or boarding co-ordinator. Mobile phones are permitted in the boarding school under the condition that they are handed in to a supervisor at a designated time each evening. Phones will be returned on request each day to students at 3.30pm

TELEVISION
Due to our busy schedule, television viewing is very limited.

TOWELS
Two shower towels are recommended for each student per week.

TOYS
Students are not encouraged to bring electronic games or toys to school. They may bring some object that sits on their bed provided that it is of a reasonable size and that it fits into their luggage.

TRAVEL ARRANGEMENTS
Parents must confirm with the Boarding Co-ordinator or School Secretary for their child’s weekly travel arrangements (bus or car) to and from the College. It is expected that all students keep to their designated weekly travel arrangements.

Owing to legalities and duty of care (and limited seats available) of bus companies and the College, any variation to normal weekly travel plans are to be arranged each weekend for the next weekend’s travel. The Boarding Co-ordinator should be notified of variations no later than 4.00pm each Monday in writing from parent/guardian only. Last minute travel variations will only be accepted in the case of emergency. A fee will be charged to any student/s that use a bus company other than their own or that is not part of their normal travel routine.

TRAVEL CONCESSIONS
For students 16 years and over, travel concessions are available through the College Office.

TRAVEL SUBSIDY
Bus and private car subsidy claim forms are available through the College Office.

UNIFORM
Uniforms should be worn with pride and should look clean, tidy and complete at all times. The correct badges and ribbons are part of the uniform. For all excursions, school functions, during street leave and travelling to and from the College at any time, it is expected that the school uniform is worn in its entirety.

UNIFORM POOL
The Uniform Pool is open Monday to Friday from 9am to 3pm. Only second-hand items of uniform and hats are stocked at school. These items are available from the Stores Office.

VACCINATIONS
In line with our current policy for vaccinations, we expect all students to be fully vaccinated prior to commencing at the College. Authorisation notes are sent out to all parents regarding vaccinations. Allergies must be noted on this form.

VARIATION OF NORMAL ROUTINE
It is the responsibility of each student and parent to notify the Boarding Supervisors where there is a variation to normal routine. No student should be collected from the College nor returned to the College without communication from the parents to the Boarding Staff. If a student is not able to return to the College at the usual time, or by the usual means, this also should be communicated to Boarding Staff.
VISITORS
All visitors must report to the College Office, during school hours or to the Boarding Supervisors out of school hours, before seeing any student. When parents are at the College for school functions or meetings they are asked not to go into the boarding areas unless they seek approval from Boarding Staff.

WALLETS
Wallets should be kept in a secure place. It is advisable for students to keep their wallets with them at all times. Large sums of money must be handed to the boarding staff.

WEEKENDS
Students must return to their homes for weekends. When students visit friends for the weekend the Boarding Staff should be informed so that they know proper permission has been given and that travel arrangements have changed.

WEEKDAY MUSIC ROSTER
Monday, Tuesday and Wednesdays the school’s music studios are available for music students to practice. Permission is required from Music Teachers & Boarding Supervisors for these students to be rostered on these evenings.

SUMMARY OF BOARDER’S CODE OF CONDUCT
Students are under the care of the Boarding Supervisors while in the Boarding School. Students are expected to happily co-operate with all instructions from Boarding Staff and display respect and courtesy to staff and other students at all times.

♦ Supervision
Before being collected from the College or on return to the College, students are to report to the Boarding Supervisors so that their movements in and out of the Boarding School are noted. Written permission from parents is required for a student to leave the College. This note is to be given to the Boarding Coordinator before 9.00am each Monday. Students are not to be in any out-of-bounds or unsupervised area at any time.

♦ Safety
No dangerous objects or illegal substances are to be brought into the Boarding School. Behaviour must be safe and responsible at all times. The ‘hands off’ rule applies in the Boarding School as well as in the Day School.

♦ Co-operation, Courtesy and Respect
Students are to co-operate with Boarding Supervisors at all times. They are to observe all Boarding School Rules & Routines. These ensure the safety and smooth running of the Boarding House, and so are to be observed at all times. Courtesy and respect are to be shown to all staff of the College and to other students at all times.

Due to the number of Boarders in the College, students are to move around the Boarding School in a quiet, orderly manner, responding graciously when spoken to and showing good manners. Students are to be punctual to all boarding routine activities.

♦ In the Dormitories
Students are to keep their areas in the dormitory tidy. In times for getting dressed/undressed, study, getting ready for bed, or when there are duties to complete, students are not to visit other students in the dormitories. Study times and after lights are out are periods of silence. Borrowing and lending of clothing and other items between students is discouraged.
WEEKLY BOARDING—ITEMS REQUIRED

Listed below is an outline of items required by boarding students. Please note that sufficient numbers of each item are required for the school week. All items must be labeled clearly. Each boarding student will be provided with a College locker.

<table>
<thead>
<tr>
<th>School</th>
<th>School bag, books and requisites.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Study</td>
<td>Scissors, sticky tape, glue, coloured pencils, dictionary, atlas, Bible and books required for homework.</td>
</tr>
<tr>
<td>Toiletries &amp; Cleaning</td>
<td>Towels, soap and container, toothbrush and paste with container, hair comb/brush, shampoo, non-aerosol deodorant, talc powder, wet packs/toilet bag, and any special toiletry items; clothes brush, black and white shoe cleaner, and a bag for soiled clothes. (Aerosol cans are not permitted in the boarding school due to interference with fire alarm system).</td>
</tr>
<tr>
<td>Linen</td>
<td>2 pairs of sheets, 2 pillowcases, doona (optional) or rug, and a pillow; mattress protector</td>
</tr>
<tr>
<td>Clothing</td>
<td>College Uniform and Sport/PE Uniform. Recreation: shirts, shorts, dresses, tracksuits, socks, shoes, hat, underwear, swimmers (one piece for girls).</td>
</tr>
<tr>
<td>Sundries</td>
<td>Coat hangers, shoelaces, wallet/purse, sunscreen, insect repellent, lip salve, luggage bag, band aids etc.</td>
</tr>
<tr>
<td>Washing</td>
<td>Underwear, socks, blouses/shirts need to be changed daily. Washing is taken home on weekends. In an emergency, a small amount of washing can be done at the College. Facilities for ironing are available at any time.</td>
</tr>
<tr>
<td>Telephone</td>
<td>A telephone located is near the Kitchen and in the dormitories is available to Boarders from 4pm daily. No student is to use the College phones unless in an emergency situation. Messages from parents can be run through to the College Office who will pass any messages on to the students through the Boarding Supervisors.</td>
</tr>
</tbody>
</table>

SUMMARY OF COLLEGE RULES

OUT-OF-BOUNDS AREA

Students will have the out-of-bounds areas explained to them on arrival at the College. These are unsupervised classrooms, behind the College buildings and any other area where there is no staff supervision. For safety reasons all students are expected to abide by the out-of-bounds rules. Failure to do so is viewed very seriously.

UNIFORM

Students are to wear their uniform in its entirety including correct shoes, socks, jackets, ties etc. Students are expected to follow the Jewellery Policy at all times and must have their hair neat and tidy (see Uniform & Appearance Section). No nail polish or make-up is to be worn to school.

BEHAVIOUR

♦ No College member is to use bad language, swear or be abusive. Every student is bound by the ‘hands off’ rule. There is to be no pushing, shoving, fighting, intimidation/harassment or close physical contact.
♦ No student is to use alcohol, cigarettes or illegal substances
♦ All students are to observe the out-of-bounds area guidelines
♦ No student is to leave the College premises without permission
♦ Students are to respect the College’s physical environment
♦ Students are to be courteous, co-operative and respectful to all members of the College Community
♦ Students are expected to maintain the College standard of behaviour during all extra-curricular activities.

CLASSROOM BEHAVIOUR

Students must be punctual in arriving to school and to each class. Teaching and learning happens in each class and students must pay proper attention during lessons. No person’s behaviour is to interfere with the learning of others during lessons. Students are not permitted to eat in any classroom. White out and chewing gum are not permitted at the College.
FEE COLLECTION POLICY

Aged fees are any fees that do not relate to the current school year and therefore categorized as an outstanding debt. Unless specific arrangements are made with the College Principal or Business Manager, it is College Policy to automatically pass this matter onto a Debt Collection Agency. Where little has been paid off amounts relating to the current school year, the assistance of the Debt Collection Agency may be sought in arranging a realistic payment program. Any families, who experience difficulty in paying school fees, are reminded that alternative arrangements can be made with the College Business Manager.

Students leaving the College, whether Day or Boarding (or giving notice of a change in Enrolment Status from Day to Boarding and vice versa), will be charged to the end of the current term, unless negotiated otherwise. Parents wishing to withdraw students from the Boarding House must give notice of one term or fees for the following term will be charged. Students commencing late at the College will be charged from date of commencement. Enquiries can be directed to the Admin Staff between 9am and 4pm Monday to Friday.

MOBILE PHONE POLICY

The following rules apply to the use of personal mobile devices:
- These may only be used for an educational purpose with the teacher’s permission.
- May be used with earphones by seniors (Year 11 & 12) in study lessons (in the interests of hygiene earphones may not be shared).
- May not be used whilst you are moving between rooms or when moving around at recess and/or lunch.
- Must not be taken into any examination room.
- May not be used in any practical room, workshop, kitchen etc.
- In keeping with the College anti-bullying policies, these devices may not be used to take pictures and/or video, without the permission and consent of any participant.
- Students are not to use their personal mobile devices to make or receive phone calls, to send or receive text messages or any other form of digital communication during the school day.
- May not be charged at school. Personal Mobile Devices will be confiscated, and given to the Assistant Principal, for any breach of this policy.

NUT POLICY

St Francis College has a duty of care to ensure the safety of all its students. As a result of an increased number of students that have been medically diagnosed as anaphylactic to nuts, the school will be implementing a ‘nut policy’. All members of our School Community are asked to adhere to the guidelines of this policy to ensure the safety of affected students. To reduce the chances of a child having an anaphylactic reaction, it is important to prepare students, parents and staff.

The condition of anaphylaxis can cause a number of reactions within the body. The most dangerous symptoms are breathing difficulties or a drop in blood pressure, which can be potentially fatal.

In affected students just being in the vicinity of people who are consuming nuts can trigger an anaphylactic reaction.

It is the aim of the College to establish and maintain a safe environment, for the safety of students who are anaphylactic to nuts and for those students who have known allergies sensitivities to these products. All staff will receive training in the recognition, prevention and necessary treatment of anaphylaxis in students under their care.

To reduce the risk of a child having an attack peanut butter, nutella and any other foods that contain nuts or may contain traces of nuts are not to be included in any student’s food intake whilst at school and it is suggested to avoid intake prior to school if at all possible.

In addition to this we ask that our School Community observe the recommendations of the ‘NUT POLICY’ as summarized in the list of points following:
- Students will not trade or share food, food utensils or food containers.
- Foods containing nuts will not be used in any classes.
- The School Canteen will not sell any nut products.
- Parents/carers of students are asked not to provide food containing nut products within the school grounds.
- Special events such as excursions, overnight trips, camps, picnic days etc should be discussed by school staff and family to decide strategies for managing the food allergy.
- Managing the risk is the best way of averting an anaphylactic episode.
**SUNSMART POLICY**

Skin damage, including skin cancer, is the result of cumulative exposure to the sun. Much of this damage occurs during childhood and adolescence. Research suggests that severe sunburn is a contributor to skin cancer and other forms of skin damage such as wrinkles, sunspots, blemishes and premature aging.

Most skin damage and skin cancer is, therefore, preventable. Secondary schools can help reduce the incidence of skin cancer and the number of related deaths by encouraging all members of the School Community to take effective skin protection measures.

**Aims**
The aims of the Sunsmart Policy are to promote the following among students, staff and parents.

- Positive attitudes towards skin protection.
- Lifestyle practices that can help reduce the incidence of skin cancer and the number of related deaths.
- Personal responsibility for and decision-making about skin protection.
- Awareness of the need for environmental changes in schools to reduce the level of exposure to the sun.

**Implementation strategies for skin protection**

- **Increase**, where possible, the amount of shade within the school grounds by building pergolas and shelters and planting trees.
- **Incorporate** across the school curriculum appropriate educational programs, which focus on skin cancer prevention.
- **Encourage** positive role modelling of sun smart behaviour by all teachers and ancillary staff to:
  - Wear hats and appropriate clothing for all outdoor activities.
  - Use SPF30+ broad-spectrum water resistant sunscreen for skin protection.
  - Seek shade wherever possible.
- **Seek ongoing support from parents and the community** for this policy and its implementation.
- **Encourage** all students to wear hats, which protect the face, neck and ears, as well as shirts with collars and sleeves whenever they are outside.
- **Encourage** students without adequate protection to use shaded or covered areas at recess and lunch times.
- **Encourage and support** the use of SPF30+ broad-spectrum water resistant sunscreen for all staff and students.
- **As part of the Physical Education Program**, the College will encourage students and staff to:
  - Wear hats that shade the face, neck and ears.
  - Wear shirts with sleeves and collars that are made from closely woven fabric.
  - Apply SPF30+ broad-spectrum water resistant sunscreen.
- Where possible, **schedule lengthy outdoor activities outside the hours of 10am to 2pm** (11am to 3pm daylight saving time)
- **Use shaded areas and indoor venues whenever possible.**
- As part of the curriculum the College will involve the students in a variety of learning activities to develop the knowledge, attitudes and skills pertinent to skin protection.
- The School's Sport Program will, in addition to those strategies mentioned under Physical Education, provide a variety of sports which can be played at indoor venues.
- **When enrolling a student**, parents will be informed of the Sunsmart Policy.
- **Students** will be requested to purchase a school hat or provide an appropriate hat. Hats are available from the uniform shop at a cost of $7.50 each. Hats may also be purchased from outside sources but should comply as closely as possible with the school uniform requirements – the brim of the hat should be at least 7cm in width; caps are not acceptable.
- **Students** will be encouraged to act as positive role models and practice skin protection behaviour themselves, particularly when attending school functions.

**Sunscreen and Schools**
The regular use of sunscreen by students on areas of skin not covered by clothing is highly recommended. Students should be encouraged to take responsibility for this aspect of skin protection. Education, Training and Encouragement should come from the home and the school. Ideally students should have their own personal sunscreen for use during the day.

Sunscreen SPF30+ broad-spectrum is available for use at school from the Health Centre or can be obtained from the green carry bags the PE teachers take to each outside activity. Zinc cream for lips is also available in the carry bags.

**References**
*Catholic Education Commission – Policy Guidelines/ Student Safety In Schools Cancer Council*
MUTUAL RESPECT & DISCIPLINE POLICY

The central aim of St Francis is to foster the full development of the individual within a Christian Community, and to encourage self-disciplined and self-directed individuals.

Education is an active attempt to guide young people to a state where they can live comfortably with themselves and with others, as members of a family, community and society. Hence, the College must endeavour to develop students who are responsible, inner-directed and capable of choosing freely in conformity with their conscience. Self-discipline gives individuals the strength to make choices and to live with the consequences of these choices.

This Mutual Respect & Discipline Policy Statement outlines the rights of students at the College as well as the responsibilities that go with these rights. It further provides the guidelines for dealing with situations where students do not live up to these responsibilities.

The rights and responsibilities approach to discipline is used to encourage the students to realise that rights do not exist without responsibilities and vice versa. Students should act in such a way that they show respect for the rights of others. Staff too, should always respect the rights of students; a lack of such respect brings certain consequences.

Such an approach stresses the importance of mutual respect and the growth of self-discipline.

Aims

This policy helps staff to:

- Apply a consistent whole school model approach of welfare and discipline based on Christian values.
- Provide a safe and caring environment where students can be encouraged to develop their gifts and strengths to the fullest extent.
- Provide leading and supportive management of students, which acknowledges and protects the mutual rights and responsibilities of everyone in the school community.
- Encourage students to be self-directed learners who enjoy learning.
- Encourage students to act responsibly and to develop the skills of problem-solving and conflict resolution.
- Encourage students to help each other with a spirit of friendship and co-operation.

Objective

Staff at St Francis will endeavour to:

- Maintain an environment of care in the context of relationship: “relationship with God, others and self”.
- Create a positive atmosphere, whereby self-esteem of all members of our Community is enhanced.
- Be committed to implement formal and informal structures, and structure opportunities for care of this community.
- Exercise and instil the values of compassion and justice in communication, motivation and discipline practices.
- Provide a learning environment and experiences that support and nurture individual growth.
- Close parent contact and support is essential if this policy is to be effective.
- When repeated concerns in regard to a student’s behaviour are expressed or if a serious breach of discipline occurs, parents will be contacted by mail or telephone to arrange a meeting to discuss the specific concerns in relation to the student’s behaviour.

Detention

- Detention may be given for either academic or non-academic offences. The Year, KLA Co-ordinators or Assistant Principal may decide that an appropriate action is.
- An academic detention is given for ongoing academic offences (e.g. disruptive behaviour in class, failure to complete work etc.).
- Non-academic detentions are given for actions, which infringe on the rights of others in a non-academic way (e.g. fighting, vandalism, stealing).

There are two types of formal detention that fall within the scope of this Policy Statement:

(1) LUNCH TIME DETENTION

A lunch detention is a consequence deemed necessary after a number of attempts have been made by the teacher to correct inappropriate behaviour or for one major offence.
(2) Formal Detention

A formal After School Detention is a consequence deemed necessary after three separate incidents that resulted in Lunch Detentions or for one very serious offence. The College has specific disciplinary guidelines in place and for some offences, penalties up to and including suspension or exclusion from the College can apply. Serious discipline breaches would be in relation to:

- Illegal Substances (drugs) - automatic exclusion
- Alcohol
- Smoking
- Fighting and threatening behaviour/harassment/bullying
- Stealing
- Vandalism
- Abuse of staff or other students

Lesser penalties would be imposed for the following:

- Missing classes
- Being out-of-bounds
- Failing to complete homework
- Failing to hand in assignments or assessment tasks
- Uniform infringements
- Disturbance to learning in classrooms

“Hands-off” Rule

In the interests of the safety of each College member, St Francis has a very definite ‘hands-off rule’. None of the following behavior is tolerated:

- Fighting
- Punching
- Intimidating, bullying, cyber bullying, harassment
- Inappropriate displays of affection

It also means *hands-off property* belonging to others and proper respect for the property of others and the College.
STUDENTS RIGHTS & RESPONSIBILITIES

The Rights & Responsibilities that form the basis of Student Welfare and Discipline at the College is listed in the table below:

- I have the right to a Catholic Education, provided in a Catholic atmosphere.
- I have the right to be happy and to be treated with understanding, respect and politeness.
- I have the right to be safe.
- I have the right to expect my property to be safe.
- I have the right to obtain maximum benefit from all classes, and to receive a fair share of the teacher’s attention for help and advice.
- I have the right to a pleasant, clean and well-maintained environment.
- I have the right to expect a healthy environment for all students.
- I have the right to expect the local community to support, respect and have pride in the College.
- I have the right to be helped to learn self-control.
- I have the right to express my opinion about all matters that concern me.
- I have the responsibility to participate in the liturgical life of the College, to respect the beliefs of others, and to pursue actively and open-mindedly, the truth of the Catholic Faith.
- I have the responsibility to treat others with respect and understanding – not to intimidate or humiliate others, or to hurt their feelings.
- I have the responsibility to respect the authority of teachers.
- I have the responsibility to make the College safe, not threatening to hit or hurt anyone in any way, making sure all actions are safe and not interfering with safety equipment.
- I have the responsibility to not antagonise or provoke others.
- I have the responsibility to be aware of the special requirements for practical subjects in regard to protective clothing and footwear.
- I have the responsibility to report any defects in fittings or equipment during practical subjects.
- I have the responsibility not to steal, damage or destroy the property of others and to take good care of my own property.
- I have the responsibility to have labelled all personal property to be used in the College.
- I have the responsibility to report acts of theft and vandalism.
- I have the responsibility to provide myself with all necessary equipment.
- I have the responsibility to co-operate with teachers and other students to make sure that lessons proceed and to keep-up-date with required work.
- I have the responsibility to behave in such a way as not to interfere with other students’ rights to learn.
- I have the responsibility to give the teacher and my work my full attention.
- I have the responsibility to arrange medical and dental appointments outside of school hours, where possible.
- I have the responsibility to attend school, be punctual and take part in activities that will benefit me.
- I have the responsibility to care for the total College environment, to keep it neat and clean and to be prepared to remove litter.
- I have the responsibility to look after my health by not using any substance that may interfere with it.
- I have the responsibility to behave in such a way that I will earn the respect of the local community.
- I have the responsibility to maintain a high standard of dress at the College and adhere to the basic requirements of cleanliness, tidiness and modesty.
- I have the responsibility of being proud of my School Uniform at all times and of supporting the College requirements in this regard.
- I have the responsibility to learn and practice self-control.
- I have the responsibility to express my opinions politely and at the appropriate time and place.

In exercising my RIGHTS, I have the RESPONSIBILITY of not denying the RIGHTS of others, and I expect to be corrected if I do.”
STUDENT AFFIRMATION POLICY

It is the policy of the College to provide a learning environment which:

- Develops the self-worth and the dignity of each person.
- Is safe and happy.
- Promotes a sense of Christian community and concern for others.
- Encourages each person to be a responsible decision-maker.
- Fosters independence and leadership.

In order to encourage all members of the College Community to work towards these goals, a ‘Student Affirmation Policy’ has been developed. The policy aims to reward those students who always seek to improve themselves and who contribute positively to the learning environment of others.

Merit Certificates

Teachers award Merit Certificates to students in their individual classes, pastoral classes or for whole school activities. These are generally recorded and issued by the Year Co-ordinator at a Year Assembly.

All students who gain a ‘top 3’ place in any formal assessment task are to be issued with Merit Certificates by the organizing teacher.

All students who engage in any form of Extra-Curricular activity (eg: representative sport, music, community service etc) are to be issued with Merit Certificates by the organising teacher.

Certificate of Performance

When a student receives a set number of certificates (or at the Year Co-ordinator’s discretion) they will be eligible for a Certificate of Performance. These certificates are issued by the Year Co-ordinator at the Year Assembly.

To achieve a Certificate of Performance:

- Year 7 & 8 Students will require 5 individual Merit Certificates.
- Year 9 & 10 Students will require 4 individual Merit certificates.
- Year 11 & 12 Students will require 3 individual Merit certificates.

Certificate of Achievement

When a student receives an additional number of certificates (after already attaining a Certificate of Performance) they will be eligible for a Certificate of Achievement. A College Leadership Team Member at a School Assembly issues these certificates. To receive a Certificate of Achievement a student must have attained at least one of his/her Merit Certificates for service to others.

To receive a Certificate of Achievement:

- Year 7 & 8 students will require an additional 4 merit certificates (9 certificates in total)
- Year 9 & 10 Students will require an additional 3 merit certificates (7 certificates in total)
- Year 11 & 12 Students will require an additional 3 merit certificates (6 certificates in total)

Certificate of Distinction

At the end of the school year any student who has attained an additional number of merit certificates (after previously receiving a Certificate of Achievement), will be rewarded with a Certificate of Distinction at Speech Day (in place of Leadership & Community Awards). The College Principal will issue this certificate. To achieve a Certificate of Distinction a student must have attained an additional two Merit Certificates for service to others (a minimum of three certificates for voluntary service to others in total).

To receive a Certificate of Distinction:

- Year 7 & 8 students will require an additional 5 merit certificates (14 certificates in total)
- Year 9 & 10 students will require an additional 4 merit certificates (11 certificates in total)
- Year 11 & 12 students will require an additional 4 merit certificates (10 certificates in total)

Certificate of HIGH DISTINCTION

Students may attain this award at the discretion of the Year Co-ordinator. Earning merit certificates in the

Classroom:

⇒ Co-operating with teachers and classmates
⇒ Displaying positive behaviour
⇒ Showing initiative/leadership
⇒ Demonstrating a desire to improve
⇒ Showing outstanding improvement
⇒ Producing quality work
⇒ Striving for personal best

In the Community:

⇒ Liturgy participation
⇒ Care for the school environment
⇒ Participation in extra-curricular activities
⇒ Participation in wider Community activities
ENROLMENT INFORMATION COLLECTION ADVICE
& PRIVACY POLICY

(Privacy Manual Minter Lawyers for Catholic Education Commission 2001)

The school (the Diocese both independently & through its schools) collects personal information, including sensitive information about students and parents or guardians before and during the course of a student’s enrolment at the school. The primary purpose of collecting this information is to enable the school to provide schooling for your son/daughter. Some of the information we collect is to satisfy the school’s legal obligations, particularly to enable the school to discharge its duty of care.

Certain laws governing or relating to the operation of schools require that certain information be collected. These include public health (and child protection) laws.

Health information about students is sensitive within the terms of the national privacy principles under the Privacy Act. We ask you to provide medical reports about students from time to time.

From time to time, the school discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, Government Departments (Catholic Education Office, the Catholic Education Commission, your local Diocese and the Parish, schools within other Dioceses/other Dioceses), medical practitioners, and other people providing services to the school, including specialist visiting teachers, sports coaches, volunteers and counselors.

If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.

Personal information collected from students is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, student activities and other news is published in school newsletters, magazines and local newspaper/s.

Parents may seek access to personal information collected about them and their son/daughter by contacting the school. Students may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the school’s duty of care to the student, or where students have provided information in confidence.

As you may know, the school engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist the school’s fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.

We may include your contact details in a year list and school directory. If you provide the school with personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the school and why. They can access this information if they wish and should be assured that the school does not usually disclose the information to third parties.