

Parent Handbook

College Principal

MR FRANK CHIMENT

College Reception

Monday to Friday (*School Terms Only*)
8:00am - 3:30pm

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1. Welcome & College Identity

Pope Francis reminds us that ...

"Educating is not a profession but an attitude, a way of being; in order to educate it is necessary to step out of ourselves and be among young people, to accompany them in the stages of growth and to set ourselves beside them. Give them hope and optimism for their journey in the world."

Preamble

St John XXIII Catholic College is committed to providing quality Catholic education by strengthening staff expertise to enhance student learning within a faith-based community.

We empower students to make a difference by becoming critical thinkers, effective communicators, and collaborative learners who can adapt to the evolving demands of the 21st century. Our learning environments are designed to be flexible, personalised, and data-driven, using evidence-based practices and technology to support diverse learning needs.

Our College is structured into three distinct learning stages:

- School of Foundations (K-4) – Building strong foundations for learning and faith.
- School of Curiosity (Years 5-8) – Fostering curiosity, creativity, and critical thinking.
- School of Pathways (Years 9-12) – Preparing students for future study, careers, and lifelong learning.

Beyond traditional schooling hours, our site operates from 6:30 AM to 6:30 PM, offering Ambrose Early Learning , Ambrose School Age Care, and a K-12 continuum that reflects our commitment to lifelong education. We embrace innovation, reimagining teaching roles and learning spaces to align with contemporary research and best practices.



With over 1,900 students, 1,200 families, and 180 staff, our focus is on preparing students for the future through 21st-century skills, particularly the 7 Cs: Catholic Worldview, Creativity, Collaboration, Critical Thinking, Connectivity, Culture, and Communication. In an ever-changing world, we are dedicated to equipping students with the skills and mindset to thrive, while continuously building staff capacity to ensure quality education and professional growth.

College Vision & Mission Statements

Vision Statement:

St John XXIII Catholic College is at the frontier of learning. Connecting and encouraging every student and staff member so that they can flourish and be the very best person they can be.

St John XXIII Catholic College will proactively co-adapt, co-create and transform in ever changing local and global ecosystems.

Mission Statement:

"Educating our children today to nurture in them hope, courage and the capacity to be Christian leaders of tomorrow."

The Mission of our community is expressed through the core values of:

- Faith - Xavier House (St Patrick)
- Love - Darug House (St Mark the Evangelist)
- Justice - Manning House (St Vincent de Paul)
- Service - Roncalli House (St Peter)

Our College Patron - St John XXIII

Pope John XXIII was elected at 76 and initially seen as a transitional leader, but his pontificate became one of the most significant in modern history. Known for his warmth, humility, and approachable nature, he sought to modernise the Church while staying true to its core teachings.

His most defining act was convening the Second Vatican Council (Vatican II) in 1962, the first such council in nearly a century. His vision, known as *aggiornamento* ("bringing up to date"), aimed to renew the Church, make its teachings more relevant to the modern world, and promote Christian unity. Instead of focusing on condemning errors, Vatican II sought to present the Church's teachings in a way that resonated with contemporary society.



John XXIII also championed peace and human rights. His encyclical *Pacem in Terris* was groundbreaking, as it was the first ever addressed not just to Catholics but to "all people of good will." It emphasised human dignity, social justice, and the responsibilities of both individuals and nations in fostering peace.

His leadership significantly improved relations between the Catholic Church and other Christian denominations, the Orthodox Church, and the Jewish community. Despite his brief reign, his impact was lasting. He died on 3 June 1963, the day after Pentecost, and was canonised on 27 April 2014 by Pope Francis.

Patrons of the Houses

Manning House

- Core Value - Justice
- Patron Saint - St Vincent de Paul

Manning House is named after Bishop Kevin Manning who was appointed the second Bishop of Parramatta in 1997. He retired in March 2010 and is now referred to as the "Emeritus Bishop of Parramatta".

On Bishop Kevin's retirement in 2010, the next Bishop of Parramatta, Bishop Anthony Fisher listed the achievements of Bishop Kevin as "leading this diocese as its second bishop through a period of rapid growth, so that it is now bigger than most Australian archdioceses; raising up the new St Patrick's Cathedral from the ashes of its predecessor; welcoming to the diocese Pope Benedict, the World Youth Day cross and icon, the Indigenous message stick and, of course, the young people of the world in 2008; building bridges to other Christian communities and other faiths, especially the Muslim community in Western Sydney; campaigns for justice for workers, Aboriginal people, migrants and refugees, women and families; efforts to build up and diversify the body of priests, deacons, religious and lay ministers in the diocese."

Bishop Manning was born in Coolah, NSW, in 1933. He is the second eldest in a family of five boys and two girls, born to Kevin and Edith Manning. He attended Sacred Heart Primary School in Coolah before going on to St Columba's College, Springwood, where he later began his studies for the priesthood. He was selected to complete his studies at Propaganda Fide College in Rome, where he was ordained on 21 December 1961.

Manning House is blue to represent the Coat of Arms of the Diocese of Parramatta reflecting the colours and images that are identified with Parramatta and the wide area of the sea. The blue of the shield runs from the City to the Blue Mountains, as shown by two points at the top of the top of the shield. The shield is cut in half by the river - this represents the Nepean Hawkesbury River.



Roncalli House

- Core Value - Service
- Patron Saint - St Peter

Roncalli House is named after Angelo Giuseppe Roncalli, who was elected as Pope in 1958 and was known as John XXIII, the name of both our parish and learning community.

The most momentous act of his pontificate was his decision to call an ecumenical council of the Universal Church, the first since 1870 and only the twenty-first in the Church's 2,000 year history. Saint John's motive in calling one was to bring about a renewal - a 'new Pentecost' - in the life of the Church, to adapt its organisation and teaching to the needs of the modern world, and to have as its more far-reaching goal the eventual unity of all Christians. He referred to his vision as *aggiornamento*, literally meaning 'bringing up to date.' The Second Vatican Council convened in St Peter's in October 1962.

Saint John's reign was marked by the great advance in ecumenical relations between the Catholic Church and other religious bodies including the Orthodox Churches and the Jewish people. He envisioned Christian unity as one of the ultimate goals of the Council, John's encyclical, *Pacem in Terris*, was unique in being the first one ever addressed to all men of good will, not just Catholics. This encyclical enumerated the rights of the human person - to life, to respect, to freedom, to an education, to be informed, and the obligations of the citizen to the state and of states to their citizens and to each other. In an age largely given over to secularism, he not only increased the prestige of the papacy but also restored the importance and relevance of religion to a degree that few would have thought possible. By concentrating on what unites men rather than on what divides them, he took the first steps toward the eventual unity of all Christians.

Born in 1881, John XXIII was 76 years old when he came to the papal throne as what many thought, a transitional or caretaker Pope. Although his reign was brief, his pontificate was one of the most important since the Middle Ages. Much of this significance stemmed from his unique personality. John endeared himself to the whole world by his warmth, humour, and easy approachability. His working class background, period of military service and work with prisoners of war in World War Two gave him a broad understanding of social justice issues and the problems of the common people. Saint John unfortunately did not live to see the end of the Second Vatican Council, passing away on June 3, 1963. Roncalli House is yellow to reflect the colour of the Lion of St Mark the Evangelist which features on Saint John XXIII's Papal Coat of Arms.

Xavier House

- Core Value - Faith
- Patron Saint - St Patrick



Xavier House is named after Sister Mary Xavier Williams, who in 1838, as a novice Sister of Charity, was one of the first five female Religious ever to set foot on Australian soil, when they landed in Sydney after a long sea voyage from Ireland.

In the early years the Sisters visited and instructed the Catholic female convicts at the Cascades Female Factory and H.M.S. Anson; patients in the Hospital; the poor and sick in their homes and the orphans in the Queen's orphanage at New Town.

A member of the group of three to sail across Bass Strait in June 1847 to pioneer Convent Life and Ministry in Hobart, Tasmania, Sr Xavier Williams is named in records as the first Religious Principal of a Tasmanian school, St Joseph's Girls School, in Macquarie Street.

In 1871 Sister Xavier Williams became the Mother Superior of the Tasmanian Sisters of Charity and when the Government orphanage closed she was very concerned about the future of those still in need of care. She was able to purchase an office block opposite the convent in Harrington Street and opened St Joseph's Orphanage in 1879.

Sr Xavier Williams, a young Irish Sister of Charity, was the first female Religious to make public the Profession of Vows in the young colony in St Patrick's Cathedral Parramatta on 9 March 1839. She lived to celebrate the Golden Jubilee of her Profession in 1889 in Hobart. She died in 1892.

Xavier House is green to represent the Irish heritage of both the Church here in Australia and Sister Xavier Williams as well as the Cathedral of Parramatta, named after St Patrick the patron saint of Ireland.

Darug House

- Core Value - Love
- Patron Saint - St Mark the Evangelist

Darug House is named after the Darug Nation, the traditional custodians of the land on which our parish and learning community are built.

For tens of thousands of years Aboriginal people lived in harmony with their country. The Darug people practiced fire-stick farming in and around Sydney. The resultant firing of the landscape was carried out for a variety of reasons. Fire-stick farming opened up the access to land and created pockets of early succession vegetation that increased the amount of important plant foods. Early regrowth vegetation, particularly grasses, attracted animals, which in turn made them easier to hunt. Firing of the landscape was an important tool in manipulating the environment to increase food sources and to broaden their range of food. In fact there was so much food that groups could live in one area for weeks or even



months at a time. Darug tradition and tribal law stipulated that you may only take from the land what was necessary for survival.

Darug culture is rich in spiritual meaning, with individuals linked through kinship relationships and a close relationship with the place in which he or she was conceived. This relationship carried with it responsibilities to land, community, plant and animal life.

These responsibilities were taught by the Elders of the community. Aboriginal Law regulated the customs, ceremonies and conduct of the Darug. These laws were passed from generation to generation through song, dance and story.

The Darug lore extended across the Cumberland Plain area in western Sydney and it stretched from Wisemans Ferry in the north down to Camden in the south. They also extended into the foothills of the Blue Mountains in the west and the Hills District to the east. The clans of the Darug nation were decimated by the establishment of the colony which resulted in both loss of land and exposure to disease. Many pioneers of the Catholic Church, however, worked tirelessly to champion the rights of the indigenous people.

Today the Darug people have been joined in the western suburbs of Sydney by Torres Strait Islanders and by Aboriginal people from all over Australia, creating the largest concentration of Indigenous people anywhere in New South Wales. The cultures are not only preserved, but are growing stronger. There is a story of resistance, survival and now reaffirmation.

Darug House is red to reflect the colour of the Australian landscape, Mother to the Aboriginal people and foundational to their spirituality and existence.



2. Daily School Life

Structure of the Day

Year K-6		Years 7-12	
08:15 AM	Morning Supervision Commences	08:30 AM	Secondary Gate Entrance Closes.
		08:30 AM - 08:45 AM	Homeroom
08:45 AM - 10:45 AM	Morning Session	08:45 AM - 09:45 AM	Session 1
10:45 AM - 11:15 AM	Morning Tea	09:45 AM - 10:45 AM	Session 2
11:15 AM - 01:15 PM	Middle Session	10:45 AM - 11:15 AM	Break
01:15 PM - 01:25 PM	Lunch <i>Eating Time</i>	11:15 AM - 12:15 PM	Session 3
01:25 PM - 01:55 PM	Lunch <i>Break Time</i>	12:15 PM - 01:15 PM	Session 4
01:55 PM - 02:55 PM	Afternoon Session	01:15 PM - 01:45 PM	Break
02:55 PM	Dismissal	01:45 PM - 02:45 PM	Session 5
		02:45 PM	Dismissal

Before School Drop Off

Supervision of students commences at **8:15 AM** in the morning. No student should be left alone without parental supervision at the school gate or drop off zone prior to 8:15 AM.

Secondary Gate Entrance closes at **8:30 AM**..

Ambrose School Age Care facilities are available at the College, please contact our on-site provider Ambrose on 9840 5643 or stjohnxxiii@ambrose.org.au should you require this service.



Late Arrival / Early Departure

Students arriving after classes begin will be marked absent. Late arrivals must be signed in at the administration office, with a parent present.

Where possible, appointments should be scheduled outside school hours to minimise disruptions. If a student needs to leave early, parents must call or email the school. The office will notify the class teacher, and the student will meet their parent at the office. Parents must sign their child out and collect an early departure slip.

Recording late arrivals and early dismissals in class rolls is a mandatory requirement.

End of Day Collection

Primary (Year K-6): School finishes at 2:55pm. Students walk with their teacher to the various dismissal areas. These include Parent Pick up at Connor Greasby Oval, A-K or L-Z Pick Up Zones or by Bus. Children are not to be collected from the learning space. Supervision is provided at our Kiss and Drop zones until 3.25pm. Wet weather dismissal will follow the usual procedure.

Secondary (Year 7–12): School finishes at 2:45pm. Bus supervision is provided until 3:30pm (or later if needed). Library study is available Monday until 3:30pm and Tuesday–Friday until 4:00pm, with supervision. Any changes will be communicated via Compass.

Timetable Years 7-12

Students can access their timetable by logging into Compass. This timetable outlines the subjects, teachers and locations of the lessons.

Attendance

Students are expected to be at school every day and present at each learning session during the day. There is a direct link between educational achievement and attendance and punctuality. The College is required by law to keep records of each student's attendance.

Families are encouraged, as much as is possible, to make appointments outside of school hours or during holidays. When a student does need to leave school early, the parent/caregiver must present at the College Reception to sign the student out of school early.

For the safety of all students, parents are not to go directly to the learning space to pick up their child. Students will be escorted to the office for their parents/carers to collect them. Students will not be



permitted to leave the College unless accompanied by a parent/caregiver or other adult nominated by the parent/caregiver.

Absenteeism

If a student is going to be absent on leave, during any school Term for 1-4 days, the absence must be reflected in the Compass Parent Portal by adding an attendance note for the period of leave. If a student requires extended leave for 5 days or more, a parent/caregiver will be required to complete an Application of Extended Leave (CSPD FA1) which is available as a fillable PDF on our website.

Any leave request is considered on an individual basis and approval is at the discretion of the College Principal. Once approval is granted, the parent/caregiver will be emailed the approved Certificate of Extended Leave, which they must carry with them during the travel period. The College will also keep a copy on the student's file.

Families are reminded that absence from school during the school term may jeopardise their child's ability to meet course requirements and this may impact negatively upon academic performance.

SMS Notifications

The College will send SMS Notifications to parents if their child is absent from school. The message will read:

Dear Parent/Caregiver, your child (name) has been marked absent on (date) or;

Dear Parent/Caregiver your child (name) was late to school on (date)

Parents are then asked to reply to the message with a reason for the absence with:

Parent name, student's first and surname, date and explanation.

Parent/caregiver will receive an SMS on the morning of the absence containing a link that will take them to our Compass Parent Portal where parents/caregiver will need to 'explain' their child's absence and where applicable, upload a medical certificate. A parent can also add this attendance note prior to receiving the SMS by simply logging in to the Compass Parent Portal

This process allows the College to be sure that the child is absent with good reason. If a response is not sent from the SMS, the College will require a letter of explanation for the absence. If no letter is received, the absence will be recorded as 'unexplained'.



Identity Cards

All secondary students are issued with a College photo I.D. card that contains an identity barcode for daily attendance, library/photocopying access rights as well as the students date of birth. This card remains the property of the College and must be returned if the student's enrolment is terminated. If this card is lost, it must be replaced by the family and will incur a cost of \$10.00. This fee will be added to your school fees.

Uniform & Personal Presentation

The College is committed to maintaining high standards, including those related to personal presentation and uniform. Properly wearing the uniform reflects self-respect and pride in our College community. All students are expected to adhere to these standards

Personal Presentation Standards:

1. **Cleanliness:**
 - Students must be neatly and cleanly dressed at all times.
2. **Footwear:**
 - Shoes should be black, polishable, hard leather, lace-up (or velcro for our Foundation (K-4) students), and enclosed.
3. **Shaving:**
 - Boys must be clean-shaven. (Beards, moustaches, goatees, facial hair and long side-burns are not permitted)
4. **Hair Standards:**
 - Hair must be neat, tidy and of the student's natural hair colour.
 - Extreme styles are not permitted. Examples of unacceptable styles include what are known as 'undercuts', 'mulletts', 'slits', 'steps', 'lines', grades of less than a No. 2 shave, 'rats tails', cornrows, shaved patterns and any other hair deemed inappropriate by the Principal
 - Hair that is longer than shoulder length is to be off the face.
 - When needed and under the teacher's discretion, hair that is longer than shoulder length must be tied back behind the head.
 - Fringes and other lengths of hair are to be off the face and above the eyes.
 - Hair accessories, if worn, should match the College uniform (navy, red, white)
5. **Headwear:**
 - Students in Years 7-12 should wear a College sport cap during all practical sporting activities.
 - Primary students (K-6) must wear the College hat when outside and sporting activities.
6. **Makeup and Nails:**
 - Nails should be clean, neatly trimmed, and of natural colour
 - Clear, colourless nail polish is permitted.
 - Short, Clear/French tip acrylic nails are allowed



- Extended, permed, lifted, false or gel eyelashes are not permitted.
- Lip balm/gloss must be clear, non-glitter and without any colouring
- Natural skin tone foundation or concealer or tinted moisturiser may be applied lightly.
- The **following is not allowed (not limited to)**: blush, eyeshadow, eyeliner, fake eyelashes or eyelash extensions

7. Bags:

- Students are required to use the College backpack. Various sizes are available to purchase from the Uniform Shop.

8. Jewellery:

- The following items are permitted;
 - A short plain neck chain with a small religious symbol
 - One pair of plain metal ear studs or sleepers
 - A wristwatch. Smart watches of any kind are not permitted as per the CSPD "Student Use of Mobile Phones and Other Digital Devices at School" Policy
- Students are not permitted to have facial or body piercings (other than those described as approved jewellery) or tattoos or other permanent markings on any part of their body that is not covered by their school uniform.

Compliance:

- Students in Years 7-10 may wear their sport uniform on PDHPE and sport days. On all other days, the full school uniform is required.
- Non-compliance with Years 7-12 uniform requirements will result in the following consequences.
 - First infringement will be a chronicle notice
 - Two infringements will result in a lunchtime detention
 - Continued infringements may result in an afternoon detention
 - Habitual infringements will result in parent meetings

Uniform Shop

The College uses The School Locker as our uniform supplier and shop operator.

Website: www.theschoollocker.com.au

Stanhope site phone number: 9852 0528

Email: CLCStanhope@theschoollocker.com.au

Term Operating Hours

MONDAY AND FRIDAY ONLY: 8:00am - 12:30pm, 1.00pm - 3.00pm

WEDNESDAY- 8:00am - 11:00am

Terms of Trade: Cash, Mastercard, Visa, EFTPOS, Latitude Finance, interest free and American Express.
All items are available for purchase from the uniform shop.



Uniform Requirements - Foundations (Kindergarten to Year 4)

- Navy bucket hats are to be worn every day.
- A "No Hat, No Play" Policy applies at St John XXIII.
- All items are available for purchase through the College Uniform Shop with the exception of shoes.
- No additional items of clothing are to be worn.
- Students should be in full school uniform for all excursions and College events.
- Students who are not in full uniform may not be allowed to attend these events.

	Summer Uniform	Winter Uniform
Boys	<ul style="list-style-type: none"> → Navy shorts → Striped short sleeve shirt - tucked in → Navy fold over socks → Black lace-up or velcro leather school shoes → Navy mesh bucket hat → College jacket optional / Jumper → College backpack 	<ul style="list-style-type: none"> → College navy trousers → Striped short sleeve shirt → College jacket → V Neck jumper with red bands (optional) worn with jacket → Navy sock → Black lace-up or velcro leather school shoes → Navy Mesh Bucket Hat → College scarf or navy scarf
Girls	<ul style="list-style-type: none"> → Navy/Red/White check dress (worn to the knee) → White fold over socks → Black lace-up or buckle-up leather school shoes → Hair ties, ribbons in College colours (navy, red, white) → Navy mesh bucket hat → College jacket optional → College Backpack 	<ul style="list-style-type: none"> → Navy/Red/White check tunic (worn to the knee) → White blouse short sleeve (Peter Pan collar) with tab → College jacket → V Neck jumper with red bands (optional) worn with jacket → Navy opaque stockings or navy knee high socks → Black lace-up, buckle-up or velcro leather school shoes → Hair ties, ribbons in College colours (navy, red, white) → College scarf or navy scarf
Sport (only to be worn on sport days)	<ul style="list-style-type: none"> → Navy/Red/White Cool Mesh polo shirt → Navy Cool Mesh sports shorts → White sports socks (no low cut socks) → Navy Mesh Bucket Hat → Lace-up or velcro athletic sport shoes/ joggers (not completely fluoro or bright coloured) → Girls - Hair ties, ribbons in College colours (navy, red,white) 	<ul style="list-style-type: none"> → Navy/Red/White Cool Mesh Polo shirt → Navy/Red track pants → Track jacket with embroidered College emblem (microfibre) → White sports socks (no low cut socks) → Navy Mesh Bucket Hat → Lace-up or velcro athletic sport shoes/ joggers (not completely fluoro or bright coloured) → Girls - Hair ties, ribbons in College colours (navy, red,white)



Uniform Requirements - Curiosity (Year 5 to Year 8)

- All items are available for purchase through the College Uniform Shop with the exception of shoes.
- No additional items of clothing are to be worn.
- Students in Years 5 to 8 may wear their sport uniform to school when they are timetabled on sport.
- Students should be in full school uniform for all excursions and College events.
- Students who are not in full uniform may not be allowed to attend these events

	Summer Uniform	Winter Uniform
Boys	<ul style="list-style-type: none"> → Short sleeves stripe shirt (worn out) → College shorts/ trousers → Unbranded Navy blue socks (no low cut socks) → Navy mesh bucket hat (Years 5 and 6) → Black hard leather lace up school shoes → College Backpack → College Jumper optional 	<ul style="list-style-type: none"> → College softshell blazer → College stripe short/long sleeved shirt (worn out) → College navy trousers → College jumper (optional) worn with blazer → Navy socks (no ankle or low cut socks) → Black hard leather lace-up school shoes → College scarf or navy scarf - optional
Girls	<ul style="list-style-type: none"> → College navy skirt (worn to the knee) / Navy trousers → College stripe short sleeve blouse (worn out) → Navy socks (no low cut socks) → Black hard leather lace-up school shoes → Hair ties, ribbons in College colours → College Backpack → College Jumper optional 	<ul style="list-style-type: none"> → College softshell blazer → College short/long sleeves stripe blouse (worn out) → College navy skirt (worn to the knee) / Navy trousers → College jumper (optional) worn with blazer → Navy opaque stockings or navy knee high socks → Black hard leather lace-up school shoes → Hair ties, ribbons in College colours → College scarf or navy scarf - optional
Sport (only to be worn on sport days)	<ul style="list-style-type: none"> → Navy/Red/White Cool Mesh polo shirt → Navy Cool Mesh sports shorts → White sports socks (no low cut socks) → College cap/bucket hat → Lace-up athletic sport shoes/ joggers (not completely fluoro or bright coloured) → Girls - Hair ties, ribbons in College colours (navy, red,white) → College Jumper optional 	<ul style="list-style-type: none"> → Navy/Red/White Cool Mesh Polo shirt → Navy Cool Mesh sports shorts → Navy/Red track pants → Track jacket with embroidered College emblem (microfibre) → White sports socks (no low cut socks) → College bucket hat (Year 5 & 6) → College cap/bucket hat (Year 7 & 8) → Lace-up athletic sport shoes/ joggers (not completely fluoro or bright coloured) → Girls - Hair ties, ribbons in College colours (navy, red,white)



Uniform Requirements - Pathways (Year 9 to Year 12)

- All items are available for purchase through the College Uniform Shop with the exception of shoes.
- No additional items of clothing are to be worn.
- Students in Years 9 to 12 may wear their sport uniform to school when they are timetabled on sport.
- Students should be in full school uniform for all excursions and College events.
- Students who are not in full uniform may not be allowed to attend these events.

	Summer Uniform	Winter Uniform
Boys	<ul style="list-style-type: none"> → College Short sleeves white shirt (worn out) → College navy trousers with plain black leather belt → Navy blue socks (no low cut socks) → Black hardleather lace up school shoes → College Backpack → College Jumper optional 	<ul style="list-style-type: none"> → College blazer → College white short/long sleeved shirt (worn out) → College trousers with plain black leather belt → College jumper (optional) worn with blazer → Navy socks (no ankle or low cut socks) → Black hard leather lace-up school shoes → College scarf or navy scarf - optional
Girls	<ul style="list-style-type: none"> → College navy skirt (worn to the knee) / Navy trousers → College white short sleeve blouse (worn out) → White socks (no low cut socks) → Black hard leather lace-up school shoes → Hair ties, ribbons in College colours → College Backpack → College Jumper optional 	<ul style="list-style-type: none"> → College blazer → College short/long sleeves white blouse (worn out) → College navy skirt (worn to the knee) / Navy trousers → College jumper (optional) worn with blazer → Navy opaque stockings or white socks (no low cut socks) → Black hard leather lace-up school shoes → Hair ties, ribbons in College colours → College scarf or navy scarf - optional



Sport (only to be worn on sport days)	→ Navy/Red/White Cool Mesh polo shirt → Navy Cool Mesh sports shorts → White sports socks (no low cut socks) → College cap/bucket hat → Lace-up athletic sport shoes/joggers (not completely fluoro or bright coloured) → Girls - Hair ties, ribbons in College colours (navy, red,white)	→ Navy/Red/White Cool Mesh Polo shirt → Navy Cool Mesh sports shorts → Navy/Red track pants → Track jacket with embroidered College emblem (microfibre) → White sports socks (no low cut socks) → College cap/bucket hat → Lace-up athletic sport shoes/joggers (not completely fluoro or bright coloured) → Girls - Hair ties, ribbons in College colours (navy, red,white)
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Collection of Money

The College is a "CASHLESS" school. Parents can pay all school fees in person at the office through EFTPOS and credit card, or via direct debit BPAY and BPOINT. Other non-school fee related activities such as gala days and fundraising should be paid through the QKR App.

If you are having any issues with access to the app, you can still use QKR by logging directly to the below website.

[QKR! by MasterCard \(qkrschool.com\)](http://qkrschool.com)

Canteen

The canteen is available each day for the purchasing of food and drinks. The canteen operates throughout recess and lunch and provides a menu of items which complies with the Healthy Canteen Guidelines. The Canteen also provides an on-line facility for payment and ordering of lunches. We encourage Primary families to utilise the online ordering system.

Primary families should note that Fridays are ONLINE orders ONLY, no paper bag orders are accepted on this day.

Transport

To promote healthy lifestyles and reduce congestion around the school, we encourage all families to consider active travel options or public transport.

The School Opal card gives eligible students free or discounted travel between home and school, using the train, bus and ferry services you nominate in your application. To be eligible for a School Opal card, students may need to live a minimum distance from their school:

- K-2 (Infants) No minimum distance
- Years 3-6 (Primary) 1.6km straight line distance or 2.3km walking



- Years 7-12 (Secondary) 2.0km straight line distance or 2.9km walking

For more information in relation to the School Opal Card phone 131 500 or visit transportnsw.info/school-students.

Bus

Students should move quickly and sensibly to buses on dismissal. The school buses depart shortly after dismissal each afternoon from the carpark area immediately in front of the College. Students are responsible for their belongings. Teachers are rostered to supervise students catching the bus. It is the student's responsibility to move to the bus waiting area quickly after dismissal to avoid missing the bus. If students miss the bus, they need to report to the office to contact parents to arrange alternative transport home.

It is essential that students use their Opal card and 'tap on' and 'tap off' for EVERY journey. This information is used by Transport NSW in allocating the number of buses to attend our school. Students catching buses without their Opal card can result in insufficient buses being provided for the size of our community.

Inappropriate and unsafe behaviours will not be tolerated on buses. These distract the driver and create unsafe situations for all students on the bus.

Bikes & Scooters

Families are encouraged to consider active travel options. Bikes and scooters can be used to travel to school, but are not to be ridden once in the College grounds. Students who choose to ride bicycles or scooters must wear helmets and must secure their bicycles/scooters in the racks provided using a lock. Students are responsible for their belongings. The school will not accept responsibility for damage to any bicycles or scooters. Note: RMS recommends that only children 10 years and over should ride unassisted.

Walking/Parent Pickup

All students who walk home are to use pedestrian crossings and leave the College grounds in a timely manner.

There is no parking available for parents in the school car park. Consider using parking options just outside of the school grounds, including around Connor Greasby oval or surrounding streets. These options are only a few minutes walk from the school gate and avoid congestion within the school car park. Alternatively they may use the two designated Kiss & Drop areas, A - K and L - Z.



Secondary parents are asked to time their arrival from 2.40pm until 3.00pm. Primary parents are asked not to enter the school car park until 2.55pm. This allows time for secondary students to leave the site and facilitates improved traffic flow.

When arriving in the afternoon, note that you CANNOT bank up on Perfection Avenue or the roundabout even if the traffic inside the school is not moving. If you cannot enter the school, drive up Perfection Avenue towards the church and proceed around the roundabout and then back down Perfection Avenue and re-enter the Kiss and Drop. Hopefully the traffic will have moved on into the school and you will be able to enter safely.

When you reach the front of the Kiss and Drop queue, and if your child takes more than two minutes to arrive, you will be asked to leave the Kiss and Drop to park and / or drive a lap around Perfection Avenue. By the time you return to the Kiss and Drop, your child should be ready. This practice again keeps the traffic flowing and avoids unnecessary stoppages and delays.

At no time is it acceptable to call a child to enter your vehicle outside of the safe loading zones provided. Double parking outside of the Kiss and Drop zones is not permitted as it is unsafe, blocks the flow of traffic and prevents bus access. Be patient and courteous at all times.

3. Learning & Curriculum

The curriculum is made up of programs of study developed by teachers using the NSW Education Standards Authority (NESA) syllabus documents. The key learning areas of English, Mathematics, History, Geography, Science and Technology, Creative Arts, Religious Education and Personal Development, Health and Physical Education are covered throughout the week in all classes from Kindergarten to Year 6.

The key learning areas of English, Mathematics, History, Geography, Science, Technology and Applied Studies, Creative and Performing Arts, Religious Education, Languages other than English and Personal Development, Health and Physical Education are covered from Years 7 to 10. Students are offered a range of subjects for their Higher School Certificate.

Student growth and performance is supported by many key staff across the College, including the Diversity Team, College Counsellors, Head of Schools, Assistant Principal and Growth Coaches. The ongoing support of students with additional needs is provided in accordance with CSPD policies and procedures.



Religious Education

As a Catholic College, the study of religion is an important part of the curriculum. Children are educated in the teachings of the Catholic faith and the values of the Gospel. The program incorporates elements of scripture, the life of Jesus, Catholic doctrine, reflection and prayer. Studies of Religion in Years 11 and 12 and as an accelerated option in Year 10. It is offered at both 1 and 11 Unit level.

Students regularly participate in school and parish masses and the parish sacramental programme..

The College RE program is designed to complement and add to the Parish Sacramental programmes. The prayer life of the school is integral throughout our day both inside and outside the classroom and is an essential part of the spirituality days and senior retreat programme. Staff prayer based on the Gospels is shared each Monday morning. There is a rich and varied liturgical life at the College and Liturgies are celebrated for Grandparents Day, Father's and Mother's Day, Lent and Advent. Major church memorials and feasts are also celebrated with music, drama and dance in a joyful and appropriate manner.

Social Justice is a particular focus within the entire College community with students being given the opportunity to be involved in a wide variety of Social Justice activities.

"The measure of the greatness of a society is found in the way it treats those most in need, those who have nothing apart from their poverty!" - Pope Francis, Text from 7/25/2103 in Rio, Brazil.

Google Classroom

Secondary students have a Google Classroom for each course. Stage 2 and Stage 3 students (Year 3 - 6) have a Google Classroom for their class that they work on daily using their personal devices. K-2 students will use Google Classrooms for particular subjects or tasks and access these via school devices. Primary Grade Weekly Communication Sheets are accessed via Compass.

Google Classroom is a digital learning platform that students use to access information, complete work and receive feedback. We recommend that families sit beside their child (Years 3-12) at least once each week to look through their classrooms and discuss their learning across the subjects. This valuable tool provides a window into our classrooms and provides real time feedback to families.

Student Leadership

Each year, a Student Leadership team is invested to provide the students with a voice in the College. This voice is expressed through opportunities to participate, serve and achieve in all areas of College life.



The Student Leadership Team is selected by a process that combines both application/nomination and interview/election, depending upon the leadership role.

The Student Leadership Team develops and organises activities that enable students to embody each House's core value and charism of their Patron Saint and House Patron. Participation and achievement in these activities earn points for Houses which contribute to the College House Competition (known as the 'Lionheart Shield'), decided at the end of each school year.

Awards

Students are recognised and acknowledged in many ways for their efforts both inside and outside of the classroom. Star Student Awards are issued to students who deserve recognition for their effort or application to their work or for an outstanding contribution they may make. These are awarded at assemblies. Class teachers also have a series of their own awards to affirm children. These may be stickers, stamps, merit cards, special passports and contracts. Your class/grade teachers can outline their own reward methods. Formal school awards are also awarded at the end of each year. These include Principal's Award, Academic Achievement Award, Academic Excellence Award, Saint John XXIII Christian Living Award and Sportsperson of the Year Award.

"Be the Attitude" Awards are awarded once per month to those students in K-6 who demonstrate the College's values consistently by showing respect, kindness and empathy towards peers and staff. Model positive relationships by cooperating well with others and works as part of a team. Displays a positive attitude towards learning by showing perseverance and effort in class tasks.

Badging

Badging is virtual recognition using digital badges to display skills, achievements or accomplishments of students in various contexts. Badges can be earned by displaying soft skills from the College framework (SJ23C's), by engaging in extracurricular activities (Community Badges) or engaging in a KLA that is not traditionally recognised with the A-E scale (Passion Badges). In each school, the method of earning badges changes to suit the context; Foundations with physical passports, Curiosity with compass entries, and Pathways with Credly badges.

Badging Foundations K-4

Students receive stamps in their physical passports when they exhibit observable behaviours of the College soft skills (these are cumulative & do not work towards attaining a physical certificate). As well as a physical stamp in the passport, teachers also log each stamp into the Compass management system so communication is maintained with parents.



Badging Curiosity 5-8

Students can now receive all categories of badges (SJ23C, Community & Passion) through compass entries. Curiosity students will receive a pdf of their badge through compass once it has been approved, and once in Pathways, this will appear on their own Credly profile (a micro-credentialing platform used by the College).

Badging Pathways 9-12

Similar to Curiosity, Pathways students receive all categories of badges (SJ23C, Community & Passion) but through Credly. Credly is a virtual platform which issues digital badges to recognise learning and skill development. Students will receive their badge through the Credly system and can create their personalised Credly profile, also being encouraged to create a professional LinkedIn profile also.

Homework and Assessments

Homework/Pre Work is set in accordance with the College's Homework Policy. To enable parents to support their children in meeting their home study requirements, homework is communicated via the Google Classroom. The best homework is work that engages the child in deep learning experiences. Each grade will have a different amount of homework. Homework may also differ from nightly work to weekly contract or project assignment work. Students are given homework for a number of reasons depending on the year level.

Through homework students:

- Learn to learn - they learn to be self starters and self organisers
- Make connections between the real world and their learning
- Prepare for the next day
- Revise the current work
- Use wider resources than are readily available at school
- Explore further, deeper what they have learned.

When students do homework, parents learn about:

- What students are learning
- About the quality of their learning
- About the growth and development of their children.

There are different types of homework such as:

- Reading for pleasure - books, novels, newspapers
- Preparing presentations
- Completion of class activities
- Revision exercises
- Exam preparation: study notes, summaries (practice papers)
- Research tasks - interviewing, searching, sorting, note-taking



- Creating and designing activities and tasks
- Pre-work: work that is new to students (such as researching a topic of their own choice; preparing for the next day)
- Ongoing projects

Parents can help with the routine of homework by:

- Setting priorities and routines
- Supporting students as they start
- Providing a place & space that is efficient and work smart
- Turning the TV, or other distractions, off until homework is done
- Making sure students complete small homework activities routinely. They build the skills needed for formal assessment tasks
- Praising effort, not result. Comments such as 'you're working well tonight' or 'that's great' are often very useful in the early stages of motivating a child to persist with homework
- Making sure there is a balance in students lives
- Celebrating the nights that are homework free
- Helping students organise themselves, calendars, planners, fridges
- Checking school diaries
- Checking your child's homework, concentrating on the good points
- Keeping an eye on how long homework takes. Speak to the class teacher if you are concerned that your child is taking too long to complete their homework.
- Allowing your child to experience the consequences of handing in work to the teacher that is not perfect, or even late
- Don't do the actual homework for them or it will be you learning, not them
- Talking to the teacher if there are problems

Take Home Assessment Tasks - Years 7-12

Assessment tasks often form a significant part of learning at home for secondary students.

Parents can help students:

- Manage assessment tasks
- Start as soon as possible
- Read the task aloud with your child
- Read the criteria or guidelines for the task really carefully
- Seek answers to questions about the task or the guidelines from the teacher
- Spend time exploring the possibilities of the task but let your child decide the task direction
- Look in the relevant workbooks, textbooks and handouts that the student has so you can see the context for the task
- Research early
- Use technology wisely



School Based Assessment - Secondary students

Year 7-8 Courses

Assessment at school takes the form of tasks, projects, process diaries and examinations. If a student is absent on the day a task or project is due or an examination is to be held, the student will make sure that:

- The office is notified by 8:30 am by a parent/carer clearly on or before the due date. The following information should be provided: student's name and the name(s) of the task or tasks that will be missed because of the absence. This message will be given to the relevant Team Leaders.
- A doctor's certificate is provided for the day of absence and attached to the Illness/Misadventure application,

The Team Leaders will:

- Determine whether it is appropriate to give the same task, a similar task, an estimate mark or whether a zero mark should be awarded. Failure to notify the office and complete an illness/misadventure application on the day an assessment is due will generally result in a mark of zero
- In cases of plagiarism or malpractice, the penalty will usually be a reduction in overall marks or marks for the section where plagiarism or malpractice occurred. This may include a reduction of marks to zero.
- There will be a fair procedure and review for each case, and students are given the right of appeal to the Academic Review Committee. The College's practices will be guided by NESA's definitions of [malpractice](#).
- Parents will be advised when a zero mark has been awarded.

Stage 5 (9 & 10) Preliminary and HSC Courses

Students studying Stage 5, Preliminary or HSC courses must follow the Stage 5/Preliminary/HSC Assessment Policy. These policy documents and associated assessment calendars are available to students on the College Student Portal.

Please note that assessment tasks will not be rescheduled to accommodate family holidays.

Examination Procedures - Years 7-12

Students are expected to:

- Attend school on the day of an examination
- Be ready half an hour prior to the scheduled start
- Bring pens, pencils, erasers, geometry sets, calculator in a clear plastic bag - no other items are allowed in the examination room
- Follow all directions from the supervisors
- Not to leave the examination room early



A student will be considered to have satisfactorily completed a course, if in the College Principal's view, there is sufficient evidence that the student has:

- Followed the course endorsed or developed by NESA
- Applied themselves with diligence and sustained effort to the set tasks and experiences provided by the school, i.e. all set work is to be submitted on time, students are to attend all classes, students are to concentrate on their studies in class and not cause disruption
- Achieved some or all of the course outcomes

4. Student Wellbeing, Safety & Expectations

Catholic Schools Parramatta Diocese (CSPD) Policies

- [Bullying Prevention and Response Procedure](#) - The purpose of this procedure is to prevent bullying through the creation of safe, respectful & supportive school cultures & responding to bullying behaviour in ways that are just & effective, with a focus on safety, restoring relationships.
- [Complaint Management Procedure](#) - The objectives of this document is to provide information on raising a complaint.
- [Enrolment Policy](#) - This Policy provides information about the enrolment principles, enrolment criteria and procedures for Parents/Carers seeking to enrol a child into a CSPD School.
- [Family and School Partnership Principles](#) - CSPD and its schools, value parents and carers as partners and this partnership is critical in supporting each child to achieve their best throughout their learning and faith journey.
- [Leave from assessment](#) - This leave application is intended for for students requesting an absence of 4 days or less that will result in missing an assessment task.
- [Notice of Change of Student Information](#) - Used to notify the school of any updates to a student's address, phone number, or other contact details.
- [Research Application Guidelines](#) - These guidelines are designed to support potential external researchers, and researchers internal to CSPD, to make sound decisions about their research application.
- [School Fees Policy](#) - The purpose of this Policy is to ensure fair and equitable school fee assistance and collection processes across all schools in the Diocese of Parramatta.
- [Student Attendance Policy](#) - Central to championing diversity and equity is our commitment towards the attendance of all students. This Policy sets out the requirements for all staff managing, recording, reporting and monitoring student attendance at CSPD schools.



- [Student Behaviour Policy](#) - The focus of this policy is to define the behaviour expectations of students and to assert everyone's right to a safe, inclusive, respectful learning and working environment.
- [Student exemption procedures](#) - These procedures outline the conditions upon which a child may be exempt from being enrolled at and attending school (Implemented 2017).
- [Student Use of Mobile Phones and other Digital Devices at School Policy](#) - This Policy provides direction and advice to all CSPD schools on managing student use of mobile phones and wearable tech while they are at school.
- [Student Wellbeing Framework](#) - The framework is made up of five strategies which enhance the school-wide focus on student wellbeing, safety and welcome for students of CSPD.
- [Student Wellbeing Policy](#) - This Policy states that principles followed when making decision about students. It is based on an acknowledgement that parents and carers are the first and most important educators of their children.
- [Suspension, Transfer and Exclusion Procedure](#) - CSPD is committed to developing an educational and organisational culture based on mutual trust and respect that assists people to recognise and develop their personal capabilities.
- [Walking Together Framework](#) - This foundational document outlines a frame of reference for how we can respond to both instructive and formative discussion of the shared mission of parish and school communities.
- [Weapons Procedures](#) - CSPD is committed to ensuring that all its sites are places of safety for students, staff and other persons attending those places.

First Aid

If a student feels ill or suffers an accident at school, this fact is to be brought to the attention of the class teacher or playground supervisor. The teacher will arrange for a First-Aid Officer to attend the student to assess any injury reported.

Where a student is not well enough to continue at school, or requires hospital treatment, every effort will be made to contact the parents. Students are not permitted to contact parents themselves. It is vital that the College is notified of any changes to contact details and provided with emergency contact details of a person other than a parent. When contacted regarding a child's illness, parents are expected to either collect the child themselves or arrange for a relative or friend to do so.

Students are covered for ambulance travel to the hospital and the Diocese provides some accident insurance. Students are covered by the Student Accident Protection Plan provided by Aon. They are



covered 24 hours a day, seven days a week for school organised activities. Claim forms are available from the College Office.

Parents/ Carers of students with prescribed medication or existing medical conditions must notify the College in writing and the medication must be provided to the College Medical Officer. All prescribed medications are kept securely in the College Office. The College cannot legally administer any medications without written permission from a parent.

An [‘Authority to Administer Temporary Medication’](#) form must be completed for temporary medications such as antibiotics. The form can be collected from the College office or downloaded here. It is the responsibility of the parent to ensure medications provided for administering are not out of date.

For students who have a potentially life-threatening illness or condition, a Medical Action Plan must be provided by the family doctor or specialist so that an efficient and appropriate response can be made if required during a school day. Medications such as Epipens must be provided to the College office. It is the responsibility of the parent to ensure these medications are not out of date. On occasions, students are sent to school when they are sick and report to the sick bay as soon as they arrive at school.

Please keep your child at home if he/she is sick as they may be infectious to others. We do not have the staff and resources to look after sick children for extended periods. The sick bay is meant as a temporary waiting area for a child who needs to be picked up or receive basic first aid treatment.

Especially for Kindergarten & Year 1 students, a spare change of underwear and socks (CLEARLY LABELLED) in a plastic bag in your child’s school bag is recommended. Please let your child know these are in their bag in the event of an accident. Underwear supplies are available from the Sick Bay if necessary.

Animals on Site

To ensure the safety of students, animals such as family pets are not to be brought onto the school site. Animals can only be brought onto the site for educational purposes with the approval of the Principal.

Anti-Bullying Policy

The College is committed to maintaining a proactive approach to preventing all forms of bullying. In addition to curriculum-based activities, the College participates in many initiatives throughout the year aimed at educating and supporting students to address negative behaviours. In doing this, we also seek to engage external agencies such as Police to ensure that our information is always up to date. We strongly encourage at least one representative from every family to attend the Parent Information Nights when they are hosted at our College.



All reports of bullying, including cyber-bullying are handled according to the CSPD Bullying of Students – Prevention and Response Procedure (2022). All reported bullying is taken seriously and investigated fully. Cyber-bullying, most frequently occurring out of school hours, is resolved in partnership with parents. Ongoing education programs for students on the ethical use of technology and the internet are supported by outside agencies such as the Police Liaison Officer and the government's eSafety website.

Damage to School Property

Parents and caregivers may be required to cover the cost of repair or replacement if their child damages school property, whether intentionally or through careless behaviour. The school encourages students to take pride in their environment and respect all facilities and resources provided.

Hands Off Policy

The College enforces a very strict Hands Off Policy which simply states that no student is to make any kind of physical contact with any other student or their property.

Smoking / Vaping

The College is a 'Smoke Free' zone - this applies to the entire community. Smoking / Vaping at or bringing cigarettes to school, any school activity or school function is strictly forbidden. This also applies to any time that a student is in school uniform regardless of whether they are actually on the school premises.

Alcohol and Other Drugs

Should any student be suspected of having or being under the influence of a legal or an illegal substance, the CSPD Policy, Resources and Procedures for Matters Involving Students and Illegal Substances (1999) will be implemented with regard to procedural fairness and legal requirements. If any student is found to have brought illegal substances onto the College campus, parents will be notified immediately and suspension and exclusion may result as well as possible police involvement.

Technology Policy

Learning technologies and resources are available to all staff and students of our College. The College network is used to facilitate curriculum related information gathering and communication within the learning community.

The CSPD Acceptable Use policies and the College Learning Technologies User Rights and Responsibilities Agreement govern the acceptable use of technology in our Learning Community.



Mobile Phones & Personal Electronic Devices

[Student Use of Mobile Phones and other Digital Devices at School Policy](#) - This Policy provides direction and advice to all CSPD schools on managing student use of mobile phones and wearable tech while they are at school.

Students will not use mobile phones during school hours. The College does not accept responsibility for such items.

Primary students (K–6) will hand their phones to their class teacher during the morning roll call. Phones will be securely stored and returned to students before the end of the school day.

Secondary students (7–12) must keep their phones securely in their bags or on their person, out of sight, throughout the school day.

Other digital devices such as smartwatches, or Bluetooth earbuds may only be used for learning activities and require principal approval. Devices used for games will not be permitted.

Exemptions to the policy will need to be approved by the principal, justifying the need for the mobile phone to be accessible by the student. For example, medical or educational needs could be grounds for an exemption. We understand that families may rely on mobile phones for communication, so if your child needs to contact you during the day, they can do so through the school office. Likewise, you can contact your child by phoning the school.

Students are not to use their mobile phones to contact parents via SMS or any other means if they are injured or unwell. An assessment will be made by qualified first aid office staff and then a decision will be made about the need to notify parents.

Parents/caregivers are asked not to contact their children via mobile phone or other messaging services during school hours.

Teaching and learning time is a priority at the College. As such, interrupting this time making or receiving phone calls or text messages is considered an intrusion upon learning and an interruption to the learning of others. In order to respect the learning time of all students, it is advisable that parents discuss changes and variations to normal routine at home before a student comes to school.

Items Banned at School

The following items are not to be brought to school at any time:

- Liquid Paper



- Metal rulers
- Permanent felt pens or markers
- Inappropriate items of jewellery
- Precious items and valuables to minimise risk of damage or theft
- Laser pens
- Chewing gum
- Aerosol cans (deodorants, perfumes, etc.)
- Knives
- Illegal drugs (non-prescribed medication, cigarettes, vapes, alcohol etc.)

Confiscation Policy

If a student uses personal devices inappropriately or against teacher directive, for the first offence, the student will be required to lodge the device at the office and collect it at the end of the school day.

A second offence will result in the automatic lodgement of the device in the office for up to five school days. Subsequent offences will require a parental interview to discuss the management of the device.

NB: Devices for audio or visual recording purposes are not to be used by students at any time without permission from a teacher.

This protocol applies to both learning and break times.

Lunch Detention

Students who breach the school uniform policy or chew gum at school will be placed on lunch detention where they will provide community service under the supervision of a Team Leader. Ongoing issues with uniform or gum will be communicated with parents and more serious consequences may be given.

Afternoon Detention

Afternoon detentions are issued as a consequence for breaches of school expectations. They provide students with an opportunity to reflect on their behaviour and discuss strategies for improvement. Detentions are typically held after school for a set period, and parents will be notified in advance to ensure appropriate supervision and transport arrangements.

Emergency Drill

Students and staff take part in scheduled and unscheduled emergency drills to ensure the safety of the children. Evacuation Maps are located in each learning space.



Lost Property

All items of clothing (including shoes) and personal items (drink bottles, lunch boxes etc.) must be clearly labelled in permanent marker with your child's full name.

The College has a lost property tub in the Student Foyer. Any labelled lost items will be returned to your child during the school day. Items that are not labelled will be given to the clothing pool after being displayed at particular times during the term.

Complaints Handling

The rights and responsibilities of students and staff are supported by policies based on procedural fairness. Procedural fairness is a basic right of all when dealing with authorities. It refers to what is sometimes described as the 'hearing rule' and the 'right to an unbiased decision'. The 'hearing rule' includes the right of the person against whom an allegation has been made to know the allegations related to a specific matter and any other information which will be taken into account in considering the matter; know the process by which the matter will be considered; respond to allegation, and know how to seek a review of the decision made in response to the allegations. The 'right to an unbiased decision' includes the right to impartiality in an investigation and decision-making and an absence of bias by a decision-maker. Parents will be asked to put all complaints in writing so that they can be handled by the appropriate staff member.

Disability Discrimination Act

The Catholic Education Diocese of Parramatta, acting on behalf of the Trustees of the Catholic Church, Diocese of Parramatta, is accountable for enrolment decisions under the Commonwealth Disability Discrimination Act (1992) and Disability Standards for Education (2005).

5. Communication & Community Engagement

Parent Communication

The College communicates information and events through our fortnightly newsletter, *Compass*, the College website, and selected social media channels.

Notifications, Alerts, Reminders and Electronic Permission Notes are shared with parents/carers via *Compass*. The College Parent Calendar is available on the College Website. The College social media accounts are used to share news including events and students' engagement, work and efforts across



the College. Electronic Signage at the entrance to the College is also used to share dates of upcoming events.

College policies are available for viewing on the College website.

In exceptional circumstances, the College will use the phone to make urgent contact with parents. Therefore, it is essential that the College is informed if a home, work or mobile number changes.

We may also ring if we are unsure of your child's whereabouts, i.e. he/she is not at school and we have had no prior notification of this absence. Emergency contact details must be kept current.

Important Information for Teachers

The class teacher (Primary) and Growth Coach (Secondary) are the initial point of contact for parents.

Teachers must be informed if your child:

- needs to wear glasses
- has a hearing aid
- is under medical treatment
- is going to be absent for an extended period of time. Written notification is required for extended leave and all requests for extended leave must be submitted to the Principal for approval.
- requires medication - medication documentation is required to be completed at the College office
- needs to be collected from school early
- has recently experienced a major upset (eg: family break-up, death of a relative, moving house, etc).

Reporting to Parents

All staff believe in encouraging the self esteem of students through celebrating their successes and identifying their individual progress. Comparison of students through grading systems does not enhance this philosophy and so it is paramount that students are not compared to each other. Teachers provide planned and meaningful assessments of each student's progress for future learning. They use a range of assessment techniques appropriate to ages and each Key Learning Area.

Half Yearly and Yearly Reports - Kindergarten to Year 4

Teachers will formally report to parents twice a year (mid year and end of year) using the A to E scale of achievement. Each KLA is reported on against specific learning outcomes using assessment rubrics. These outcomes are taken from the syllabuses set by the NSW Education Standards Authority. A Student Led Conference is offered mid year and upon request at the end of the year, as a preferred way to more fully describe a student's progress and development.



Work samples are collected and shown at these interviews as evidence of your child's progress and success.

Reporting - Year 5 to Year 12

In Years 5-12, students' marks are released via compass once they have been marked and checked by each faculty. Each student will receive an academic report each semester. The A to E model of achievement is reported against specific tasks completed, using standard statements to describe what students know and can do. A parent teacher conference is made available to parents twice a year after reports have been issued.

Student Led Conferences

The purpose of student-led conferences is to open the eyes of students to their own learning and to help them take personal responsibility for their progress.

At our College, we aim to give the learner increasing responsibility and ownership of their learning so they can develop into independent, life-long learners. One of the best ways we could involve the students in their own learning is to have them conduct and participate in a 'Student-Led Conference'. This means that each student leads a fifteen minute learning conversation with a family member/s and their Coach.

During the conference process, students will report on academic progress, articulate goals, report on assessment data when appropriate, and share examples of work. We believe that the student-led conference process puts the responsibility for reporting learning where it needs to be and that is with the student. Our teachers support our students throughout the preparation process for the student-led conference.

You are always welcome to request an interview with your child's teacher at any stage during the year. Teachers are keen to speak with you about any matter that affects your child. Informal discussions with parents supplement formal reports. These are done on a discretionary basis and at a mutually convenient time.

We ask that you support the work of our teachers by making an appointment should you wish to speak to them. We know that you will understand the importance of not disrupting the teacher for an interview whilst they are teaching or on playground duty, as teachers need to give their full attention to the students in their care. Please contact the College office to make appointments to meet with the class teacher or communicate via a note.



Events

Staff Development Days

Nine days are set aside each year for the College staff to come together for professional and school development. These are 'pupil-free days' which means the students do not attend school and parents are asked to make arrangements for the supervision of their children. Parents will be given advance notice when a staff development day is held.

Excursions

All excursions and incursions undertaken by students are linked to educational outcomes. Parental permission is required for external excursions. Students are not able to attend any excursion without consent. Medical details are required to be completed in-full, at the request of the College. Permission is obtained electronically via the Compass Parent Portal.

School Assemblies

All parents are warmly invited to attend our assemblies.

Each Friday afternoon at 2pm, our Kindergarten to Year 4 students gather in the College Hall to gather as the School of Foundations. These assemblies are led by student leaders and include prayer, the singing of the national anthem, celebration of student birthdays, awards and the sharing of key messages and upcoming events. Students sit in grade groups, and parents are most welcome to attend and share in this community experience.

Students in Years 5 to 12 gather in the College HUB for assemblies that highlight student learning, showcase talent, and celebrate achievements. These gatherings also include prayer and occasional special programs, fostering a strong sense of belonging and pride within the student body. These assemblies occur each term and families are notified ahead of time via a compass post.

Sport

At the College, weekly participation in physical activity occurs within the students' timetable. In their first PDHPE lesson, teachers will inform secondary students of their practical lessons and theory lessons, including the days they wear sport uniform to school.

K-6 Primary students wear sports uniform to school each Monday and Friday.

Year 7 - 10 students will wear their sports uniform on their timetabled lesson.



In addition to school-based sport, there are many Gala Days throughout the year. Secondary students should sign up to the Sport Google classroom to receive notification of trial dates. Primary students will be informed of Gala Day opportunities by their teachers. Further, there are also pathways for students to represent the College in their chosen sport at Zone, Regional, State and National levels.

Parent Involvement

How can you contribute?

The College encourages and values parental partnership in both the curricular and extracurricular activities.

The Parents and Friends Association is a well-established and active body that provides social and community events and funding for projects to enrich the life experiences and facilities at the College. Meetings are held once per term at the College to discuss and plan various matters including fundraising, social events and other matters associated with the College. New members are always welcome and meeting times are advertised on the College website, Facebook page and Compass app.

Parents are encouraged to play an active role in the life of the school. There are many opportunities for parents to assist and we hope you will be keen to offer your help in one of the following areas:

- Being an active Parents and Friends Association member
- Attending Parents and Friends meetings
- Attending social and fundraising events during the year, eg. Welcome event, Parent Social Evenings, Spring Fair
- Participating in our Parent Helper program
- Attending school excursions when invited by the teacher
- Supporting school sporting events, eg. Athletics and Swimming Carnivals
- Assisting at Resource Helper Mornings

"What if...?" Scenarios

As parents, we can plan everything for our children, but it is a good idea to chat about a range of "What if...?" scenarios to assist them to build resilience and confidence.

Some scenarios to brainstorm might include:

- getting lost
- forgetting your home reader
- getting a detention
- needing help with something
- not finishing homework activities
- missing the bus
- feeling nervous / uncomfortable



- losing Opal card / money
- feeling sick / unwell
- forgetting to pack lunch
- there is an emergency
- someone I know is upset
- something happens on the way to / from school
- peer pressure situations
- risk-taking behaviour.

A helpful reminder of what to do when . . .

You change your address or home/work/mobile telephone numbers:

- Notify your child's teacher and attend the College office immediately to complete a '[Notice of Change](#)' form so that our student records are up to date and you can be contacted in the event of an emergency.

You are requested to complete forms, provide consent etc:

- Do so immediately through the Compass Parent Portal.

Your child is not well:

- Keep your child at home and inform the College on their return by a written explanation.
- Parents are asked not to send their child to school when he/she is not well - children get very distressed when they are sick, and they also run the risk of infecting others.
- If your child is well enough to return to school, but still requires medication, an 'Authority to Administer Medication' form needs to be filled in at the College office, stating the dosage and times medication is to be administered. Similarly children on maintenance medication also need to provide the College with details.

You are not at home during school hours:

- Please ensure you have supplied the school with an Emergency or work contact phone number.

You wish to collect your child early:

- Please send an email to the College stjohn23stanhope@parra.catholic.edu.au marked attention to your child's teacher advising what time you need to collect your child. Students should present themselves to the student foyer at that time. When collected, College reception staff will mark the roll accordingly. Primary and secondary parents must come to the Administration Office to sign their children out. Please do not arrange to meet your child in the College carpark.

Your child loses a school uniform item:

- Check the lost property box located in the student foyer. Please ensure that all items of clothing, drink bottles, lunch boxes, etc are clearly marked with your child's name.

You will be late collecting your child:

- Please contact the College office by phone, before 2.00 pm so that a message can be passed onto



St John XXIII
Catholic College

Parent Handbook

your child. Parents please note that supervision in the primary school is strictly from 8.15 am until 3.25 pm. Supervision in the secondary school is from 8.15 am - 3.25 pm (Bus duty area only).

You wish to see the College Principal or Assistant Principal:

- Please liaise with the administration staff to schedule an appointment with the Principal or Assistant Principal.

You wish to see your child's teacher:

- A request for an interview can be made via emailing the school to make a mutually convenient appointment time.

You need a copy of an excursion form or general correspondence:

- Go to the Compass Parent Portal to access the e-form or correspondence/alerts.