Hello all,

We are very pleased that we have been able to welcome Fr Anthony Dunne to the College twice this week to celebrate Mass; firstly with Year 7 on Tuesday and then with Year 12 on Thursday. It was a privilege to share the Eucharist with the students, who were all extremely reverent and engaged.

As I have mentioned in previous newsletters, as Principal of this vital Catholic school, I have a particular responsibility to maintain a religious culture, in partnership with parents and parishes which involves:

- regularly gathering as a community for worship and prayer;
- meaningfully instructing the faith;
- providing exciting opportunities to experience Christ.

Year Masses for all year groups have been calendared throughout the remainder of this term. Further, Year 8 students have all attended instructional workshops with Fr Anthony on the sacrament of Reconciliation. Unpacking this sacrament is an integral part of the Year 8 Religious Education program. These students will have the opportunity to receive the sacrament in coming weeks.

I really enjoy College photos day. It’s an opportunity to speak to lots of students, who present themselves immaculately. I remind parents that photos are included in school fees. The only extra costs will be if students order family photos or group photos. Order forms are available at the office.

The SRC Social last night was a fabulous success. Funds raised from the Social are directed towards SRC sponsored scholarships. My congratulations to the SRC mentors Mrs Sarah Spowart and Miss Haidee Washington and to the hardworking SRC students.

Year 12 in the ARC, completing a survey.
2016 COLLEGE LEADERSHIP TEAM

Left to right: Jesse Williams, Bethany Tyson, Mary Sandral, Tahlia Amato, Chloe Buchanan, Amy Creece, Seb Spina, Todd Pattison, Matthew Kelly, Thomas Dore, Harry Leeds, Dafydd Francis, Luke Wilson.

Thank you for your continued support.

Mr Seb Spina
Principal

IMPORTANT NEW ATTENDANCE INFORMATION

The Education Act (1990) requires parents to ensure that children of compulsory school age attend school each day that the school is open for instruction. If children are absent from school, parents/carers are required to provide the school with an acceptable explanation within seven days of the absence.

Due to recent changes to government policy, commencing Term One 2016, there are now new, more stringent regulations regarding student absences from school.

All parents are asked to take note of the following information:

- Should a total of 5 absences be recorded, your child’s teacher will notify the principal.

- In the event that a child is absent for 10 days in any calendar year, parents/carers will be contacted regarding the absences.

"Celebrating 60 years of Excellence in Catholic Education"
• If a child is absent for a total of 12 days in any calendar year, a letter is sent to the parents/carers to arrange a meeting. An attendance plan is developed. It is signed by all involved (Principal (delegate), teacher/student welfare, parent/carer and student). Copies of this plan are distributed to all.

• If absences reach 20 days in a school year, a meeting will take place with the student, his/her parents and the principal. This meeting will take place with the student, his/her parents and the principal. This meeting may be attended by representatives from the Catholic Schools Office, Wagga. Legal proceedings may commence.

BISHOP’S STATEMENT ON ASYLUM SEEKERS

Bishop Vincent Long OFM is the Australian Catholic Bishop's spokesperson on Refugees and is a former refugee himself. He has written a media statement representing the views of the Australian Bishops: a summary of this statement follows.

“Following the High Court decision, the Australian Government’s response to people seeking asylum including the babies born in Australia and their parents (234 adults & 33 babies) should focus on protecting them from harm and respecting their human dignity.

I urge the Prime Minister and the Minister for Immigration and Border Protection to show mercy and compassion to these families and not act in a way that will cause even more harm than has been already done.

I urge the Australian Government to ensure that no child is subject to an unsafe and harmful environment and that no one is returned to where they may face physical, psychological or sexual violence and harm.

The Catholic Church opposes mandatory and offshore detention because these policy responses do not respect the dignity of people seeking our help.

Governments have a responsibility to manage migration flows, but the Australian Government’s current approach is harsh and should change.”

ACTION: In support of this official statement by our Catholic Bishop’s in Australia you could contact the Prime Minister’s Office, the office of Peter Dutton, the Minister from Immigration & Border Protection or the office of Michael McCormack, our local member.

In this communication you could strongly urge the government (stating your own reasons) not to return the 267 asylum seekers to the off-shore detention camps at Manus Island and Nauru.

Prime Minister – Malcolm Turnbull - PO Box 6022, Parliament House, CANBERRA 2600
Email: www.pm.gov.au  Phone: 0262777700

Minister of Border Protection – Peter Dutton – Address as above
Email: minister@border.gov.au Phone: 0262777860

Member for Riverina – Michael McCormack – Suite 2, 11-15 Fitzmaurice Street, WAGGA WAGGA 2650
Email: Michael.mccormack.mp@aph.gov.au
YEAR 12-2016 MUCK UP PHOTOS
YEAR 9 NEWS

The warmer weather continued this week as we welcomed Autumn. This is a timely reminder that all students need to ensure that they bring their school bucket hat. These hats must be worn during Lunch, Recess, PE prac lessons and anytime a student is outside.

We had our last round of the Year 9 basketball competition on Wednesday. A Grand-Final will be held next week between Sharp Shooters & Crack’s Champions.

I would like to congratulate Mr Brendan Greatz who will be the Year 9 Leader until the end of the year. Mr Greatz will begin this role from Monday 21st March and I’m sure he will do a fantastic job!

Please pay particular attention to the assessment tasks coming up over the next few weeks:

- Week 8: Religion & English
- Week 9: PDHPE & PDM (photography, digital media)
- Week 10: Music, PASS
- Week 11: Commerce

If you are having concerns please do not hesitate to contact myself via email: vantc@ww.catholic.edu.au or phone: 69533622.

Mrs Clare Vant
Year 9 Leader

Year 9 HSIE excursion to Jindabyne, Mt Kosciusko and Canberra is Tuesday 29th November to Thursday 1st December. Please put this on your calendar. All Students are expected to attend and booking have been made, if for any reason your child cannot attend please contact Mrs Preston as a matter of urgency.

"Celebrating 60 years of Excellence in Catholic Education"
Hi All

Future R Us:

We are into our 4th week for Futures R Us program. The students have been fantastic. Next week we will have Sue Molyneaux from Casella’s Winery. She is going to present how to be successful in an interview and what employers look for.

Students have had an opportunity to complete a career quiz and discover all their great qualities.

We are in the process of seeking work placements for our students.

My Days

I have many students register for various My Days around various CSU campuses. Quite a few students attended the Medical Science, Medical Radiation Science and Nursing day in Wagga Wagga. Please see attached calendar for more My Days coming up.

University and Alternate Pathways Information Night.

I have organized a big annual information evening on March 17th starting at 6pm for all year 12’s and their parents. An invitation will be sent home via the mail. Parents will have an opportunity to learn all about University, how to apply, early entry schemes and alternate pathways. I have presenters from Monash, Deakin and Latrobe representing from Victoria and Charles Sturt, Wollongong and Latrobe representing NSW. They will run through how to apply through the 2 different states. There will also be time for a careers question and answer expo at the end. It usually finishes around 8.30. Bring a bag to fill with resources. I look forward to seeing you there.

YEAR 10 WORK EXPERIENCE.

I have given year 10’s information about how to organize their work experience. It will run week 7 and 8 term 4. Compulsory week for work experience will be Monday November 21st to Friday 25th. Optional week will be – Monday 28th November to Friday December 2nd. Forms are attached. Students are not permitted to work with animals due to insurance purposes. The only place permitted is the local VET and Altina Wildlife Park.

Regards -

Michelle Wood
It has been a busy couple of week for year 8 this term. We have had the opening school mass, touch football and AFL trials, reconciliation training, the start of maths and english quizzes, school social, Giants visit and of course the College swimming carnival. Well done to Josh Thomas, Jonathan Foster, Holly Sheldrick, Mikayla Jones and Mitch Cooper for being Age Champions and runners up.

The majority of the students have settled well into the first term so far with some great learning happening. Some subjects have started implementing formative assessment which has been great. Formative assessment allows teachers to map and monitor students’ progress and give quick feedback to help improvement. In PD/H/PE students are learning about emergency care, Maths is percentages and in TAS they are either doing Timber Technology or Textiles.

A reminder that the homework centre is now operating from 3:30-5 every Tuesday and Wednesday. This is a great opportunity for students to have some support with their homework and assessment tasks.

In Pastoral Care over the next few weeks we will be looking at resilience and some activities involved with this. It is no secret that this is a great attribute to have and something that some students in year 8 need to work on.

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 8 Innovation assessment task due.</td>
<td>Touch Football and Tennis in Wagga</td>
<td></td>
<td>Year 8 Reconciliation day.</td>
<td></td>
</tr>
</tbody>
</table>

Please feel free to contact me at the College for any issues you would like to discuss on 02 6953 3622 or sullivanj3@ww.catholic.edu.au
AFTER SCHOOL HOMEWORK CENTRE

St Francis College AFTER SCHOOL HOMEWORK CENTRE is open from 3.30pm to 5pm on Tuesdays and Wednesdays in the ARC (from Week 3, Term 1 to Week 9, Term 1). All students are welcome to participate (with parental knowledge and permission).

The Homework Centre has two SFC teachers running it with a staff of eight that will work on a rotational basis. Students are required to sign in and out and be responsible in organising their transport home at 5pm.

Students are required to bring homework and/or assessment tasks to the Homework Centre to work on. The room is one of the computer rooms on campus and students will be able to access these resources. If you require more information about the Homework Centre please contact the College Office or Mrs Creece, Homework Centre Co-ordinator on 02 6953 3622 or via office@sfcww.catholic.edu.au

Want help with Maths?

Maths teachers are available in the homework centre to help you.

Come to the ARC from 3:30pm-5:00pm on the days below.

Bring along your Maths books.

For help with:
- your homework,
- work you have missed
- work that you don’t understand fully.

<table>
<thead>
<tr>
<th>Week</th>
<th>Day and date</th>
<th>Teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 5</td>
<td>Wednesday 24th February</td>
<td>Ms Mudford</td>
</tr>
<tr>
<td>Week 6</td>
<td>Tuesday 1st March</td>
<td>Mrs Hardie</td>
</tr>
<tr>
<td>Week 6</td>
<td>Wednesday 2nd March</td>
<td>Mr McCormick</td>
</tr>
<tr>
<td>Week 7</td>
<td>Wednesday 9th March</td>
<td>Ms Mudford</td>
</tr>
<tr>
<td>Week 8</td>
<td>Wednesday 16th March</td>
<td>Mr McCormick</td>
</tr>
<tr>
<td>Week 9</td>
<td>Tuesday 15th March</td>
<td>Mrs Hardie</td>
</tr>
</tbody>
</table>

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BUS SUBSIDY APPLICATIONS

PVC Applications are available through the College Office. All new students to SFC will need to complete an application for private vehicle conveyance or any family who have changed addresses and/or bank account details.

**PLEASE DO NOT SEND YOUR COMPLETED FORM TO THE MINISTRY OF TRANSPORT.** I request all completed forms TO BE RETURNED to me at the College Office for verification and copying before sending to the Ministry of Transport. This helps me to answer questions on your behalf if I have a copy of your application on hand... thank you, Ms Denise Campton

ONE STOP TRAVEL OFFICE!

All bookings/travel variations for boarding students must be made through the College Office.

All students are requested to submit/advise ALL TRAVEL variations to the College Office (C/- Ms Denise Campton) 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.

We have a duty of care to our students and in conjunction with the support of all families can we ensure that travel arrangements are correct at the time of our students departing and returning to the College on a weekly basis. Therefore it is expected that students and/or parents/carers take the responsibility of notifying the College Office to advise of any changes to the normal routine of weekly travel.

The best method for this is via a written note, Boarding Students’ Travel Variation Notice, either in person, via fax or through email. Phone notifications will be accepted with a written notification to be forwarded. If a change happens over the weekend for a Monday travel, please email Ms Campton at the College Office camptond@ww.catholic.edu.au. If you have a query or you are uncertain of the term “VARIATION TO NORMAL BUS ROUTINE” please don’t hesitate to contact Ms Campton at the Office.

INFORMATION AVAILABLE FROM THE COLLEGE WEBSITE

[www.sfcww.catholic.edu.au](http://www.sfcww.catholic.edu.au)

You will find information about our school, learning and teaching, a virtual tour, Pastoral Care, services we provide, forms and policies, Boarding School information, employment and fee paying options.

WEEKLY NEWSLETTER

We encourage families to receive the Weekly Newsletter electronically (via email) or view the College Website as we copy a small number of newsletters only each week. If you wish to have the newsletter emailed to your email address, log on to college website and subscribe for newsletter on that page. You will then automatically receive a newsletter each week. If you don’t have internet access please ask your child to collect one from the College Office. Newsletters are available on Fridays.

**WEEK 7 – Term 1 TT1 CALENDAR OF EVENTS**

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>7 MARCH</td>
<td>8 MARCH</td>
<td>9 MARCH</td>
<td>10 MARCH</td>
<td>11 MARCH</td>
</tr>
<tr>
<td>Dio Touch/Tennis - Wagga</td>
<td>SFC OPEN DAY</td>
<td>Reconciliation Day</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**CANTEEN ROSTER WEEK 7: TERM 1**

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>7 MARCH</td>
<td>8 MARCH</td>
<td>9 MARCH</td>
<td>10 MARCH</td>
<td>11 MARCH</td>
</tr>
<tr>
<td>HELPERS NEEDED</td>
<td>HELPERS NEEDED</td>
<td>HELPERS NEEDED</td>
<td>HELPERS NEEDED</td>
<td>HELPERS NEEDED</td>
</tr>
</tbody>
</table>

"Celebrating 60 years of Excellence in Catholic Education"
ATTENTION CURRENT & NEW PARENTS: CANTEEN VOLUNTEERS WANTED!!!!!!!!!

Canteen Volunteers from all families associated with St Francis are urgently needed. The St Francis Canteen is for the convenience of the students and is run by volunteers under the guidance of Canteen Leader, Ms Lyn Vant. Canteen Hours are from 10.00am to 2.30pm (school days only). If you are able to help out for a day a term or even two days per term please contact Lyn on 02 6953 2901 (AH) or email vantl@ww.catholic.edu.au Or during school hours please contact Lyn Vant directly on 6953 3622, Extension 219.

CANTEEN VOLUNTEER RETURN

Name: ................................................................. Student’s Name: .................................................................
Phone Number/s: ................................................................. Pastoral/Year: .................................................................
I am able to help at the St Francis Canteen [ ]
Please CIRCLE the DAY you would prefer:
MONDAY  TUESDAY  WEDNESDAY  THURSDAY  FRIDAY
Times per TERM: Twice a Term [ ]
               Once per Term [ ]
I do not wish to serve on the Counter. [ ]
I am willing to help in an EMERGENCY YES [ ] NO [ ]
Signed:.................................................................................. Date: .................................................................
If out of town Volunteers wish to travel together please indicate below:

NOTE THE CHANGE OF DATE

ST JOSEPH’S DEBUTANTE BALL
Friday, June 10th 2016
INFORMATION EVENING
for interested debutantes and a parent will be held
7.30pm on Tuesday, March 15, 2016 at
Madonna Place
To discuss arrangements. Names will be taken at that time.
Girls must be in year 12 or 17 years old by June 30, 2016.
Enquires: Polly Greatz 6953 4023
<table>
<thead>
<tr>
<th>WEEK</th>
<th>DAY</th>
<th>DATE</th>
<th>SESSION</th>
<th>START</th>
<th>EXAMS IN HALL</th>
<th>LENGTH</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Wednesday</td>
<td>30th March</td>
<td>AM</td>
<td>9.10am</td>
<td>English Advanced Construction</td>
<td>1.0 hour 2.0 hours (+5 mins reading time)</td>
</tr>
<tr>
<td></td>
<td>Wednesday</td>
<td>30th March</td>
<td>PM</td>
<td>1.05pm</td>
<td>Hospitality</td>
<td>1.5 hours (+5 mins reading time)</td>
</tr>
<tr>
<td></td>
<td>Wednesday</td>
<td>4th April</td>
<td>PM</td>
<td>4.00pm</td>
<td>Music- Aural &amp; Performance</td>
<td>3.0 hours</td>
</tr>
<tr>
<td></td>
<td>Thursday</td>
<td>31st March</td>
<td>AM</td>
<td>9.10am</td>
<td>Metals and Engineering Ancient History Business Studies</td>
<td>2.0 hours 2.0 hours 2.0 hours (+5 mins reading time)</td>
</tr>
<tr>
<td></td>
<td>Thursday</td>
<td>31st March</td>
<td>PM</td>
<td>1.05pm</td>
<td>Maths Extension 1</td>
<td>1.5 hours</td>
</tr>
<tr>
<td></td>
<td>Friday</td>
<td>1st April</td>
<td>AM</td>
<td>9.10am</td>
<td>Biology Physics Visual Arts</td>
<td>2.0 hours 2.0 hours 1.5 hours (+5 mins reading time)</td>
</tr>
<tr>
<td></td>
<td>Friday</td>
<td>1st April</td>
<td>PM</td>
<td>1.05pm</td>
<td>PDHPE</td>
<td>2.0 hours (+5 mins reading time)</td>
</tr>
<tr>
<td>11</td>
<td>Monday</td>
<td>4th April</td>
<td>AM</td>
<td>9.10am</td>
<td>SOR 1 SOR 2</td>
<td>1.0 hours 2.0 hours (+5 mins reading time)</td>
</tr>
<tr>
<td></td>
<td>Tuesday</td>
<td>5th April</td>
<td>AM</td>
<td>9.10am</td>
<td>Legal Studies Chemistry</td>
<td>2.0 hours 2.0 hours (+5 mins reading time)</td>
</tr>
<tr>
<td></td>
<td>Wednesday</td>
<td>6th April</td>
<td>AM</td>
<td>9.10am</td>
<td>General Maths 2U Mathematics</td>
<td>2.0 hours 2.0 hours</td>
</tr>
</tbody>
</table>

- BACK TO NORMAL CLASSES PERIOD 3 WEDNESDAY (6th April) AFTER THE MATHS EXAM
- STUDY MAY BE DONE IN THE NEW LIBRARY
- YOU ARE NOT REQUIRED ON CAMPUS IF YOU DO NOT HAVE AN EXAM.
- STUDENTS STUDYING THROUGH DISTANCE EDUCATION WILL HAVE THEIR EXAM TIMETABLE FOR THOSE SUBJECTS NEGOTIATED WITH MRS HAMMOND, UNLESS THEY APPEAR ON THIS TIMETABLE.
Celebrating 60 years of Excellence in Catholic Education

ST FRANCIS DE SALES REGIONAL COLLEGE,
902 Yanco Avenue
LEETON NSW 2705

Celebrating 60 years of Excellence in Catholic Education

YEARS 7-12 DAY & WEEKLY BOARDING
CO-EDUCATIONAL COLLEGE

Enrolment Applications for 2017 are now being taken. Enrolment Packages are available upon request by phoning the College Office on 02 6953 3622 or downloading from the College Website at www.stfrancis.catholic.edu.au or email brianna@stfrancis.catholic.edu.au

INFORMATION DAY

Thursday 10 March 2016
All prospective students and parents are invited to attend one of two Information Sessions, 9.30am & 1.00pm.
If interested in attending please RSVP by Monday 7 March 2016

Applications for 2017 close Friday 17 June 2016

Narrandera’s Farmers Market

Held 1st Sunday of each month
6th March 2016
at The Shady Gum Nursery Car Park
9am - 12noon

Breakfast & Coffee Available

LION TRAIN SHUTTLE
ON THE HOUR (SEE MAP FOR ROUTE)

All produce home-grown by local Cooks & Gardeners
All craft goods handmade

Vendors welcome contact: Annie on 02 69501780

"Celebrating 60 years of Excellence in Catholic Education"
Leeton Shire Council invites you to:
Harmony Day Event 2016

Sunday 20th March ...... 12:00 - 3:00pm
at
St Francis College, Yanco Ave, Leeton

Come and enjoy the food from different cultures,
the fun of the activities
and the pleasure of meeting new friends

The colour for Harmony Day is orange.

Harmony means friendship, peace, unity, understanding,
compatibility, cooperation.....

Harmony Day gives us a chance to think about our acceptance
and respect for the differences of others around us.

Harmony Day gives us an excuse to celebrate the diversity and
differences within our Australian multicultural society.
Each of us can embrace our own culture and traditions while
coming together in unity to appreciate those of others.

For more information please contact - Nateaka Blake,
Leeton Shire Council - phone 6953 0951

"Celebrating 60 years of Excellence in Catholic Education"
Urana Community Inspirational Event

Topic: The Inspirational and Entertaining Show!
Welcome to an uplifting, inspiring and fun SHOW that will have you laughing out loud, and feeling great about who you are today while feeling challenged about who you can be tomorrow! You can expect to be taken on a lively, fun and spell binding journey that will stir your emotions, rouse your senses, revive your spirit and empower you to take action on the messages from the event. Julie shares powerful real life stories in her down to earth, unique and sometimes, comical style reminding the audience about the impact they have on the people around them and how we lead ourselves to success and happiness.

Date: Saturday 2nd April 2016
Time: 7-30pm
Venue: Urana Memorial Hall
Your Investment: $40
(includes entertainment, finger food, complimentary drink on arrival & lucky door prizes)

Your support: Help Emma cross the Simpson Desert and raise funds for JDRF

This AWESOME EVENT is being brought to the community to Fundraise for the Born To Run Foundation-raising funds for the Juvenile Diabetes Research Fund. The Big Red Run is a 250km, 6 day Simpson Desert Ultra Marathon. The foundation seeks to raise money for research into finding a cure for Type 1 Diabetes, as well as raising awareness of the disease with an emphasis on leading an active and healthy lifestyle as an important component of managing diabetes and reducing its long term complications. Greg Donovan was the Urana Shire 2015 Australia Day Ambassador and is the founder of this fantastic foundation.

So please, do yourself a favor (and bring a friend or two) and come and see this FANTASTIC SPEAKER deliver a message that will send you home with a different outlook on life and a new energy to take on anything and everything. From the everyday tasks and demands of family, work and life in general to that something big that has been sitting at the back of your mind......

For tickets & info please contact Emma Jones on 0269208466 or 0429208464 before 1st April 2016

"Celebrating 60 years of Excellence in Catholic Education"
"Celebrating 60 years of Excellence in Catholic Education"
Research Participants Needed

Conscious and unconscious attitudes: Do you know your own attitude?

Did you know that there is often a difference between people’s conscious and unconscious attitudes? We want to find out more about this!

You are invited to participate in a study of Australians’ attitudes to different ethnic groups. You will complete a questionnaire about conscious aspects of your attitude to one group, and you will also complete a test of your unconscious attitude. After doing the test, we will give feedback on your unconscious attitude to that group.

This is a computer-based test. All you need is a computer and an internet connection. Oh, and your own attitude.

To find out more and do the survey, please visit our site at:

http://tinyurl.com/attitudes2016

This research has been approved by the Human Ethics Research Committee at the University of New England (approval number HE16-0111, valid to 22/02/2017).

It takes 15 minutes, and all participants are entered in a draw for one of three $50 Coles/Myer vouchers.

"Celebrating 60 years of Excellence in Catholic Education"
ST FRANCIS DE SALES REGIONAL COLLEGE, LEETON

WORK EXPERIENCE APPLICATION
Year 10, 2016

**Student Information**

<table>
<thead>
<tr>
<th>Name of Student:</th>
<th>Pastoral:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Postcode:</td>
</tr>
</tbody>
</table>

Home Contact Phone Number:

**Parent/Guardian/Carer**

Name of Parent/Guardian/Carer: __________________________________________________________

I give permission for my child to do Work Experience with the Employer listed below:

Signature of Parent/Guardian/Carer: _______________________________ Date: __________________

Contact Phone Number:

**Dear Student,**
The Employer Information below is to be completed and signed by the Host Employer prior to this form being submitted to the College Office. When all sections of this form is completed return it to the Office ASAP. Remember to have this Work Experience Application Form in **FOUR WEEKS** prior to Work Experience taking place.

**EMPLOYER INFORMATION**

**Dear Employer,**
Thank you for accepting our Student for Work Experience. We would appreciate you completing the following details and returning this form to the student. Once we receive your contact details we will post to you all the relevant documentation to cover Work Experience.

**WORK EXPERIENCE PLACEMENT DETAILS:**

<table>
<thead>
<tr>
<th>Career/Position</th>
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<tbody>
<tr>
<td>Dates for Work Experience is [Monday 21 November to Friday 25 November 2016]</td>
<td></td>
</tr>
<tr>
<td>Name of Contact Person:</td>
<td></td>
</tr>
<tr>
<td>Company Name:</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>Phone/s:</td>
<td>Fax:</td>
</tr>
</tbody>
</table>

Employer’s Signature: ___________________________ Date: __________________

ST FRANCIS DE SALES REGIONAL COLLEGE, LEETON

"Celebrating 60 years of Excellence in Catholic Education"
STUDENT CODE OF CONDUCT
AGREEMENT

This “Code of Conduct” Agreement is for you to read and sign. Signing it shows that you accept and honour the following principles of the Work Experience Program.

1. I RECOGNISE…
   - On-the-job workplace training is a privilege
   - I have the responsibilities to my Host Employer and my School

2. I KNOW…
   - What my Employer may expect of me
   - My likely starting and finishing times

3. DURING MY WORK EXPERIENCE PLACEMENT I WILL…
   - Maintain a positive and enthusiastic attitude
   - Be courteous and respectful
   - Try to communicate effectively
   - Apply my skills and knowledge appropriately
   - Observe rules, regulations and instructions in the workplace
   - Meet the Workplace Dress Standards
   - Comply with the Workplace Safety Standards

4. I AM PREPARED TO…
   - Complete and return all relevant paperwork before commencing in the workplace
   - Telephone or visit my Host Employer at least a week before commencement
   - Be responsible for my Time Sheet
   - Notify my Host Employer and Careers Advisor of any absences and negotiate to make up for the time lost.

I understand that during this Work Experience I may have access to information, which is private and confidential. I agree that I will not convey to any person outside the Host Employer’s Workplace any knowledge or information of a confidential nature which is gained in the course of this Work Experience Placement. I understand the seriousness of any breach of this Agreement.

If you are unsure about any of the above, please see your Careers Advisor.

ST FRANCIS DE SALES REGIONAL COLLEGE, LEETON

I have read the Student Code of Conduct and agree to abide by this Agreement as set out above.

Name of Student: ................................................................. Pastoral: .................................

Signature of Student: ................................................................. Date: .................................

I have read the expectations of the Program and agree with the requirements placed on my child.

Name of Parent/Carer: ..................................................................................................................

Signature of Parent/Carer: ................................................................. Date: .................................

"Celebrating 60 years of Excellence in Catholic Education"
ST FRANCIS DE SALES REGIONAL COLLEGE, LEETON

STUDENT WORK EXPERIENCE APPLICATION

YEAR 10 2016 OPTIONAL WEEK

Student Information

Name of Student: ................................................................. Pastoral: .................
Address: ........................................................................
........................................................................ Postcode: .................
Home Contact Phone Number:

Parent/Guardian/Carer

Name of Parent/Guardian/Carer: .................................................................
I give permission for my child to do Work Experience with the Employer listed below:
Signature of Parent/Guardian/Carer: .............................................. Date: .........................
Contact Phone Number:

Dear Student,
The Employer Information below is to be completed and signed by the Host Employer prior to this form being submitted to the College Office. When all sections of this form is completed return it to the Office ASAP. Remember to have this Work Experience Application Form in FOUR WEEKS prior to Work Experience taking place.

Mrs Michelle Wood, Careers Advisor

EMPLOYER INFORMATION

Dear Employer,
Thank you for accepting our Student for Work Experience. We would appreciate you completing the following details and returning this form to the student or directly to the College. Once we receive your contact details we will post to you all the relevant documentation to cover Work Experience.

Mrs Michelle Wood, Careers Advisor

WORK EXPERIENCE PLACEMENT DETAILS:

Career/Position: .................................................................
Dates for Work Experience is: Monday 28th Nov to Friday 2nd December 2016
Name of Contact Person: .................................................................
Company Name: ........................................................................
Address: ........................................................................
........................................................................ Postcode .................
Phone/s: ................................................................. Fax: .................................................................
Employer’s Signature: Date:

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STUDENT CODE OF CONDUCT

AGREEMENT

This “Code of Conduct” Agreement is for you to read and sign. Signing it shows that you accept and honour the following principles of the Work Experience Program.

5. I RECOGNISE…
   - On-the-job workplace training is a privilege
   - I have the responsibilities to my Host Employer and my School

6. I KNOW…
   - What my Employer may expect of me
   - My likely starting and finishing times

7. DURING MY WORK EXPERIENCE PLACEMENT I WILL…
   - Maintain a positive and enthusiastic attitude
   - Be courteous and respectful
   - Try to communicate effectively
   - Apply my skills and knowledge appropriately
   - Observe rules, regulations and instructions in the workplace
   - Meet the Workplace Dress Standards
   - Comply with the Workplace Safety Standards

8. I AM PREPARED TO…
   - Complete and return all relevant paperwork before commencing in the workplace
   - Telephone or visit my Host Employer at least a week before commencement
   - Be responsible for my Time Sheet
   - Notify my Host Employer and Careers Advisor of any absences and negotiate to make up for the time lost.

I understand that during this Work Experience I may have access to information, which is private and confidential. I agree that I will not convey to any person outside the Host Employer’s Workplace any knowledge or information of a confidential nature which is gained in the course of this Work Experience Placement. I understand the seriousness of any breach of this Agreement.

If you are unsure about any of the above, please see Mrs Michelle Wood, Careers Advisor.

ST FRANCIS DE SALES REGIONAL COLLEGE, LEETON

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Signature of Student: ............................................................. Date: .................................

I have read the expectations of the Program and agree with the requirements placed on my child.

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Signature of Parent/Carer: ................................. Date: .................................

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