

# ST BEDE'S CATHOLIC COLLEGE

## STUDENT HANDBOOK



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## Mission

Inspired by Jesus Christ, St Bede's Catholic College nurtures a vibrant and welcoming community; Seeking knowledge and realising gifts through persistence and collaboration; Living the Gospel in word and action.

## 2023 Vision

Students will leave St Bede's Catholic College as confident and reflective young adults, embracing learning, searching for truth and living their faith in a contemporary world.

# Attendance

Attendance at school is compulsory. Apart from the legal requirements for attendance, it is important that students gain continuity in their education to achieve outcomes and become prepared for life outside school.

St Bede's recognises, however, that for a variety of reasons – such as illness, medical appointments, family emergencies etc – that students may not be able to attend on every day of school.

## Student Absence

If a student is absent from school, parents/carers are to contact the school office. In cases when parents know that an illness or injury will prevent attendance for three or more days, they are required to advise the school office.

In cases when a student is representing the school, or at an organised activity, the student will be marked as present.

**A student's absence must be explained within 7 days otherwise it will be recorded as 'unexplained'.**

## Truancy

Unauthorised absence is treated as a discipline issue and will result in consequences such as detention. Parents are informed of such breaches.

## Late to School

Students who are late to school must report to the office. Students are then signed in electronically and escorted to their classroom. Students who do not present to the office, will be marked absent for the whole day.

## Leaving the school during the day

Students who need to leave during the school day must be provided a note from their parent/carer requesting the period of leave with reason. Students leaving early are to be collected from the College office.

# Assemblies/Wellbeing Sessions

Assemblies and Wellbeing Sessions take place every Wednesday Period 1. Assemblies occur in every odd week, whilst Wellbeing Sessions occur every even week. Parents are welcome to attend assemblies and Masses.

Homeroom teachers facilitates student Wellbeing Sessions. These sessions are designed to address the specific wellbeing needs of each cohort.

# Bullying

St Bede's is a community built on love, trust, compassion and justice and, as such, emphasises establishing within its community positive, healthy relationships. In the school's foundation year this will be one primary focus of our Wellbeing program. Bullying is an ongoing misuse of power in relationships through repeated verbal, physical and/or social behaviour that causes physical and/or psychological harm. It can involve an individual or a group misusing their power over one or more persons.

Bullying can happen in person or online and it can be obvious or hidden. Bullying of any form or for any reason can have long-term effects on those involved, including bystanders. Often the word 'bullying' can be used very loosely, and it may be more a case of one off harassment or intimidation. Many of the issues we will inevitably deal with at St Bede's will not necessarily be bullying but, regardless of this, where harm is occurring – action must be taken.

Cases of one off serious instances of harassment or assault will be treated separately at the discretion of the College. The College has a strict 'hands off' policy. Any student who physically punches or strikes another student may be externally suspended.

## Bullying Intervention Procedure

St Bede's Catholic College holds a zero tolerance to any form of bullying or ridicule which gives reference to physical appearance, race, social indifference or cultural beliefs.

The College deals with incidents involving bullying with a focus on the principles of restorative justice and procedural fairness. Restorative justice at St Bede's is based on the belief that when relationships are harmed we must work with the students, teachers and parents involved to restore the relationships.

### Stage 1

- Suspected incident(s) reported by parents, student(s) or teacher to the Homeroom Teacher or Student Coordinator either in person or online.
- The incident(s) are referred to the **Student Coordinator** for investigation.
- If the accusation is found to warrant action, the perpetrator is advised of the following:
  - His/her actions must stop.
  - The victim does not want similar incident(s) to continue.
  - The perpetrator may again be required for an interview.
  - A follow up interview will take place with the accused and mediation with the victim if appropriate.
  - The perpetrator will have their name recorded on Compass (School Management system)
- The accused is told any further physical or vindictive action would result in immediate escalation to Stage 2.

## Stage 2

- If inappropriate behaviour continues the Student may be escalated to Stage 2. The student who has reported an incident may need assistance to deal with the situation – peers, College Counsellors or reading material.
- The student who has been reported will be interviewed by the **Assistant Principal** and Student Coordinator. Parents will be kept informed and may be required to attend an interview.
- Direct consequences that the College may invoke include:
  - Isolation from peers.
  - Friday removal from sport.
  - Special duties (community service).
  - Professional assistance (re conflict resolution skills).
  - Internal or external suspension.

## Stage 3

- Should the bullying continue in the same pattern of behaviour the **Principal** is informed.
- The perpetrator will be interviewed by the Principal. Parents will be required to attend a meeting with the Principal and other relevant staff.
- The student's enrolment at the College will be questioned and they may need to be suspended for an extended period time.

It does not have to be repeat bullying on the same student which results in a perpetrator being escalated to a higher stage.

Students complete a Bullying Survey each semester to inform staff of any patterns of behaviour. This information enables staff to follow up with investigations and could potentially lead to investigations being undertaken.

Whilst St Bede's conduct bullying surveys, this does not detract from the school encouraging all students coming forward with issues of bullying. St Bede's make it clear to all students the difference between 'dobbing' and 'reporting'.

Related Document: St Bede's Catholic College Anti-Bullying Policy which is available on the College website.

## Calendared Events

All significant events will be published on the Compass. Students are asked to view in advance to familiarise themselves with coming events.

## Canteen

St Bede's shares the services available from St Aloysius canteen. The canteen is operated by a canteen supervisor and a host of volunteer parents and operates from Monday to Thursday to provide a menu to students at recess and lunch breaks.

A selection of hot foods is available during the recess time only. This is a 'cashless' canteen and all orders must be made through the QKR App by 8.45am on the morning of the required recess/lunch. Orders can be made on a daily, weekly, or term basis as far in advance as preferred and can be adjusted as required.

## Care of School Facilities

Students are reminded of the need to care for our school and to leave the classrooms, yard and other areas neat and tidy. Consequences are put into place for students who do not comply with the expectations we have in the care of school facilities. Parents are required to support the College when consequences are put into place. Students who graffiti in any way may be immediately suspended with the possibility of a discontinuation of their enrolment.

## Code of Conduct

### Students

St Bede's promotes the learning, wellbeing and safety of all students. From the school motto 'Shine with Christ's Glory' come four significant pillars of Community, Courage, Knowledge and Faith which will come to fruition in every aspect of our College community.

To uphold these pillars students are expected to:

#### Be Respectful

- Model behaviour from the Gospel Values
- Treat one another with dignity and respect
- Speak and behave courteously
- Cooperate with others
- Develop positive and respectful relationships
- Think about the effect on others before acting
- Value and respect physical, social, cultural and academic differences
- Uphold the school uniform code
- Take care with property

#### Be Safe

- Model and follow school and class codes of conduct and rules
- Take personal responsibility for behaviour and actions
- Care for self and others
- Avoid dangerous behaviour and encourage others to avoid dangerous behaviour

## Be Engaged

- Attend school every day (unless legally excused)
- Arrive at school and class on time
- Be prepared for every lesson
- Actively participate in prayer, liturgies and College Masses
- Actively participate in learning and all College activities
- Aspire and strive to achieve the highest standards of learning

## Communication

### Who do I speak to?

Homeroom Teacher: Any questions relating to the day-to-day operations should be directed to the Homeroom teacher via email. This could include uniform issues, changes to routine, learning tools, timetable queries.

Class teacher: All Issues relating to the specific subject are to be directed to the class teacher in the first instance. These issues include:

- The child experiencing difficulties understanding classwork, assessments or homework
- resources and equipment

Studies Coordinator for the specific subject:

- Unresolved problems previously referred to the subject teacher
- There is a concern about a subject excursion or event that is being organised for the whole year group
- A problem is experienced with an 'across the year' examination or assessment

Student Coordinator:

- If you are experiencing problems with peers.
- There are family issues that you need to bring to the attention of the school.
- Issues on buses to or from school.
- There is general health or learning issues that need to be referred to his/her subject teachers.

Note: If the issue involves a specific learning difficulty you may wish to consult the Learning Support Coordinator.

### Student Communication

Students are communicated with through a variety of mediums while at school:

- Daily Notices - published daily in Compass and read by Teacher during Homeroom.
- School Assemblies - run by Principal/Assistant Principal and Students to promote school activities and recognise achievements.
- School Email
- Notes - are required for the following:

- Absences from school.
- Absences on the day of an Assessment Task/Examination
- Incomplete homework.
- Incorrect uniform.
- Any leave notes to be presented at the office before 8.45am.
- Excursion permission notes.

## Planners

All students are issued with a school planner. Students will use this under the guidance of their teachers to form good study and organisation habits. Students will be expected to have their subjects filled in at the beginning of each week, so they are ready to add learning preparation and organisation notes each lesson. Students need to have their planner signed by a parent/carer at the end of each week. Planners are checked and signed off by Homeroom teachers every Monday morning.

## Curriculum

### Bell Times

#### Monday, Tuesday and Thursday

Session	Begins	Ends
Homeroom	8.45am	9.00am
Period 1	9.00am	10.05am
Period 2	10.05am	11.10am
Recess	11.10am	11.40am
Period 3	11.40am	12.40pm
Period 4	12.40pm	1.40pm
Lunch	1.40pm	2.10pm
Period 5	2.10pm	3.10pm

#### Wednesday (Wellbeing/Assembly Day)

Session	Begins	Ends
Wellbeing/Assembly	8.45am	9.35am
Period 1	9.35am	10.30am
Recess	10.30am	11.00am
Period 2	11.00am	11.55am
Period 3	11.55am	12.50pm
Lunch	12.50pm	1.20pm
Period 4	1.20pm	2.15pm
Period 5	2.15pm	3.10pm

#### Friday (Sport Day)

Session	Begins	Ends
Homeroom	8.45am	9.00am
Period 1	9.00am	10.05am
Period 2	10.05am	11.10am
Recess	11.10am	11.40am
Period 3	11.40am	12.45pm
Lunch	12.45pm	1.10pm
Sport	1.10pm	3.10pm

## Subjects Taught

2018	2019
Mathematics	Mathematics
English	English
HSIE (History and Geography)	HSIE (History and Geography)
Science	Science
Religious Studies	Religious Studies
TAS (Technology and Applied Studies)	TAS (Technology and Applied Studies)
PDHPE (Personal Development, Health and Physical Education)	PDHPE (Personal Development, Health and Physical Education)
Music	Visual Art
	LOTE (Languages other than English)

## Learning Preparation

Teachers often give assignments consisting of reading, problem solving, or writing that the students must do after class—usually at home. The purpose of homework is to help reinforce what was taught in class.

Students in year 7 may receive approximately 15-20 minutes of learning preparation for subjects they have on any given day. Each evening you can expect to have approximately one hour of learning preparation.

## House System

A House System is a key way of promoting student engagement. Students are organised into four houses. The houses have their own colour and a core theme which shape the identity and wellbeing direction of the College. These houses are Benedict, Dominic, Marian, and McAuley.

### BENEDICT HOUSE:

Colour: Yellow

Patron Saint: Saint Benedict

Background: St Bede was part of the Benedictine congregation in the North of England.

Local Religious Order:

Key value: Courage

Key Actions: Integrity, dedication, interdependence

### DOMINIC HOUSE:

Colour: Red

Patron Saint Dominic

Background: Dominican Sisters established Catholic education in the Maitland in 1867.

Local Religious Order: Dominican Sisters

Key Value: Knowledge

Key Actions: Wisdom, curiosity, innovation

## MARIAN HOUSE

Colour: Blue

Patron Saint: Marcellin Champagnat

Background: Marist Brothers began teaching in Maitland in 1898

Feast Day: 6 June

Local Religious Order: Marist Brothers

Key value: Faith

Key Actions: Spirituality, inspiration & devotion

## MCAULEY HOUSE

Colour: Green

Patron: Catherine McAuley

Background: Catherine McAuley founded the Sisters of Mercy who arrived in the Hunter region in 1875.

Local Religious Order: Sisters of Mercy

Key Value: Community

Key Actions: Unity, belonging, balance

## Sport

Students select an activity for Sport each term. Once they have selected their Sport, they are unable to change except under extenuating circumstances. Sport takes place each Friday from 1.10pm-3.10pm. Students are expected to demonstrate full commitment to their chosen sport for the duration of the Term.

**Note:** Students must submit a note from parents/carers if they are unable to participate in Sport due to sickness or injury. If an exemption has been approved, students will attend their sport as an observer.

## Staff

The following is the staff list for 2018:

Name	Position	Email Address
John Murphy	Principal	john.murphy@mn.catholic.edu.au
Brett Donohoe	Assistant Principal/Maths	brett.donohoe@mn.catholic.edu.au
Jasmine Hutchinson	Student Coordinator/English	jasmine.hutchinson@mn.catholic.edu.au
Amy Butler	Learning Support Coordinator/PDHPE	amy.butler@mn.catholic.edu.au
Rachel Quirk	Office Manager	rachel.quirk@mn.catholic.edu.au
Leah Finlay	Finance Manager	leah.finlay@mn.catholic.edu.au
Fiona Duque	Religious Studies Coordinator	fiona.duque@mn.catholic.edu.au
Andrew Cornwall	English/HSIE/CAPA/Music Coordinator	andrew.cornwall@mn.catholic.edu.au
Tamara Borkowski	Maths/Science/TAS/PDHPE Coordinator	tamara.borkowski@mn.catholic.edu.au
Liane Buckley	Science/TAS Teacher	liane.buckley@mn.catholic.edu.au
Michelle Burgess	Music teacher	michelle.burgess@mn.catholic.edu.au
Sarah Millen	PDHPE/Maths/Religion teacher	sarah.hopkins@mn.catholic.edu.au
Thibaut Huens	School Counsellor	thibaut.huens@mn.catholic.edu.au
Amy Matsen	EALD	amy.matsen@mn.catholic.edu.au
Lani Jacobs	LSA	lani.jacobs@mn.catholic.edu.au
Ray Burg	ICT Support	ray.burg@mn.catholic.edu.au
Monique Crick	Aboriginal Ed	monique.crick@mn.catholic.edu.au

# Student Leadership

The College provides student leadership opportunities through a committee structure. The committee structure includes the following areas which centre on whole school development; Social Justice, Stewardship, Learning, Mission and House committees.



# Student Management Guidelines

## Merits

These are congratulatory messages which may be given by any staff member. Merits are given for effort, behaviour or achievement beyond the ordinary expectations of the individual student for a variety of activities and situations.

Merits are entered into Compass by the staff member. This award is kept on the student's record and is communicated to the parents and student through the School Management System.

## Student Coordinator's Award

When the student has received five (5) Merits, he/she will qualify for a Student Coordinator's Award. The Student Coordinator uses discretion in the event of a student qualifying for a certificate whilst on a monitoring card. Student Coordinator's Awards will be recorded on the School Management System as part of the student's record of wellbeing.

## Assistant Principal's Award

When a student has collected three (3) Student Coordinator's Awards, they will qualify for an Assistant Principal's Award which will be presented at a College Assembly. The Assistant Principal uses discretion in the event of a student qualifying for a certificate whilst on a monitoring card.

## Principal's Award

When a student has collected three (3) Assistant Principal's Awards, they will qualify for a Principal's Award which will be presented at a College Assembly. The Principal uses discretion in the event of a student qualifying for a certificate whilst on a monitoring card.

## Other Awards

### Exemplary Personal Profiles

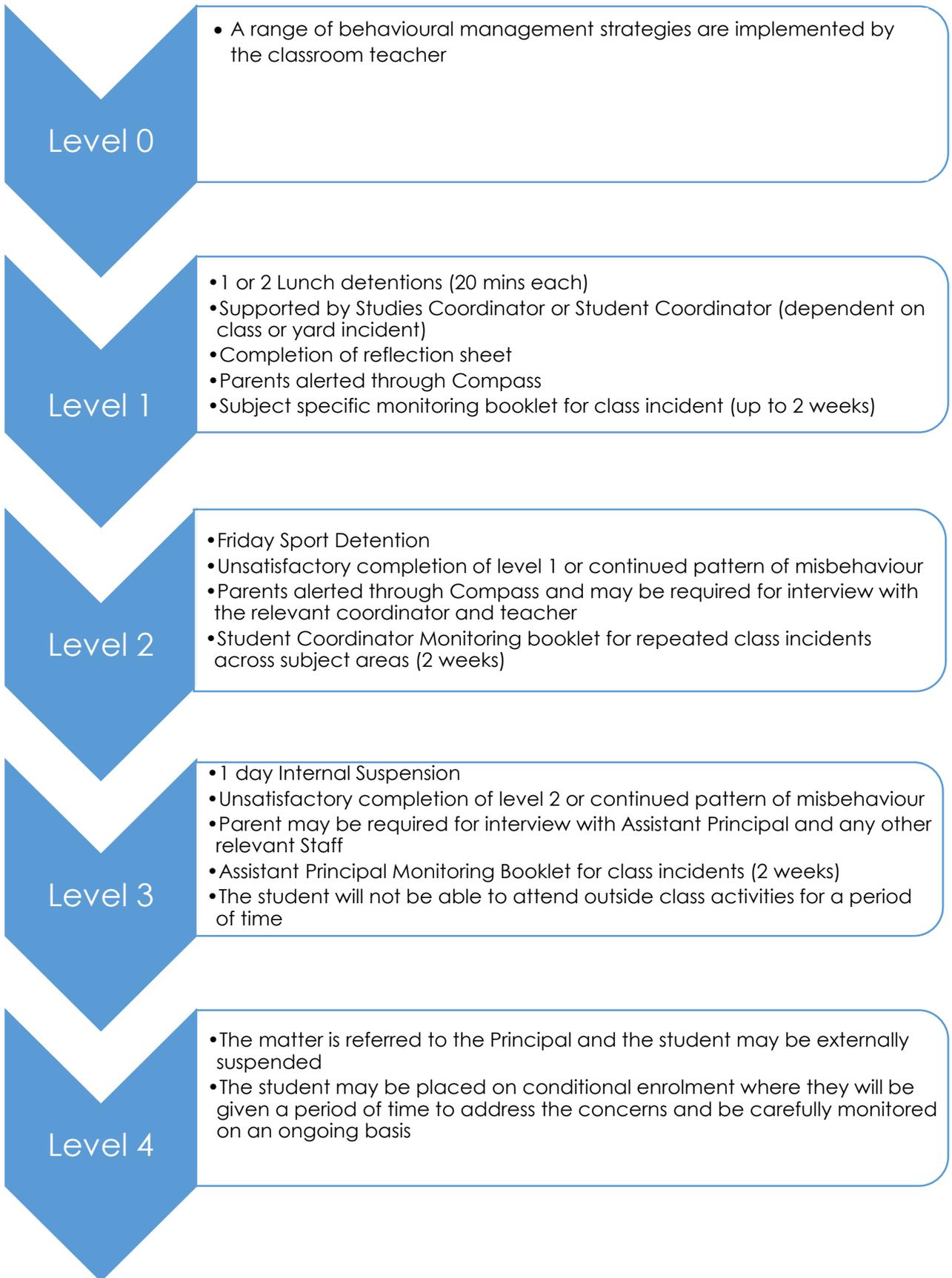
Students who achieve exemplary personal profiles on their semester reports receive an Excellence in Effort Award at the School Assembly. These awards are determined at the end of each semester.

### Perfect Attendance Record

Students who have a perfect attendance record with no absences in any given semester are awarded an Excellence in Attendance Award at the School Assembly. These awards are determined at the end of each semester.

# Behaviour Management

## The Level System of Behaviour Management



# Sun Protection

St Bede's will enforce the rule "no hat, play in the shade" with all students. Students are to wear the school hat at meal breaks, PE practical or sport sessions and whenever outdoors. Students are also encouraged to apply sunscreen.

# Technology

The College does not accept responsibility for loss, theft, misuse or damage to Personal Technology (PT) such as mobile phones. PT must be turned off from the time students enter the grounds until the end of the day. Any use of PT in the classroom will be at the discretion of the teacher. If expectations are not adhered to, PT will be immediately confiscated to be collected at the end of the day. A second breach of this policy will entail Level 1 consequence and the Student Coordinator contacting home. PT is not to be used to take photos or videos or to record lessons or conversations at school unless permitted by a teacher. School content cannot be posted online.

# Uniform

## School Uniform

A uniform dress code reinforces in students a pride in their own appearance, instils recognition of themselves as an integral part of the school community, and assists in developing pride in representing their school. Issues of equality, health and safety, and expense are also factors that contribute to the establishment of a uniform dress code.

The uniform worn by students is an integral dimension of our College's unique identity. The proud wearing of the College uniform, as per the requirements set out in this policy, is a statement of our high standards. In being true to the College's Mission Statement and in building a tradition of excellence and inclusivity, it is expected that all students wear their uniform proudly and to comply with guidelines defined within this policy.

Mandatory uniform garments are supplied by Williamson. All items (excluding shoes) are to be purchased at the uniform shop.

<b>SUMMER UNIFORM</b>	<b>WINTER UNIFORM</b>
<b>BOYS</b>	<b>BOYS</b>
Boys Shirt	Boys Shirt
Boys Shorts	Boys Trousers
Boys Adjustable Belt	Boys Adjustable Belt
School Socks	School Socks
Hat	Jumper
Spray Jacket	Blazer (optional)
	Spray Jacket
	Zip Tie
	Hat

<b>GIRLS</b>	<b>GIRLS</b>
Girls Shirt	Girls Shirt
Girls Skirt (on the knee length)	Girls Skirt (on the knee length)
Girls Shorts	Girls Charcoal Cotton Stockings
School Socks	Girls Slacks (school socks only with slacks)
Hat	Jumper
Spray Jacket	Spray Jacket
	Blazer (optional)
	Zip Tie
	Hat
<b>SPORTS UNISEX SUMMER</b>	<b>SPORTS UNISEX WINTER</b>
Polo shirt	Polo Shirt
Sports Shorts	Sports Shorts
Spray Jacket	Spray Jacket
School Socks	Track Pants
Hat	School Socks
	Hat

## Responding to Infringements

Students who do not adhere to the College Uniform Policy will be advised by their Homeroom teacher or class teacher on what they need to correct. The specific uniform infringement will be noted on their school record. If the student is issued three uniform infringements the matter will be referred to the Student Coordinator and the student will be placed on a Level 1 consequence. The parent or carer will also be notified. Any further breach of the Uniform Policy the student may be escalated to a Level 2 and parents may be required for interview.