

PARENT HANDBOOK 2023



Table of Contents

<i>Purpose</i>	5
<i>Mission and Vision</i>	5
<i>Principal's Message</i>	6
<i>Attendance</i>	7
Student Absence	7
Fractional Truancy	8
Late to School	8
Leaving the school during the day	8
<i>Anaphylaxis</i>	9
<i>Assemblies</i>	9
<i>Bullying</i>	9
<i>Calendared Events</i>	11
<i>Canteen</i>	11
<i>Care of School Facilities</i>	11
<i>Child Protection</i>	12
<i>Code of Conduct</i>	14
Parents.....	15
Students.....	15
<i>Communication</i>	16
Who do I speak to?.....	16
Student Communication.....	17
Parent Communication.....	17
Compass	17
Facebook.....	18
Interviews	18
Newsletter	18
Parent Forums.....	18
Planners.....	18
Website	19
<i>Consent for Publication</i>	19
<i>Complaints Handling</i>	19
<i>Curriculum</i>	20
Bell Times	20
Contemporary Learning Spaces	20
Learning Technology	21
Learning Preparation	21
Assessment and Reporting.....	21
<i>Equipment Brought to School</i>	22
<i>Finance Matters</i>	22
School Fees.....	22

Resource Fee	22
Payment of school Fees	22
House System	23
Learning at St Bede's	24
Learning Hub	24
No Alcohol	25
No Smoking	25
Roles of Responsibility	25
School Records.....	27
Sport.....	27
Staff.....	28
Student Health.....	30
Student Leadership	30
Student Management Guidelines	31
System of Merit and Commendation	31
Merits	31
Wellbeing and Engagement Award.....	31
Assistant Principal's Award	31
Principal's Award	31
Other Awards	32
Behaviour Management	32
The Level System	32
Student Learning Support	34
Students with Learning Difficulties.....	34
Gifted and Talented	34
Sun Protection.....	34
Technology Guidelines	34
Transport Guidelines.....	35
Uniform Guidelines	35
Wellbeing of Students	39
Work, Health & Safety	42
Logging into the Parent Portal for the First Time	44
Logging into Compass using a smartphone.....	46
Appendix 1 – 2023 Assistant Principal Portfolios	55
Appendix 2 - Communication Flowchart	56

Purpose

Becoming part of any new school means taking on board a large amount of information. The information in this handbook is intended as a guide to detail St Bede's information, policies and procedures for 2023. You can access the information in your own time and keep the document on hand for future reference. You can also access this, and other important information, on the School's website: www.chisholmsb.catholic.edu.au.

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.

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.

Principal's Message

Welcome to the Parent Handbook. This handbook has been developed as a resource to assist you in understanding how St Bede's operates and the overall direction being taken by the College. In the spirit of the school, where parents work in partnership, I ask that you read through the contents of this handbook to support the College in the processes being developed.

We appreciate that as the College grows, there are decisions yet to be made and processes to be developed. We will provide you with regular up-dates through newsletters, our website, our Compass app and information sessions. Opportunities for input through surveys and discussion forums will also be provided to assist us in our decision making and development of processes.

I look forward to us working together as we continue to build an inclusive and dynamic Catholic Secondary College. St Bede's has already established itself as a school which provides students the very best opportunities to grow into confident, resilient and reflective young adults and it is hoped that this reputation gets further enhanced over the course of the year.

Clarification of the content material in this handbook can be provided by contacting the College Office.

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. It is possible that an unsatisfactory record of attendance could affect a student's eligibility to receive the ROSA Certificate issued by the Board of Studies. It may also affect social security and/or Centrelink entitlements. It is, therefore, important that students cultivate habits of good attendance right from the start.

St Bede's recognises, however, that for a variety of reasons – such as illness, medical appointments, family emergencies etc. – students may not be able to attend school on occasions. In such cases, an exemption from school is granted and recorded in the rolls. All student absences are reported on school reports.

Student Absence

If a student is absent from school, parents/carers are to either contact the school office or register the absence in Compass. 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'.

Family holidays are strongly discouraged during school periods. Leave from the College during school periods must be applied for in advance, in accordance with the College leave policy. **Leave from the College during school periods must be applied for in advance, in accordance with the College Leave Policy.**

In addition to registering the absence on Compass, a written note explaining reasons for the absence may be required, at the discretion of the teacher. Following an absence, the student is to communicate with their class teacher on the day of their return to arrange for the completion of any missed work. This includes absence due to any acceptable school activity (e.g. representing the College). Communication is to be made using Microsoft Teams or email, if the subject is not scheduled on the return day or the teacher is unavailable.

Missed assessment tasks due to absence

If the student is absent during an assessment task, they must submit an Illness and Misadventure form. This form can be found on the College website. Any missed assessment task needs to be completed on the day of return to the College or as arranged by the class teacher.

Responding to Absences

Parents are asked to follow the following protocol:

Days Absent	Action Required
1-2 days	inform the school office or use the Notes and Approvals tab through Compass.
3-10 days	complete the form 'Application for Leave Up to 10 days' on the College website.
10 days or more	complete the form 'Application for Leave 10 Days or More' on the College website. The principal of the school has the authority to either grant or deny the period of leave that is being requested.

Leave forms are to be completed and submitted at least one week prior to the proposed leave date. Parents/carers who do not apply for the extended period of leave, inform the school after the leave or have undertaken the leave once it has been denied, will have the absence of their child recorded as unexplained.

If extended leave is granted, the record of school attendance will reflect this, and a Certificate of Leave will be provided.

Fractional Truancy

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

Late to School

Students who are late to school must report to the office. Students will be recorded late on Compass which will be reflected on the teacher's roll.

Leaving the school during the day

Students who need to leave during the school day must have their parents send via Compass, a note of approval. This note will automatically update the teacher's roll notifying them of the leave. Alternatively, the parent can contact the office to inform them of the need to leave school during the day with the intended period of absence.

Anaphylaxis

Anaphylaxis is a dramatic, often immediate, life threatening reaction to allergens. If your child is anaphylactic it is important you contact the school to provide details of their allergy and support the school in composing a medical action plan.

Assemblies

Assemblies take place on Fridays, 9.45am-10.20am and occur in every second week. Year Assemblies and Whole School Assemblies both occur twice a term.

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. This is a primary focus of our Wellbeing program. Bullying is defined as 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 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, 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.

St Bede's Catholic College follows a process in managing bullying as outlined below:

Stage 1

- Suspected incident(s) reported by parents, student(s) or teacher to the Homeroom Teacher or Leader of Wellbeing and Engagement either in person or online.
- The incident(s) are referred to the **Leader of Wellbeing and Engagement** 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 may 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 psychologist or reading material.
- The student who has been reported will be interviewed by the **Assistant Principal** and Leader of Wellbeing and Engagement. Parents will be kept informed and may be required to attend an interview.
- Direct consequences that the College may invoke include:
 - Isolation from peers.
 - Removal from Friday 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 repeated bullying on the same student which results in a perpetrator being escalated to a higher stage.

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

Whilst St Bede's conduct Wellbeing Surveys, this does not detract from the school encouraging all students coming forward with any issues, including 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 are published on Compass. Students and parents are also advised of upcoming school or class events through Compass, fortnightly newsletters and on the official St Bede's Facebook page. These events are always visible on the student timetable. Students are asked to view the calendar in advance to familiarise themselves with coming events. It is expected that all students attend key school events such as sporting carnivals, community days, retreats etc. Such events play an important role in the life and culture of the College.

Canteen

St Bede's has a canteen onsite. The College Canteen Manager runs the Canteen five days a week and it is open for the duration of the students first and second break. Canteen orders can be made via the Qkr! app prior to 8:45am each day.

Care of School Facilities

St Bede's has new buildings, furniture and resources. Linked to the concept of stewardship, we have a moral responsibility to pass on our school in the same state as we received it. With the enormous investment of funds into the building of our school, it is expected that all community members take care of our facilities.

Students are constantly reminded of the need to care for our school and to leave the learning spaces, 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.

Child Protection

St Bede's has an absolute and abiding commitment to promote the safety, welfare and wellbeing of children. Whilst we have a legal obligation to protect children, this commitment is central to our Catholic beliefs. At St Bede's we believe that all children have a right to a safe environment which is free from any form of abuse or harm. At St Bede's, relationships between adults and children are governed by trust and Gospel values. Schools in NSW are required to meet the statutory obligations of legislation relating to child protection.

As a parent sending your child or children to a Diocesan school, you should be aware of your rights and obligations in protecting your child and all children in our schools. You can report any concerns you have for a student, or group of students, to the Principal or either of the Assistant Principals.

Related Documents: St Bede's Catholic College Child Protection Policy which is available on the College website.

Volunteers

Being a volunteer in a school is an important task. Volunteer services add to and support the daily operations of the school. St Bede's is most appreciative of the contributions that will be made by volunteers who generously give of their time and expertise. Unfortunately, history has shown us that some adults put themselves in situations where they can use their positions of trust and power to harm children. This history has resulted in legislation in NSW which aims to protect children from abuse. Under this legislation, in a school context, 'employees' include all persons, paid or unpaid, who have direct, unsupervised contact with children or young people through any aspect of their work in, or for, the school. It aims to protect children and young people from contact with people who have been convicted of child-related offences or attempts to commit child-related offences.

Examples of 'employees' who perform a task for the school include, but are not limited to:

- volunteers assisting in classrooms, e.g. reading or library helpers;
- those attending a "working bee";
- persons providing transport on the request of the school;
- anyone assisting in the school canteen;
- people assisting with camps, retreats, community days and excursions;
- religious and clergy who attend the school for liturgies, retreats or services.

All volunteers are required to complete a Working with Children declaration for volunteers, workers and contractors prior to commencing as a volunteer. Declarations are available from the College administration staff. Volunteers must read the Declaration, sign it and provide the required proof of identity then return it to administration.

It is very important for volunteers to read the Declaration before signing as it is an offence for a prohibited person to apply for, undertake, or remain in child-related employment. Volunteers not willing to provide this Declaration are not permitted to undertake any duties in the school. A volunteer who has any doubts about his/her status should seek independent legal advice.

St Bede's is required to uphold the policies and guidelines set out by the Catholic Schools Office.

Related Documents:

The Ombudsman Amendment (Child Protection and Community Services) Act, 1998

The Children and Young Persons (Care and Protection) Act, 1998

Commission for Children and Young People Act, 1998

Catholic Schools Office documents include:

Child Protection – Identifying and Notifying Abuse

Guidelines for the Implementation of the Ombudsman Amendment Act

Child Protection – Procedures for Schools

Code of Professional Standards for Catholic School Employees

Diocese of Maitland-Newcastle Reporting Child Protection Concerns

Diocese of Maitland-Newcastle Reporting Policy

Corporal Punishment

College Policies do not permit corporal punishment of students. The College does not explicitly or implicitly sanction the administering of corporal punishment by non-College persons, including parents, to enforce discipline at the College.

School Community Code of Conduct

Members of Catholic school communities in the Diocese of Maitland-Newcastle agree to nurture and support each other's individual growth in faith, to create communities of respect and tolerance and to engage in the promotion of peace, justice and service of others.

The School Community Code of Conduct reinforces our understanding of the rights and responsibilities each of us has in ensuring we provide an environment where our students can thrive.

Upon acceptance of enrolment and as a condition of continuing enrolment in our Catholic schools, all members of the school community are bound by this Code of Conduct. School staff must abide by the CSO's Code of Conduct for staff members available at: www.mn.catholic.edu.au/about/policies

Students in Catholic school communities agree to:

- ▶ Model positive behaviour to other students.
- ▶ Comply with and model school values.
- ▶ Behave in a safe and responsible manner.
- ▶ Respect themselves and other members of the school community both personally and through the use of all social media technologies at all times.
- ▶ Respect our school environment.
- ▶ Actively participate in our school community.
- ▶ Support the learning of others and make the most of our educational opportunities.

Parents/Carers and volunteers in Catholic school communities agree to:

- ▶ Understand and abide by all diocesan policies, procedures and guidelines, which are available on the CSO website www.mn.catholic.edu.au/about/policies
- ▶ Model positive behaviour to their child and all children in the school community.
- ▶ Ensure children attend school on time, every day the school is open for instruction.
- ▶ Take an active interest in their child's school and their learning and to engage positively in all aspects of their child's learning.
- ▶ Participate in the Liturgical and Faith Life community of the school including participation in all aspects of the Religious Studies program regardless of personal beliefs.
- ▶ Work in a positive manner with the school to achieve the best outcomes for our child.
- ▶ Communicate constructively, respectfully and in a spirit of partnership with the school and use processes and protocols outlined in the CSO Complaints Resolution Policy documents when raising concerns.
- ▶ Communicate with their child's teacher or the Principal directly regarding any concerns about their child, other students, staff or community members.
- ▶ Reject aggressive, abusive and confrontational language and behaviour, as this is counterproductive to the sustainability of any relationship. Approaching students, community members and/or staff in a confronting manner will not be tolerated.
- ▶ Support all school staff to maintain a safe learning environment for all students.
- ▶ Treat all school staff, students, other members of the school community, visitors and volunteers with respect in all dealings with them both personally and through the use of all social media technologies at all times.
- ▶ Discuss with the Principal any barriers to meeting the financial obligations agreed to at the time of enrolment and seek to form an agreement with the school to meet these.
- ▶ Ensure any agreement made with the school is honoured.

Parents

Parents and carers are an integral part of their child's education. To balance the rights of parents and carers, students, teachers and staff, St Bede's Catholic College expects parents to uphold a certain standard of behaviour, including online and use of social media. This standard allows children to learn, teachers to teach, and other community members to participate in education, free from harassment, violence, intimidation or vilification.

Parents and carers should set an example for their children, and the children of others. They have shared responsibility with their children, other parents/carers and the school.

Students

St Bede's always promote 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 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?

The following instructions are provided to inform parents and carers on who to contact for different areas of school operation:

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

Leader of Learning 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

Leader of Wellbeing and Engagement:

- Your child is 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.
- General wellbeing, health or learning issues that need to be referred to subject teachers.

Learning Support Coordinator:

- Issues which involve a specific learning need

Assistant Principal:

- The child's overall curriculum pattern
- College Assessment Policy

Student Communication

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

- Daily Notices - published daily on Compass and read by Teacher during Homeroom.
- School Assemblies - 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
 - Excursions

Parent Communication

Parents are communicated with through:

- Compass
- College Facebook page
- Parent/Teacher/Student Day
- College Newsletter
- Email or telephone call
- Parent Forums
- Special Parent Evenings
- SMS message

Parents communicate to the school through:

- Email or note to the relevant staff member
- Telephone call
- Scheduled meeting

Compass

Compass is the College Management System. It can be accessed fully from a desktop or laptop computer. The St Bede's Compass app can be downloaded onto iPhones and most other mobile devices. Compass is the primary form of communication for parents and students. While this does not totally replace communication notes to parents, it is a useful tool to remind the school community about special events or clarify/update information. The app has the capability to send 'alerts' and 'push' notifications about important messages. To install the app on your device is free. We ask that all families download this app to receive important school updates or alerts.

All formal assessment tasks and notifications will be published through Compass and can be accessed by going to 'Learning Tasks'. Parents and students can access their child's results electronically through Compass when available.

Facebook

The school maintains a Facebook page <https://www.facebook.com/stbedeschisholm/>. This page is regularly updated with recent news articles and special events to keep the community informed of student achievements and student activities.

Interviews

The school conducts parent-teacher-student interviews twice yearly. Attendance at these interviews is an essential part of developing a parent-teacher partnership and supporting your child in their learning, therefore attendance is strongly encouraged.

- Years 7 to 10 parent-teacher-student interviews take place towards the end of Term 2 and Term 4.
- Year 11 parent-teacher-student interviews take place Week 4 of Term 2 and Week 3 of Term 4
- Year 12 parent-teacher-student interviews take place in Week 8 of Term 1

Parents can book suitable times to see any/all of their student's teachers and will be advised on when bookings will be open. All bookings will be made online through Compass. If parents wish to speak to a teacher who cannot be present, they may arrange an alternative interview time at school by contacting administration.

From time-to-time parents will want to speak to teachers or Coordinators about their concerns. Interviews can always be arranged by contacting administration for a suitable appointment time.

Newsletter

The school publishes a fortnightly newsletter with information about student achievements and coming events. This is available on the school's website. An electronic copy is emailed home.

Parent Forums

Once per term, generally around Week 5, the school has calendared a parent forum which is held in the Benedict Building from 6-7.30pm. The purpose of these forums is to provide a presentation which addresses any specific needs or desire from the community, followed by a College update and opportunity for parents and carers to ask questions.

Planners

All students are issued with a school planner. Students use this under the guidance of their teachers to form good study and organisation habits. Students are expected to have their subjects filled in at the beginning of each week, so they are ready to add study notes, learning preparation and organisation notes each lesson. Their planner must be taken to **every** lesson. Students need to have their planner signed by a parent/carer at the end of each week. In Years 7-10 Planners are checked and signed off by Homeroom teachers every Monday morning.

Website

The school maintains a website which is kept as up to date as is reasonably possible. Reports on school events and other materials about the school are posted to the website. There is also a regularly updated photo gallery of events that happen at school.

Consent for Publication

The school routinely publishes student successes for the information of the whole school community in the Newsletter, on the website and on Instagram and Facebook. The school will take the view that parents agree to this routine publication of student names and photos unless a note is received to the contrary. On the other hand, if the local or metropolitan media wish to photograph or interview students because of their achievements, permission from parents in writing will always be sought by the school beforehand.

Complaints Handling

St Bede's fosters a harmonious, positive, and productive school and community. The College relies on clear and open communication with the community and aims to resolve complaints and grievances fairly, efficiently, promptly and in the best interests of all. Confidentiality and privacy are always respected in processes taken to resolve any matter.

Parents/Carers have the right to raise a complaint and grievance and have it responded to promptly, fairly, without fear of repercussions and according to principles of procedural fairness.

Parents are also asked to familiarise themselves with the Complaints Resolution Policy and Complaints Resolution Diocesan Procedure documents. These documents are found on the College website under '*Policies*' in the '*About*' tab. The 'How to make a complaint' Brochure is available at the school office.

Should a parent have a grievance or complaint, we encourage them to follow the Complaints Resolution Policy. As stated in the School Community Code of Conduct, parents agree to "communicate constructively, respectfully and in a spirit of partnership with the school and use processes and protocols outlined in the Complaints Resolution Policy when raising concerns". Social media is not a suitable platform to voice grievances and complaints.

Curriculum

Please refer to year level specific Assessment Handbooks for policy, curriculum structure and course details.

Bell Times

Monday - Thursday

Session	Begins	Ends
Homeroom	8.45am	9.00am
Period 1	9.00am	10.00am
Period 2	10.00am	11.00am
Break 1	11.00am	11.30am
Period 3	11.30am	12.30pm
Period 4	12.30pm	1.30pm
Break 2	1.30pm	2.00pm
Period 5	2.00pm	3.00pm

Friday (Wellbeing/Sport Day)

Session	Begins	Ends
Period 1	8.45am	9.45am
Wellbeing	9.45am	10.20am
Break 1	10.20am	10.50am
Period 2	10.50am	11.50am
Period 3	11.50am	12.50pm
Break 2	12.50pm	1.10pm
Sport	1.10pm	3.10pm
Year 11 and 12 Students will have Period 4 and 5 on Fridays		
Period 4	1.10pm	2.10pm
Period 5	2.10pm	3.10pm

Contemporary Learning Spaces

A variety of furniture types, including smaller round tables, rectangular tables and amphitheatre style seating, are in most learning spaces to cater for a variety of teaching and learning methods. Furniture is lightweight and easy to move to arrange classes into different configurations.

The learning spaces are used by teachers to personalise learning and cater for the needs of the students. Teaching and learning approaches include:

- Specialised direct teacher instruction
- Integrated Curriculum (for example, combining English and HSiE where learning covers outcomes in both subjects)
- Small group work
- Independent learning
- Project Based Learning
- Learning through technology
- Combinations of the above at one time
- Three tier Literacy Intervention Program

Learning Technology

- Students utilise Office 365 for education, with particular focus on Microsoft Teams and OneNote Classroom. They are supported by a range of other educational software and services such as digital textbooks, Maths Pathway, Mathsonline and ClickView.
- The College has implemented a Bring Your Own Specified Device (BYOSD) program. In the BYOSD program, the school selects a vendor and chooses a device for that year group. The device chosen will vary from year to year based on manufacturer availability and costing.

Learning Preparation

Teachers often give learning preparation consisting of reading, problem solving, or writing that the students must do outside of school hours. The purpose of learning preparation is to reinforce what has been taught in class.

In Years 7-10 students may receive approximately 15-20 minutes of learning preparation for each subject they have on any given day. Each evening they can expect to have approximately one hour of learning preparation.

In Years 11 and 12, students can expect to be completing 1.5-2 hours of learning preparation or study per night for non-ATAR courses of study and 3 hours if they are pursuing an ATAR.

Assessment and Reporting

An Assessment Handbook, which outlines the College Assessment Policy is available on the College website.

Important Note: All Assessment Tasks must be the students' own work and acts of malpractice and plagiarism are not tolerated at the College.

Students receive reports at the end of each semester. These reports are forwarded online to parents and carers via Compass.

Equipment Brought to School

Students are required to be organised for the classes they have each day including a **fully charged** device, planner, texts, equipment, workbooks, and pens etc. Students are **NOT** to bring chewing gum, permanent markers, or liquid paper to school.

Finance Matters

School Fees

The school fees, as determined by the Diocesan Catholic Schools Board, for Resource, Tuition and Diocesan Family School Building Levy, are the responsibility of parents/carers of students enrolled at the school. The fees are billed at the beginning of the year and are payable in full by 30th June. Alternatively, a payment arrangement can be entered into (weekly, fortnightly or monthly) with fees being finalised by 30th November.

Resource Fee

The Resource Fee is set by each individual school. It is used to pay for school resources, educational activities, subject charges, incursions and amenities. Significant individual charges may be listed as a separate individual item on the account. Year 9 and 10 Curriculum Resource costs are higher than Year 7 and 8 as Elective fees have been included. Year 11 Elective fees will be billed as separate items.

Payment of school Fees

Payments can be made via direct debit, BPay, cheque, credit card (over the phone), cash and EFTPOS.

QKR is the mobile payment app designed for Australian schools, delivering convenience to parents and efficiency to school administrative staff. QKR is so easy to use. Ordering and paying for a wide variety of school payments such as canteen purchases or any school-based payments via smartphone at a time and place convenient to you. For further information follow the link to our website:

<https://www.mastercard.com.au/en-au/about-mastercard/who-we-are/qkr.html>

A genuine inability to meet school account charges does not exclude access to a school within the Diocesan system for a child of a family genuinely committed to Catholic faith and practice. St Bede's gives parents an opportunity to apply for further concessions and all applications are treated confidentially. Please make an appointment to meet with Mr Murphy if you are experiencing financial hardship.

House System

A House System is a key way of promoting student engagement. Students are organised into one of four houses. This is linked to Homeroom and a range of co-curricular activities, including sporting events, performances, social justice, community service, debating and public speaking. Houses are not linked to teaching classes. Points for participation and achievements will accumulate over time with point tallies being a way of promoting healthy competition between the houses.

The houses each have their own colour and a core theme which in turn shapes the identity and wellbeing direction of the College. These houses are Benedict, Dominic, Marian, and McAuley. The selection of these houses is based on the connection of the four House Patrons and the charisms that then developed over time. Each House has a strong connection to the College Patron, St Bede, and the associated religious orders that had a significant impact in the growth of Catholicism within our local area.

BENEDICT HOUSE:

Colour: Yellow

Patron Saint: Saint Benedict

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

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

Learning at St Bede's

Learning at St Bede's is characterised by high expectations for learners to achieve excellence, academic rigour, innovation and purpose, within environments that engage, empower and enable. The aim of learning at St Bede's is developing the whole person - attending to his or her spiritual, social, emotional, cognitive and physical needs, establishing a solid and broad foundation for lifelong learning and wellbeing.

Related document: St Bede's Learning and Wellbeing Framework.

St Bede's is committed to learning as a dynamic collaborative process through the embedding of five essential elements in our practices and processes:

1. Continual focus on *Leading Learning*
2. Cultures built on *Collaborative Learning*
3. Rich and purposeful *Personalised Learning*
4. Creating the conditions for *Supportive Learning*
5. Building capacity through *Professional Learning*

The interconnection of these five essential elements of learning are shown in the diagram below:



Learning Hub

St Bede's has a designated Learning Hub within the Benedict Building, which is overseen by the Teacher Librarian. The Learning Hub complements the contemporary design of the buildings to maximising student engagement and learning, with the provision of well-furnished private and collaborative learning spaces. A balance of electronic and hard copy resources is available to cater for a diverse range of student learners.

The Learning Hub opening hours are published at the beginning of each academic year.

No Alcohol

Alcohol is not permitted in any area of the College property, nor at any College function attended by students. The health risks associated with alcohol abuse form part of the Personal Development Health and Physical Education curriculum. Students are not permitted to drink alcohol at any College sanctioned activities. In cases where students breach this clear direction, they will immediately be suspended.

No Smoking

Smoking is not permitted in any area of the College property, nor at any College related activity or function, by students, staff, or visitors. In addition, staff members are not permitted to smoke outside of the school property within the view of students. The health risks associated with smoking form part of the Personal Development Health and Physical Education curriculum.

Students are not permitted to smoke outside of school while wearing any College uniform garments. They are also not permitted to smoke at any College sanctioned activities, such as excursions, immersion trips, community service, sporting events etc. In cases where students breach this clear direction, they will immediately be suspended. Parents are requested to support the College when consequences are put into place in such cases.

Roles of Responsibility

Principal - Is responsible for the spiritual, pastoral, financial and curriculum needs of St Bede's Catholic College.

Assistant Principal/s - Have the day-to-day responsibility for the implementation and coordination of the Pastoral Care Policy of St Bede's Catholic College and the day-to-day organisation of the school. The Assistant Principals are responsible for the coordination of all studies material at school and ensures that the delivery of curriculum is in line with NESA requirements.

Ministry Coordinator - is responsible for the continuing development of the Catholic ethos and spiritual experiences of staff and students and significantly contributes to the promotion of the religious dimension of the College.

Leaders of Wellbeing and Engagement - have the responsibility of the implementation and coordination of the Wellbeing and Pastoral Care Policy for students in their cohort. Some specific tasks of Leader of Wellbeing and Engagement are to:

- coordinate year activities within their area of responsibilities
- facilitate wellbeing education and address student concerns
- liaise with and coordinate contact with parents, welfare and counselling agencies

- coordinate and gather information for the placement, reporting and documentation of students within their area of responsibilities
- be responsible for the discipline of students outside of the classroom situation for students within their area of responsibilities.

Assistant Leaders of Wellbeing and Engagement

Assistant Leaders of Wellbeing and Engagement assist Leaders of Wellbeing and Engagement in their support of our students.

- Assistant LoWEs take the lead on issues related to uniform, attendance and facilitation of Wellbeing lessons.
- **At other times** they may assist the LoWEs with other core business, such as supporting RJ discussions between students, making contact home, and advising regarding behaviour management.

Leaders of Learning - have the responsibility for the implementation and the coordination of the curriculum in their group of subjects at St Bede's. Some specific tasks of Studies Coordinators are to:

- coordinate the development of and supervise the implementation of subject programs and registers under their jurisdiction
- coordinate the assessment and evaluation of students and subject programs
- coordinate the purchase of textbooks, materials and resources and to supervise their use
- supervise staff and offer support wherever it is necessary.

Learning Support Coordinator - has the responsibility for coordinating the initial identification and ongoing support of students with disabilities and additional needs. Some specific tasks of the Learning Support Coordinator are to:

- work in collaboration with parents/carers, teaching and support staff and the CSO to assist students with disabilities and additional needs to set and reach goals in line with their Personalised Plans (PPs)
- manage programs and processes to support students with disabilities and additional needs in an inclusive learning environment
- Aid teachers with adjustments and curriculum differentiation to cater for the specific needs of students with disabilities and additional needs
- supervise Learning Support staff.

Homeroom Teacher - Each student is placed into a Homeroom and the Homeroom Teacher has a special responsibility for the students in that group. Each day, the teacher leads students in prayer, marks the roll, records uniform infringements, reads the notices and distributes/collects notes. The Homeroom Teacher reports concerns to the Leader of Wellbeing and Engagement. The Homeroom Teacher is available to assist the students and/or parents/carers about organisational matters. They also offer students guidance where needed. If a student is worried about something at school, the Homeroom Teacher is one of the first people the approach

School Psychologist – The College has the services of a School Psychologist who can assist students in working through issues. Students are encouraged to speak with the Psychologist about any personal matters that may impact on their wellbeing. Students need to make an appointment to speak with the Psychologist through the Leader of Wellbeing and Engagement. Parents concerned about the wellbeing of their children should contact the Leader of Wellbeing and Engagement.

School Records

Transfers or Leaving School

Parents/carers must advise the school office when a student is leaving the College. Students cannot be removed from the school data base until they have enrolled at another school.

Change of Address or Medical Details

Parents/carers must advise the office so school records are accurate and up to date. It is critical that the school has an accurate emergency number at all times.

Sport

Students can 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. Sports allow development of skills and teamwork, promotion of positive values and a visible commitment to the promotion of an active, healthy lifestyle. This is an important aspect of the College program and all 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 school office number is 4088 8222 and should be contacted for any administrative matters or if you wish to make an appointment to speak to the Principal or an Assistant Principal. Other Staff can be contacted by the email addresses below.

The following is the staff list for 2023:

Teaching Staff

Name	Position	Email Address
John Murphy	Principal	john.murphy@mn.catholic.edu.au
Brett Donohoe	Assistant Principal	brett.donohoe@mn.catholic.edu.au
Emma South	Assistant Principal	emma.south@mn.catholic.edu.au
Andrew Slater	Ministry Coordinator	andrew.slater@mn.catholic.edu.au
Kirsti Proctor	Administration Coordinator	kirsti.proctor@mn.catholic.edu.au
Tamara Borkowski	Leader of Learning (TAS)	tamara.borkowski@mn.catholic.edu.au
Liane Buckley	Leader of Learning (Science)	liane.buckley@mn.catholic.edu.au
Michelle Burgess	Leader of Learning (CAPA)	michelle.burgess@mn.catholic.edu.au
Andrew Cornwall	Leader of Learning (HSIE)	andrew.cornwall@mn.catholic.edu.au
Sara Rowley	Leader of Learning (Religious Studies)	sara.rowley@mn.catholic.edu.au
Sarah Millen	Leader of Learning (PDHPE)	sarah.hopkins@mn.catholic.edu.au
Maddison Collison	Leader of Learning (PDHPE – 0.4)	Maddison.collison@mn.catholic.edu.au
Nicholas Moroney	Leader of Learning (Maths)	nicholas.moroney@mn.catholic.edu.au
Tamara Powell	Leader of Learning (English & Languages)	tamara.powell@mn.catholic.edu.au
Connor Tamblyn	Leader of Learning (VET)	connor.tamblyn@mn.catholic.edu.au
Elizabeth Hancock	Leader of Learning Support	elizabeth.hancock@mn.catholic.edu.au
Michael Eccleston	Leader of Wellbeing & Engagement (Yr 7)	michaelj.eccleston@mn.catholic.edu.au
Kelly Pearson	Leader of Wellbeing & Engagement (Yr 8)	kelly.pearson@mn.catholic.edu.au
Eleanor Martin	Leader of Wellbeing & Engagement (Yr 9)	eleanor.martin@mn.catholic.edu.au
Jasmine Simmons	Leader of Wellbeing & Engagement (Yr 10)	jasmine.simmons@mn.catholic.edu.au
Amber Pyne	Leader of Wellbeing & Engagement (Yr 11)	amber.pyne@mn.catholic.edu.au
Nicholas Marsh	Leader of Wellbeing & Engagement (Yr 12)	nicholas.Marsh@mn.catholic.edu.au
Alanna Bohatko	Assistant LoWE - Year 7	alanna.bohatko@mn.catholic.edu.au
Abby O'Connor	Assistant LoWE – Year 8	abby.oconnor1@mn.catholic.edu.au
Lauren Power	Assistant LoWE - Year 9	lauren.power@mn.catholic.edu.au
Rebecca Dawber	Assistant LoWE – Year 10	rebecca.dawber@mn.catholic.edu.au
Louise Robertson	Pedagogical Mentor	louise.robertson@mn.catholic.edu.au
Sandra Kinloch	Digital Innovation and Learning	sandra.kinloch@mn.catholic.edu.au
Jennie Nemeth	Careers Advisor	jennie.nemeth@mn.catholic.edu.au
Belinda Watts	Sports Coordinator	belinda.watts@mn.catholic.edu.au
Cameron Anderson	Mathematics	cameron.anderson@mn.catholic.edu.au
Kiralee Bradley	English	kiralee.bradley@mn.catholic.edu.au
Bonnie Chan	Mathematics	bonnie.chen@mn.catholic.edu.au
Andrew Coates	HSIE	andrew.coates@mn.catholic.edu.au
Robert Copas	Religious Studies	robert.copas@mn.catholic.edu.au
Grace Cugaly	Mathematics	grace.cugaly@mn.catholic.edu.au
Beau Dalton	HSIE	beau.dalton@mn.catholic.edu.au
Suzanne Gloster	Learning Support Teacher	suzanne.gloster@mn.catholic.edu.au
Olivia Graetz	TAS	olivia.graetz@mn.catholic.edu.au
Rebecca Haines	Science	rebecca.haines@mn.catholic.edu.au
Kristine Hanrahan	TAS	kristine.hanrahan@mn.catholic.edu.au
Anne Healy	EALD	anne.healy@mn.catholic.edu.au
Dean Hile	TAS	dean.hile@mn.catholic.edu.au
Jordan Holland	Learning Support Teacher	jordan.fardell@mn.catholic.edu.au
Sarah James	Mathematics	sarah.james@mn.catholic.edu.au

Nicholas Kelly	Science	nicholas.kelly@mn.catholic.edu.au
Brianne McCabe	PDHPE	bree.mccabe@mn.catholic.edu.au
Lauren McCafferty	HSIE	lauren.mccafferty@mn.catholic.edu.au
Luke Menzies	Mathematics	luke.menzies@mn.catholic.edu.au
Derek Mulhearn	Science	derek.mulhearn@mn.catholic.edu.au
Helen Murray	HSIE	helen.murray@mn.catholic.edu.au
Madeline O'Connor	HSIE	madeline.oconnor@mn.catholic.edu.au
Rosanna Pascoe	English	rosanna.pascoe@mn.catholic.edu.au
Megan Peacock	English	megan.peacock@mn.catholic.edu.au
Ebony Petersen	Learning Support Teacher	ebony.petersen@mn.catholic.edu.au
Ryan Purkiss	Mathematics	ryan.purkiss@mn.catholic.edu.au
Alison Ramage	Teacher Librarian	alison.ramage@mn.catholic.edu.au
Elizabeth Reynolds	Religious Studies	elizabeth.reynolds@mn.catholic.edu.au
Ashlyn Richards	Religious Studies	ashlyn.richards@mn.catholic.edu.au
Cameron Ryan	Science	cameron.ryan@mn.catholic.edu.au
Dominic Sevil	English	dominic.sevil@mn.catholic.edu.au
Elicia Shaw	HSIE	elicia.shaw@mn.catholic.edu.au
Andrew Steinbeck	TAS	andrew.steinbeck@mn.catholic.edu.au
Russell Thornton	Music	russell.thornton@mn.catholic.edu.au
Ashley Unicomb	PDHPE	ashley.cagney@mn.catholic.edu.au
Kieren Valentine	Learning Support Teacher	kieren.valentine@mn.catholic.edu.au
Lachlan Vaughan	PDHPE	lachlan.vaughan@mn.catholic.edu.au
Riley Warren	Music	riley.warren@mn.catholic.edu.au
Leisha Young	Visual Arts	leisha.young@mn.catholic.edu.au
Aimee Zhong	Languages	aimee.zhong@mn.catholic.edu.au
Georgina Cairns	GEM Teacher	georgina.cairns@mn.catholic.edu.au
Patrick Murphy	Teacher	patrick.murphy@mn.catholic.edu.au

Support Staff

Name	Position	Email Address
Joanne West	Senior School Officer	joanne.west@mn.catholic.edu.au
Kylie Murray	Senior School Officer (Finance)	kylie.murray@mn.catholic.edu.au
Carley Sweeney	Senior School Officer (Clerical)	carley.sweeney@mn.catholic.edu.au
Carol Dillon	School Officer	carol.dillon@mn.catholic.edu.au
Carlie Hay	School Officer	carlie.hay@mn.catholic.edu.au
Melissa Smith	School Officer	melissa.smith@mn.catholic.edu.au
Wayne Caruana	College Counsellor	wayne.caruana@mn.catholic.edu.au
Rebecca Meldrum	College Counsellor	rebecca.meldrum@mn.catholic.edu.au
Andrea Bowe	Science Assistant/WHS Coordinator	andrea.bowe@mn.catholic.edu.au
Johanna Woodyatt	Science Assistant	johanna.woodyatt@mn.catholic.edu.au
Ray Burg	IT Support	ray.burg@mn.catholic.edu.au
Debra Pullen	Canteen Manager	debra.forster@mn.catholic.edu.au
Cindy Parkinson	Canteen Assistant	cindy.parkinson@mn.catholic.edu.au
Jessica Burg	Food Technology Assistant	jessica.burg@mn.catholic.edu.au
Mary-Jane Millard	Library Assistant	mary-jane.millard@mn.catholic.edu.au
Daniel Cox	Grounds Person	daniel.cox@mn.catholic.edu.au
Karen Chapman	Aboriginal Education Teacher	karen.chapman@mn.catholic.edu.au
Monique Crick	Aboriginal Education Support	monique.crick@mn.catholic.edu.au
Leesa Moore	Defence Mentor	leesa.moore@mn.catholic.edu.au
Sally Carroll	Learning Support Assistant	sally.carroll@mn.catholic.edu.au
Karen Forget	Learning Support Assistant	karen.forget@mn.catholic.edu.au
Megan Woodbridge	Learning Support Assistant	megan.woodbridge@mn.catholic.edu.au
Amy Trigg	Learning Support Assistant	amy.trigg@mn.catholic.edu.au

Student Health

Sickness or Injury

Students who are sick should tell their teacher. If necessary, they will be given permission to go to the Office/Sick Bay. Students are not to text or telephone home from a mobile phone. Administration staff will contact home if necessary. If a student feels sick or is injured during a break they are to notify the duty teacher, then report directly to the Office/Sick Bay. For serious injuries, an Ambulance will be called, and parents will be contacted.

Medication


The following procedures must be followed with student medications at the College:

- All medication must be handed to the office for administration to students. This includes both prescribed and non-prescribed medication.
- The school office requires a letter from parents requesting medication be given to the student.
- Labelled prescription medications must be given to the office and they will be administered from there.
- Teachers will be notified if a student needs to leave class to take medication.
- Any over the counter medications (including Panadol) must be accompanied by a letter from a parent with instructions for use.













Student Leadership

Committee Structure

The College provides student leadership opportunities through a committee structure. The committee structure includes various areas which centre on whole school development and are linked to the College Pillars.



ST BEDE'S
CATHOLIC COLLEGE
CHRISTCHURCH

Student Leadership @ St Bede's 2023 - onwards								
	Learning Committee		Social Justice Committee		Stewardship Committee		Wellbeing Committee	
								
Stage 4 Year 7 & 8	✓	✓	✓	✓				
Stage 5 Year 9 & 10	✓	✓	✓	✓				
Stage 6 – Year 11 2023	✓	✓	✓	✓				
	Benedict House	Domestic House	Marian House	McAuley House	Learning Committee	Social Justice Committee	Stewardship Committee	Wellbeing Committee
								
Stage 6 – Year 12 2023	✓	✓	✓	✓	✓	✓	✓	✓
	College Captain				College Vice-Captain			

Student Management Guidelines

All interaction and management of students is based on the premise that students are made in God's image and have unique or individual strengths. The aim of student development is to cultivate and develop strengths in students to equip them to be positive contributors to the College community. All strategies, actions and consequences used in behaviour management are in place to, if needed, restore the relationship of students with the College.

System of Merit and Commendation

The College has implemented a Merit System which aims to recognise those things which students do well, whether by their own standards or by some absolute standard. It is as much to do with improvement as with achievement of pre-established standards.

Merits

These are congratulatory messages which may be given by Classroom Teachers, Homeroom Teachers, Sport Coaches, Student or Studies Coordinators. 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 the School's Student Management System (Compass) by the teacher. The teacher indicates the area and reason for commendation. This award is kept on the student's record and is communicated to the parents and student through Compass.

Wellbeing and Engagement Award

When the student has received five (5) Merits, he/she will qualify for a Wellbeing and Engagement Award. The Leader of Wellbeing and Engagement uses discretion in the event of a student qualifying for a certificate whilst on a monitoring card. Wellbeing and Engagement Awards are 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) Wellbeing and Engagement'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 an Assistant Principal's Awards, and a further 15 Merit 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

Affirmation Awards

These awards promote a positive approach to learning. They are awarded to students who have made positive steps to improving behaviour and learning focus in order to meet school expectations.

Behaviour Management

In respecting the dignity of all students, it is acknowledged that all students have gifts and strengths that they should be encouraged to display. At the same time, self-discipline, self-reliance and self-respect need to be encouraged and promoted within students, thus allowing them to maximise their potential. Mutual respect must be fostered, and students should develop an understanding of the needs for appropriate behaviour, and the need for consequences when inappropriate behaviour is displayed.

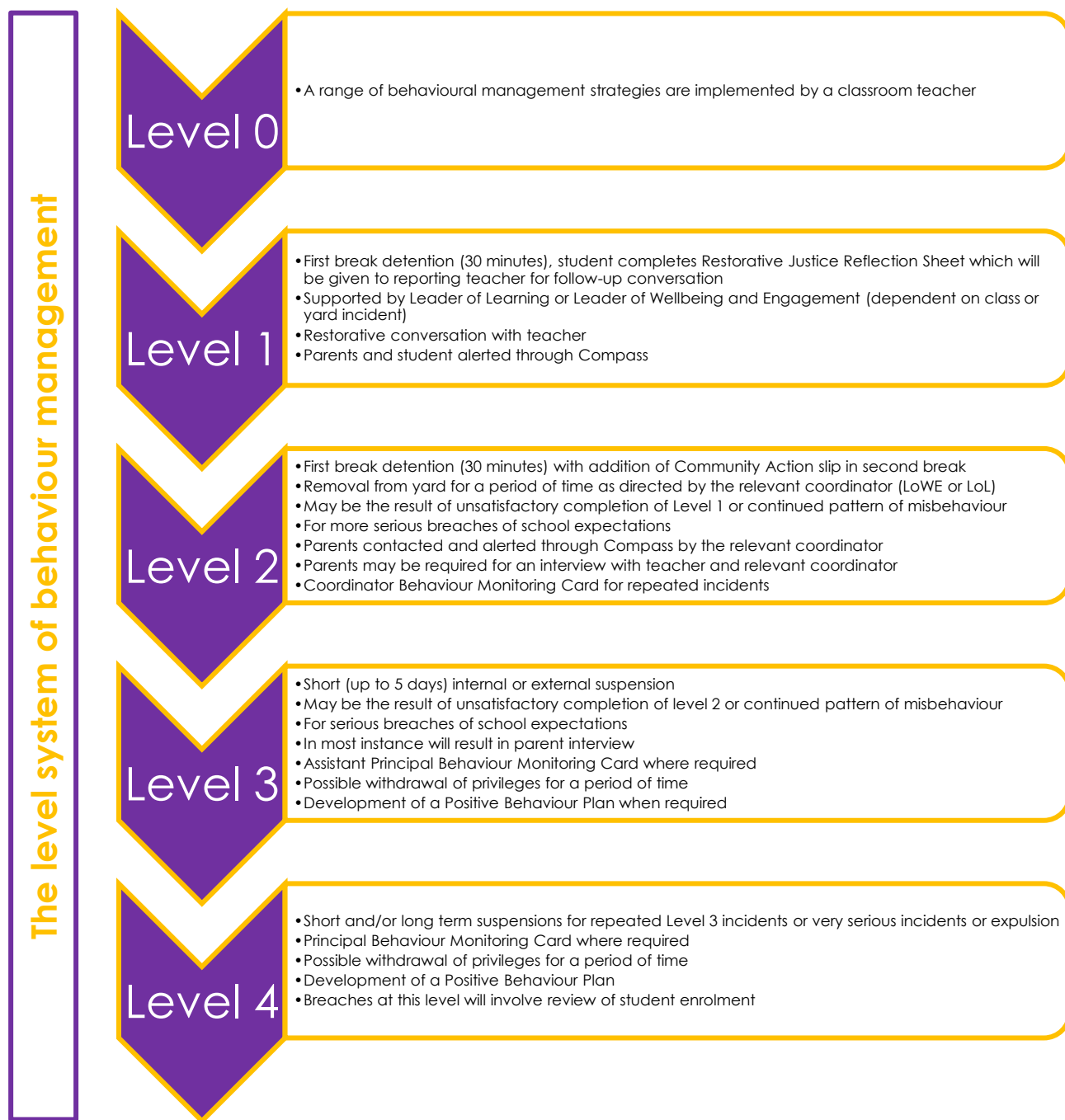
The Level System

The College has adopted a Level System for student management. Depending on the misdemeanour, a student may enter at any level. For students who compromise their learning and/or the learning of others, it is expected that the classroom teacher would have used appropriate strategies to correct the student behaviour.

For a student to move onto a Level:

- (i) they would have demonstrated a pattern of inappropriate behaviour.
- (ii) they would have behaved in a way that seriously breaches student responsibilities and/or guidelines of the College.

The diagram below indicates the levels of behaviour management at St Bede's.



Student Learning Support

Students with Learning Difficulties

The goal of Learning Support is to ensure that children with diagnosed disabilities and additional needs benefit from an inclusive education of quality learning opportunities with high expectations that consider each child's individual needs.

Staff consider parents as equal partners in the education of their children with additional needs and encourage communication on a regular basis. The dedicated staff also liaise with our wellbeing team and school psychologist in matters of wellbeing.

Literacy and numeracy support at St Bede's Catholic College is in the form of a whole school approach. Staff are committed to knowing all students and how they learn, working to their individual strengths and supporting them in areas of growth.

Students can be referred to the Learning Support Coordinator for further assessment and observation. Students who have learning difficulties will be supported through modified tasks and learning.

Gifted and Talented

St Bede's is a Gifted Education Lead School. We use data to develop an understanding of individual student's strengths in reading, writing, numeracy and problem-solving. Assessments are used to inform teachers in their classroom differentiation of learning and assessment. Students who are identified as being gifted are extended through enrichment in their core classes. Georgina Cairns will be the Gifted Education Mentor working with the staff at the College this year. She will liaise with the relevant students and families and ensure staff are empowered to enrich the learning of students.

Sun Protection

St Bede's 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 Guidelines

The College does not accept responsibility for loss, theft, misuse or damage to personal technology. Phones must be turned off from the time students enter the grounds until the end of the day. Any use of personal technology in the classroom is at the discretion of the teacher. If expectations are not adhered to, personal technology will be immediately confiscated to be collected at the end of the day from Student Services. A second breach of this policy will entail Level 1 consequence and the Leader of Wellbeing and Engagement contacting home. Phones are 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.

Transport Guidelines

Supervision at the College commences at 8.15am and concludes at 3.40pm. For workplace health and safety reasons children are not permitted to be at school outside of these hours.

Car drop off/pick up

Parents and carers are to enter the staff carpark and queue along the clearly marked lane for car pick up and drop off.

In the event a parent/carer needs to collect their child during school hours we ask parents inform the Office at the latest by 8.30am on the morning of pick-up of the intended time of collection. Parents are also encouraged to advise their child of the time of collection so they may wait in Student Services to avoid disruptions.

Buses

The Bus timetable can be found by visiting the Hunter Valley Buses website and clicking on the link to St Bede's Catholic College Chisholm under school buses.

Student own means

Bicycles, skateboards, and scooters are required to be walked on and off the school grounds and stored at the designated storage area. Helmets must be worn correctly when riding to and from school.

There may be some circumstances where it may be necessary for a senior student to drive themselves to school. The school accepts no responsibility for students who drive or are passengers in student vehicles, as they travel to and from school. It is the responsibility of the parent/carer to ensure they are comfortable with the student driving, or being a passenger to a student driver. There is no student carparking offered on site.

Bus Applications and Lost ID Cards

Application forms for subsidised school transport (Opal card) can be completed at <https://apps.transport.nsw.gov.au/ssts/#/applyNow>. Students who have lost their ID card must inform the College office staff.

Uniform Guidelines

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.

Related Documents: St Bede's Catholic College Uniform Policy which is available on the College website.

School Uniform

Mandatory Uniform Garments supplied by Williamson:

SUMMER UNIFORM - Terms 1 & 4	WINTER UNIFORM - Terms 2 & 3
BOYS	BOYS
Boys Shirt (Violet for Yr7-10 White for Yr11-12)	Boys Shirt (Violet for Yr7-10 White for Yr11-12)
Boys Shorts	Boys Trousers
Boys Adjustable Belt	Boys Adjustable Belt
School Socks	School Socks
Hat	Spray Jacket
Spray Jacket	Traditional tie
	Hat
	Blazer (Year 11 and 12 only)
	Jumper (optional)
GIRLS	GIRLS
Girls Shirt (Violet for Yr7-10 White for Yr11-12)	Girls Shirt (Violet for Yr7-10 White for Yr11-12)
Girls Skirt (on the knee length)	Girls Skirt (on the knee length)
Girls Shorts	Girls Charcoal Cotton Stockings and/or long charcoal socks
School Socks	Girls Slacks (school socks only with slacks)
Hat	Spray Jacket
Spray Jacket	Hat
	Traditional tie or Tab tie (Tab tie - Yr 11 and 12 only)
	Blazer (Year 11 and 12 only)
	Jumper (optional)
SPORTS UNISEX SUMMER	SPORTS UNISEX WINTER
Polo shirt	Polo Shirt
Sports Shorts	Sports Shorts
Spray Jacket	Spray Jacket
School Socks	Track Pants (optional)
Hat	School Socks
	Hat

Shoes

All black leather, plain, lace-up and fully enclosed with a heel. Examples of shoes **not** permitted include boots, ballet type shoes (the ones without a strap or lace), canvas shoes, shoes with a strap that only cover the front of the foot, coloured shoes, dangerous high heeled shoes and thongs.



ACCEPTABLE

NOT ACCEPTABLE

Sports shoes are to be a fully enclosed sport shoe, appropriate to play sports and give adequate ankle support of any colour. No Boots, Vans, Converse or casual shoes.



NOT ACCEPTABLE



ACCEPTABLE

Ordering School Uniform

Parents/Carers can order the school uniform online through 'The Uniform Company' and the uniforms are able to be delivered to your home address or directly to the school. You will be given a unique log in to The Uniform Company website. Sample sizes of the uniform will be available at the St Bede's Administration Office to try on prior to ordering if required.

W. <http://www.theuniformcompany.com.au> **P.** (07) 3267 2888

Senior Jersey

Students in Year 12 will have the opportunity to wear a Senior Jersey as part of their college uniform. This jersey is ordered in the second semester of Year 11 and is an optional addition to the uniform. This can be worn on Fridays throughout the school year. The Senior Blazer must be worn all other days and on special occasions.

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 in Compass. If the student is issued three uniform infringements within a term, the matter will be referred to the Leader of Wellbeing and Engagement 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.

Wellbeing of Students

Wellbeing is essential to a students' ability to learn. At St Bede's, the promotion of student wellbeing involves a whole school approach, which incorporates strategies and resources for successful learning, safe and inclusive environment and positive and caring relationships. We offer a comprehensive wellbeing program that teaches students the strategies they need to maintain a healthy, balanced lifestyle.

The diagram below illustrates the 9 elements of the National Safe Schools Framework (NSSF) Audit Tool which forms the basis of wellbeing and pastoral care at St Bede's.



There are three ways in which Wellbeing is put into action at St Bede's.

Successful learning



The school is **driven by a deep belief** that **every student** is capable of **successful learning**.

Positive & caring relationships



A **high priority** is given to **building and maintaining positive and caring relationships** between staff, students and parents. There is **strong collegial trust and support** among teachers and school leaders and parents are treated as partners in the promotion of student learning and wellbeing.

Safe & inclusive environment



The school works to maintain a **learning environment that is safe, respectful, tolerant, inclusive and that promotes intellectual rigor**.

The nine key aspects of wellbeing and pastoral care that shape the practices being developed in promoting student wellbeing and pastoral care at St Bede's are:

1. Leadership commitment to a safe school
2. A supportive and connected school culture
3. Policies and procedures
4. Professional learning
5. Positive behaviour management
6. Engagement, skill development and safe school curriculum
7. A focus on student wellbeing, student ownership and student leadership
8. Early intervention and targeted support
9. Partnerships with families and community

Wellbeing Sessions

Students at St Bede's engage in fortnightly Wellbeing Sessions where formal lessons are taught based on the College Wellbeing Scope and Sequence. Lessons are tailored to the specific needs of each cohort and designed to be a proactive approach to student wellbeing related concerns. Wellbeing Sessions are taught by each student's Homeroom teacher and information about each focus topic is included in the College newsletter.

Students in Year 11 and 12 are provided with a selection of activities based around the Five Ways to Wellbeing (see below).

Five Ways to Wellbeing

An integral aspect of the St Bede's Wellbeing Framework is the Five Ways to Wellbeing. This evidence-based approach to Wellbeing is applied to all aspects of College life including the learning space, the playground, student management and restorative conversations.



Work, Health & Safety

St Bede's Catholic College is committed to providing a safe learning environment for the whole community. We value the dignity and wellbeing of all people and are committed to providing a safe work environment and school culture that protects people's safety, health and welfare.

You are required while at the College to take reasonable care to ensure that your actions or omissions do not harm yourself or anyone else.

General safety rules for visitors & volunteers are outlined in this information brochure. Please familiarise yourself with them and ensure that you follow them.

Copies of the College *WHS Policy*, *First Aid Policy*, and *Emergency Procedures*, are available on our website. We recommend that you familiarise yourself with them so that you can work within our safety guidelines for your own benefit and the benefit of others in the College community.

Safety Procedures for Volunteers and Visitors

First aid is available to all people at this College, including visitors & volunteers, and is administered according to set procedures by a trained First Aid Officer. Access to the first aid room can be organised by the Office should medical assistance be required. If an injury has occurred, you may be asked to complete some incident-related documentation.

Report to College Office on arrival and sign in at Reception.

1. Wear your ID badge while on College grounds.
2. Ensure that you:
 - Stay within designated areas
 - Use only the toilets or amenities allocated to you.
3. If an emergency evacuation or lockdown is called, ensure that you follow the College's Emergency Procedures.
4. Smoking, alcohol and illegal drug use are not permitted.
5. If a safety incident occurs, advise the College Office or staff member immediately.
6. If first aid is required, contact the College Office immediately.
7. If you identify a potential safety hazard, advise the College Office immediately
8. On completion of your visit, sign out

Emergency Procedures

Emergency drills, i.e. lockdown and evacuation, are carried out regularly so that the College community can respond calmly, quickly and safely. Visitors & Volunteers **MUST** follow the procedures whether it is a real emergency or a drill.

Evacuation: Move quickly via the most direct and safest route to the grassed area in front of the bus zone. Students line up in alphabetical order in their homeroom. If it is not safe to move to this area, move quickly to the alternate route which is at the western end of the staff carpark.

Lockdown: Move quickly to the nearest room and if locked identify yourself by your name, the name of your son/daughter and his homeroom class. Once inside the room follow the directions of the staff member.

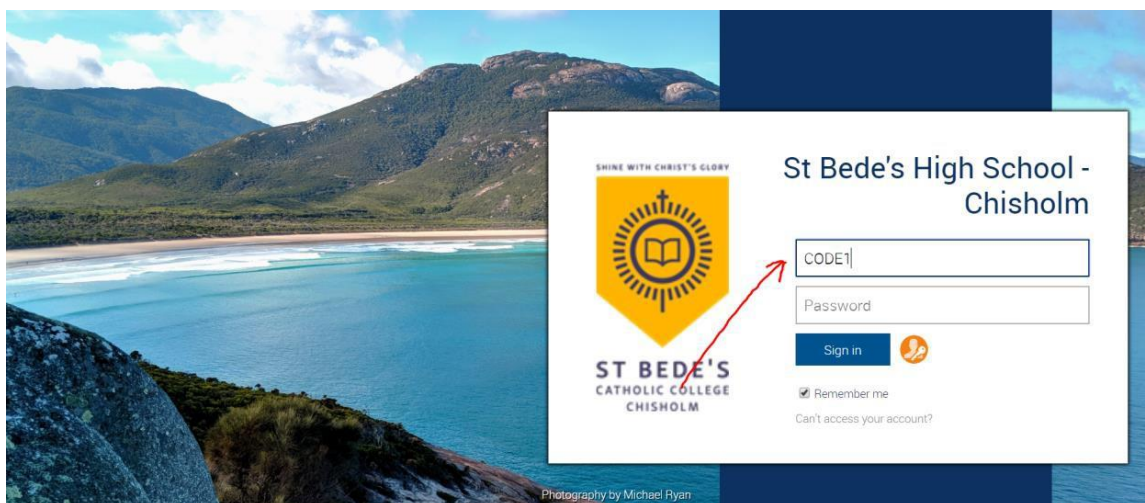
If a drill or an emergency is signalled, please ensure that you:

- Follow the *Emergency Procedures*
- Proceed calmly to the emergency Assembly Point.
- Follow the directions of school staff.

The signal that an EVACUATION emergency is occurring is a continuous siren which alternates between a low and high tone. The LOCKDOWN signal is the normal bells for change of periods running continuously for a minute.

Logging into the Parent Portal for the First Time

1. Go to <https://sbhschisholm-nsw.compass.education/> on a computer. This link is also available by going to the School Website, clicking Compass Parent Portal at the bottom of the page.



2. Enter your **Username** & **Password** from your Parent Letter.

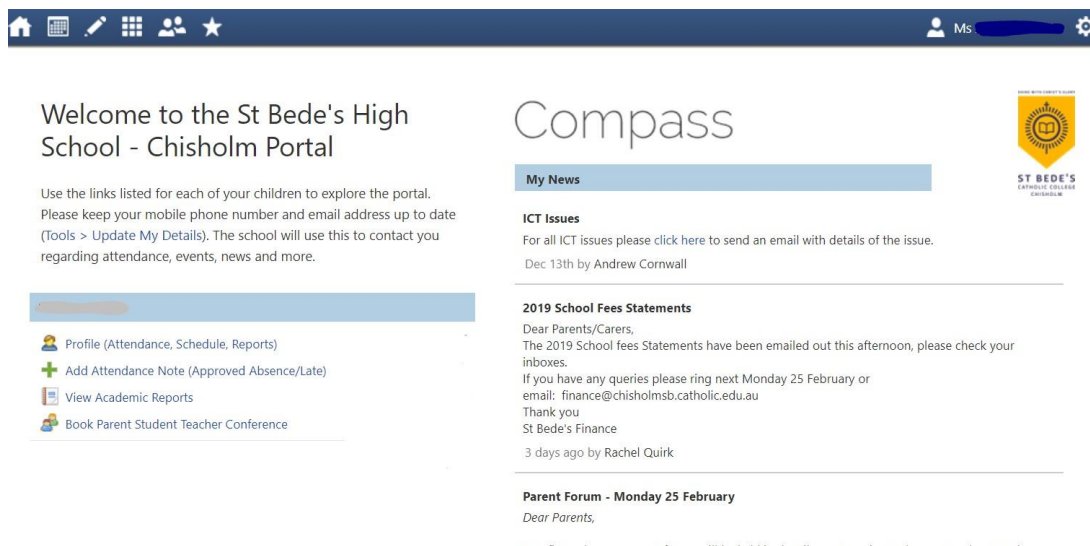
3. You will be prompted to confirm your contact information. Please ensure that your contact details are correct. Click the **Update My Details** button.

4. You will be prompted to **create a password**. Note that your password must:
- Be at least eight characters in length
 - Contain at least one UPPERCASE and one lowercase letter
 - Contain at least one number



Click **Save** when you have created your password.

5. You will be redirected to the Compass homepage where you will be able to view your student's profile and schedule, add attendance notes, view reports and any news feed items that may be relevant to your student.



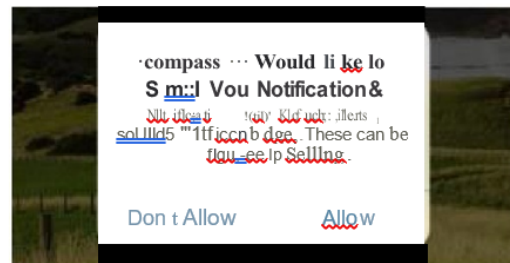
Logging into Compass using a smartphone

Please note: It is recommended that you first log into Compass through a computer as you will be prompted to update your contact details & create a password. These instructions have been created using an Apple iPhone, but the interface is the same for other smartphones.

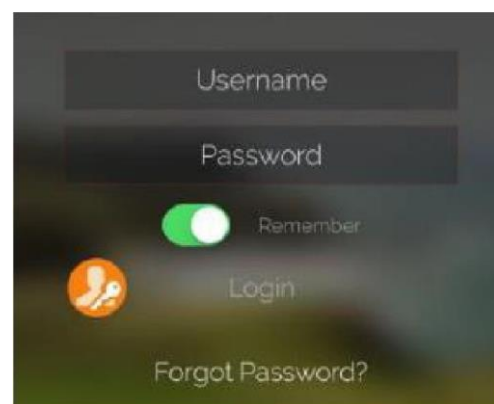
1. Download the **Compass School Manager APP**. This can be downloaded from the Apple App Store & Google Play Store



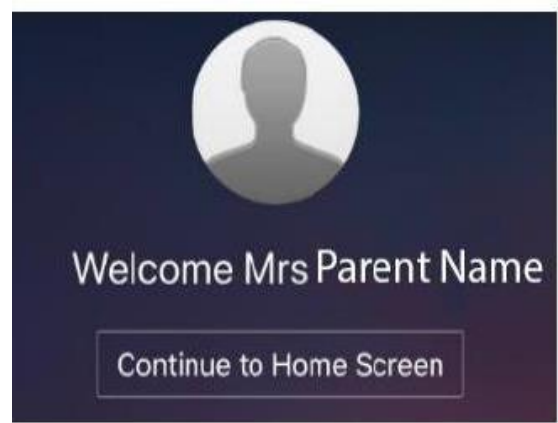
2. Open the application. You will be prompted to **Allow** Compass to send you notifications. This is important as the school can send push notifications for immediate alerts to be sent to your phone



3. Search for St Bede's Catholic College Chisholm and select this option
4. You are now on the login screen. At this screen you will need to enter your Username (given to you by the school) and Password (created by the user when they log on for the first time on a computer)



- When you log in you will be redirected to a welcome page. Click continue to Home Screen.

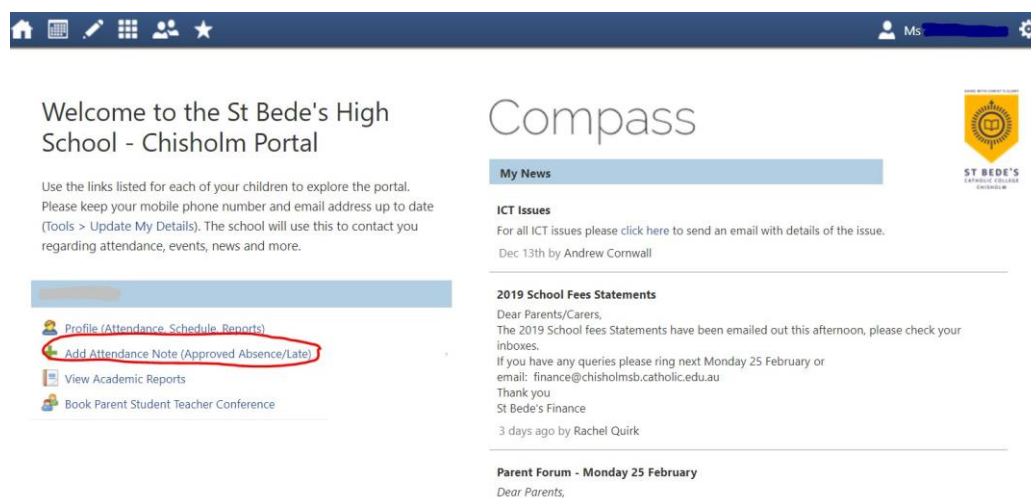


- You have now successfully logged into the **Compass Parent Portal**. This page will display the school photos of any students you have enrolled at St Bede's. Clicking on a student photo will give you more information about that specific student.



- Note: If you want to get the full functionality in Compass via the App click on the three horizontal lines in the top left corner of the screen then hit Open in the Web Browser

Adding an Attendance Note



1. Go to your Compass homepage and select **Add Attendance Note/Approval (Approved Absence/Late)** for the chosen student.
2. Select your reason from the drop-down menu and enter details/comments where necessary.

Attendance Note Editor

Note Details

Person: [Dropdown]

Reason: [Enter a reason...]

Details/Comment: [Text Area]

Important Notice

In clicking 'Save', you understand, certify and accept that you are a listed parent/guardian for this child, and the information above is correct; and this online approval does NOT constitute a medical certificate; and students enrolled in HSC are required to submit a medical certificate to the school in addition to this approval; and any fraudulent action or intentional misuse of this feature may result in administrative, criminal and/or civil action against you (by your registered school, affiliated entities and/or the product issuer).

Start: 24/02/2019 08:00 AM [Select a period...]

Finish: 24/02/2019 05:00 PM [Select a period...]

Potentially Affected Sessions

Activity	Start	Finish
There are no activities for this user during the specified time.		

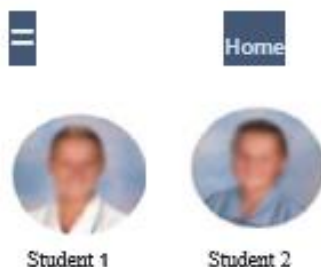
Save Cancel

Medical - Illness
Includes: Sickness, medical and dental treatment
Medical - Appointment
Includes: Appointments with medical professionals, dental practitioners
Holiday
Student does not attend school due to student/family holiday
Other Explained Absence
School has received a satisfactory explanation for a student's absence. Includes: misadventure or unforeseen event, participation in non-school events, domestic necessity such as serious illness of an immediate family member, attendance at funerals, recognised religious festivals
Natural Disaster
Student is unable to attend school due to an extreme weather event or other natural disaster. Includes: Bushfire, flood, storm events

3. When finished, click **Save** on the bottom right corner
4. When you have entered your Attendance Note, it will be entered in the list of Attendance Notes/Approvals

Attendance Notes/Approvals						
+ Add Note/Approval						
Start	Finish	Reason	Entered By	V	Entered	
01/01/2018	31/12/2018	[Dropdown]	[Text]	[Dropdown]	[Text]	
26/03/18 08:00 AM - 26/03/18 05:00 ...		Other	(Parent) Mrs...	-	25/03/18	

Adding an Attendance Note on a Smartphone



1. Go to your Compass App homepage and select the student you would like to insert the attendance note for.

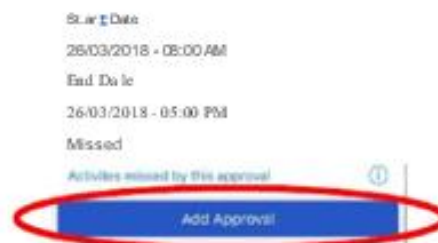


2. Select the **Approvals** tab along the top ribbon.
3. Press the **blue+ button** in the bottom right corner to create a new attendance note

4. Select the **Reason**, enter a **Comment** and **select the date(s)** the student requires the absent note from. When finished, click **Add Approval**.

Reason
Details/ Comments Medical - Illness
Student has been absent due to illness.

5. A pop-up will appear to tell you that the note has been successfully added



Note successfully added

Okay

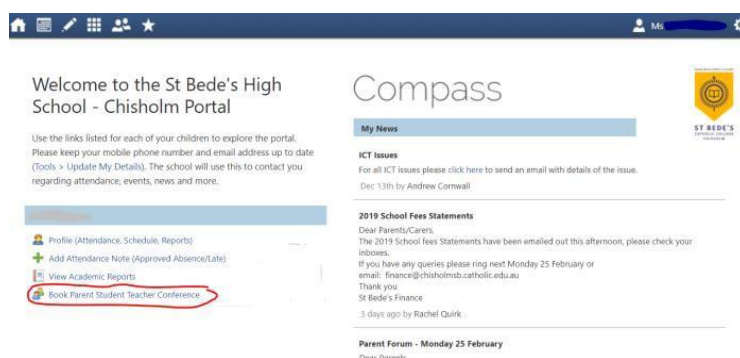
6. When you have completed this process, it will now look like this in your Attendance Notes/Approvals section:



Booking Parent/Teacher/Student Conferences

1. Go to Compass Homepage and select the **Book Parent Teacher Interview** link

NOTE: this link will only be available when there is a Parent/Teacher/Student session organised for the student's specific year group.



2. Any available cycles will be visible here. For this example, the interviews will occur on Thursday March 29 between 9am and 3.50pm. Click the **My Bookings** button.

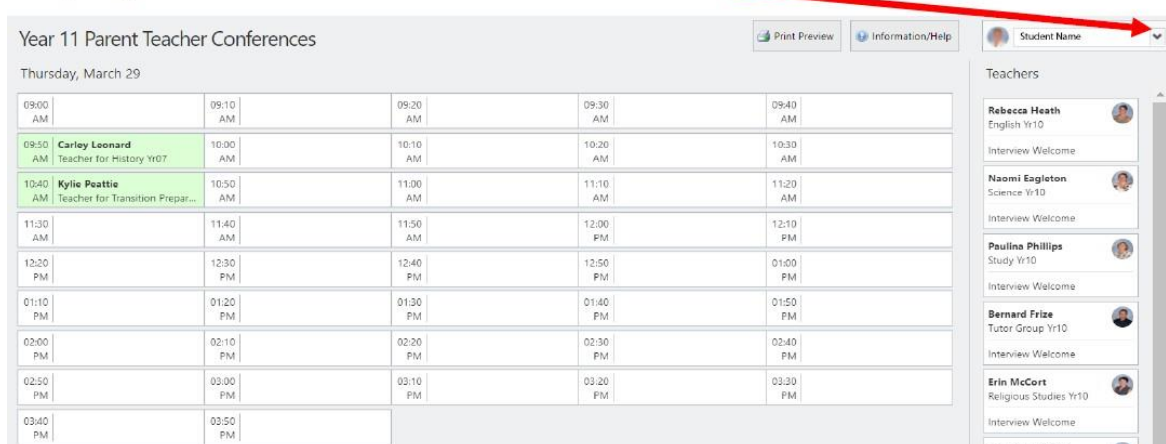


Note: The first time you log into the booking session, there will be instructions on how to complete the booking process. These examples skip these steps.

3. Click the **Start Booking Now** button



4. When booking, the time slots that are available for the day are visible on the left. Your child's teachers are available on the right-hand side. To swap between your children at St Bede's you can click the down arrow labelled here:



5. To book a certain teacher, select them from the list on the right-hand side. When you select the teacher, you can select any white timeslot. **If the timeslot is grey, this means that they are already booked for this time**

Year 11 Parent Teacher Conferences

Thursday, March 29

Time	Teacher	Student	Parents
09:30 AM	Carley Leonard	Student Name	Parents Name(s)
10:00 AM	Rebecca Heath	Student Name	Parents Name(s)
11:00 AM	Matt Wilks	Student Name	Parents Name(s)
11:30 AM	Rebecca Heath	Student Name	Parents Name(s)
12:00 PM	Matt Wilks	Student Name	Parents Name(s)
01:00 PM	Rebecca Heath	Student Name	Parents Name(s)
02:00 PM	Matt Wilks	Student Name	Parents Name(s)
03:00 PM	Rebecca Heath	Student Name	Parents Name(s)

Teachers:

- Rebecca Heath
- Matt Wilks
- Carley Leonard

6. When you select your timeslot, you must confirm this booking by clicking **OK**.

Confirm Booking

Reason: English Yr10

Staff Member: Rebecca Heath

Student: Student Name

Time: Thursday, March 29 2018 - 10:10 AM

Cancel

7. When you have selected all your interview timeslots, click the **print preview** button to produce a list with chosen times for interviews.




Bookings for Year 11 Parent Teacher Conferences

Print Bookings

Booking Time

Student and Parent Information

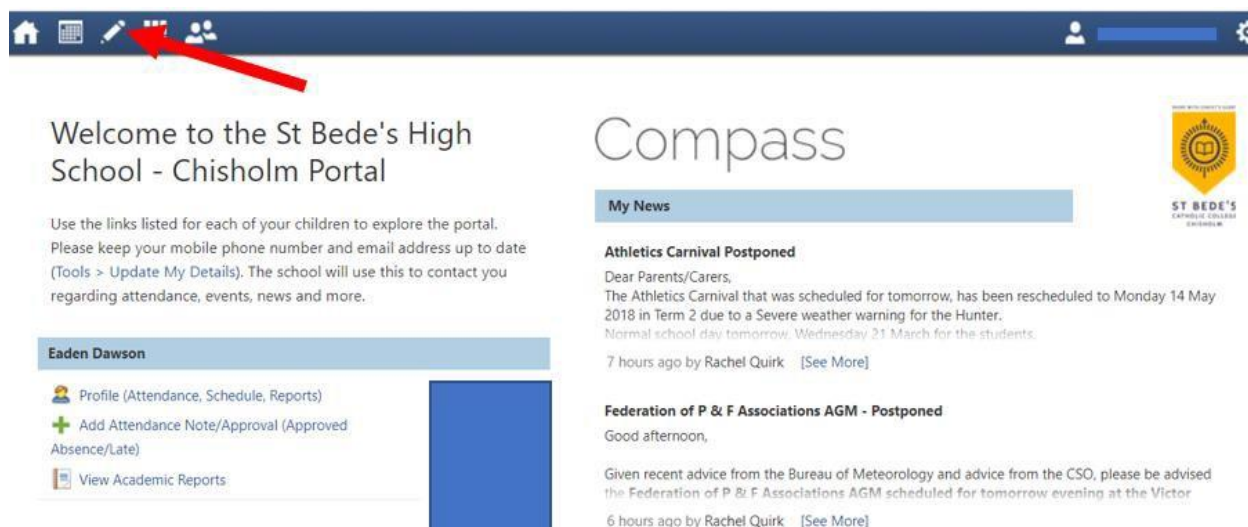
Interview Information

Thursday 29/03 09:50 AM	 <p>Student: Student Name Parents: Parents Name(s)</p>	<p>Teacher: Carley Leonard</p> <p>Teacher for History Yr10</p>
Thursday 29/03 10:00 AM	 <p>Student: Student Name Parents: Parents Name(s)</p>	<p>Teacher: Matt Wilks</p> <p>Teacher for Technology Yr07</p>
Thursday 29/03 10:10 AM	 <p>Student: Student Name Parents: Parents Name(s)</p>	<p>Teacher: Rebecca Heath</p> <p>Teacher for English Yr10</p>

Accessing Learning Tasks

To access these assessment tasks, follow the following steps:

1. Click on the pencil then click on 'Learning Tasks'



Welcome to the St Bede's High School - Chisholm Portal

Use the links listed for each of your children to explore the portal. Please keep your mobile phone number and email address up to date (Tools > Update My Details). The school will use this to contact you regarding attendance, events, news and more.

Eaden Dawson

- Profile (Attendance, Schedule, Reports)
- + Add Attendance Note/Approval (Approved Absence/Late)
- View Academic Reports

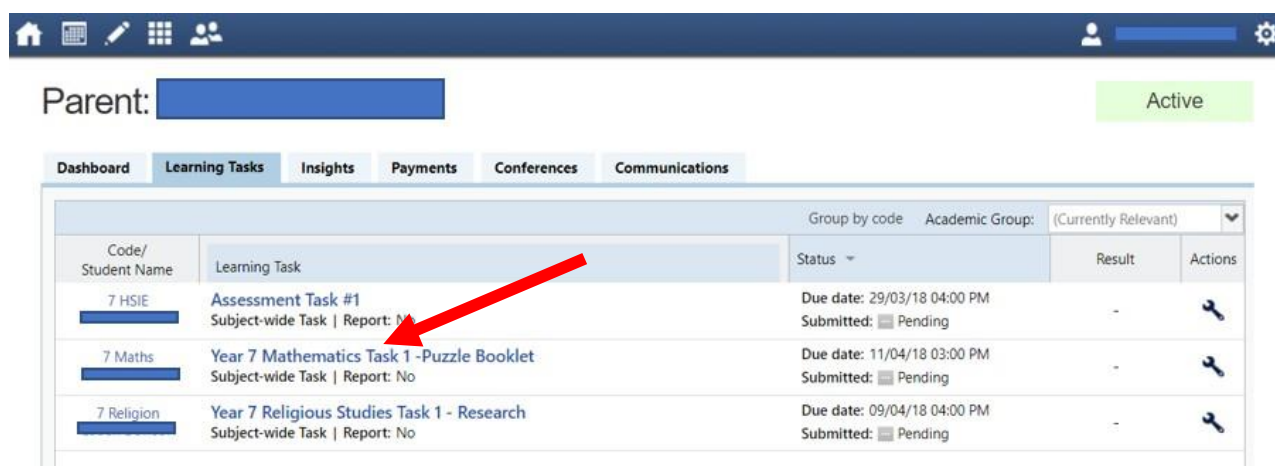
Compass

My News

Athletics Carnival Postponed
Dear Parents/Carers,
The Athletics Carnival that was scheduled for tomorrow, has been rescheduled to Monday 14 May 2018 in Term 2 due to a Severe weather warning for the Hunter.
Normal school day tomorrow, Wednesday 21 March for the students.
7 hours ago by Rachel Quirk [See More]

Federation of P & F Associations AGM - Postponed
Good afternoon,
Given recent advice from the Bureau of Meteorology and advice from the CSO, please be advised the Federation of P & F Associations AGM scheduled for tomorrow evening at the Victor
6 hours ago by Rachel Quirk [See More]

2. All Learning Tasks that are published will appear. To view the details of any task, click on the title.



Parent: [Redacted] Active

Dashboard Learning Tasks Insights Payments Conferences Communications

Code/ Student Name	Learning Task	Status	Result	Actions
7 HSIE	Assessment Task #1 Subject-wide Task Report: No	Due date: 29/03/18 04:00 PM Submitted: Pending	-	[Wrench Icon]
7 Maths	Year 7 Mathematics Task 1 -Puzzle Booklet Subject-wide Task Report: No	Due date: 11/04/18 03:00 PM Submitted: Pending	-	[Wrench Icon]
7 Religion	Year 7 Religious Studies Task 1 - Research Subject-wide Task Report: No	Due date: 09/04/18 04:00 PM Submitted: Pending	-	[Wrench Icon]

3. In the Task details you will see the instructions to students, due date, whether or not online submission is required and any relevant attachments.

Learning Task - Year 7 Mathematics Task 1 -Puzzle Booklet

Task Details **Feedback**

Name: Year 7 Mathematics Task 1 -Puzzle Booklet
Due Date: 11/04/2018 03:00 PM
Online Submission Enabled: No

Feedback will be made visible by clicking on this tab when available.

Dear students,

Your Puzzle Booklet is due on Wednesday 11 April. Make sure you upload your booklet electronically as a single pdf document through your student portal in Compass.

I wish you every success.

Mr Donohoe

Some tasks may be required to be submitted online. Students will be instructed to do this through their portal.

Tasks and notifications are attached here.

Attachments

- Task 1 Notification
- Task 1 Details

- 4 When you click on the feedback tab and feedback has been made available it will appear here. Feedback may take varying forms dependant on the task. Some teachers will for instance provide comment on the paper itself.

Learning Task - Year 7 Mathematics Task 1 -Puzzle Booklet

Task Details **Feedback**

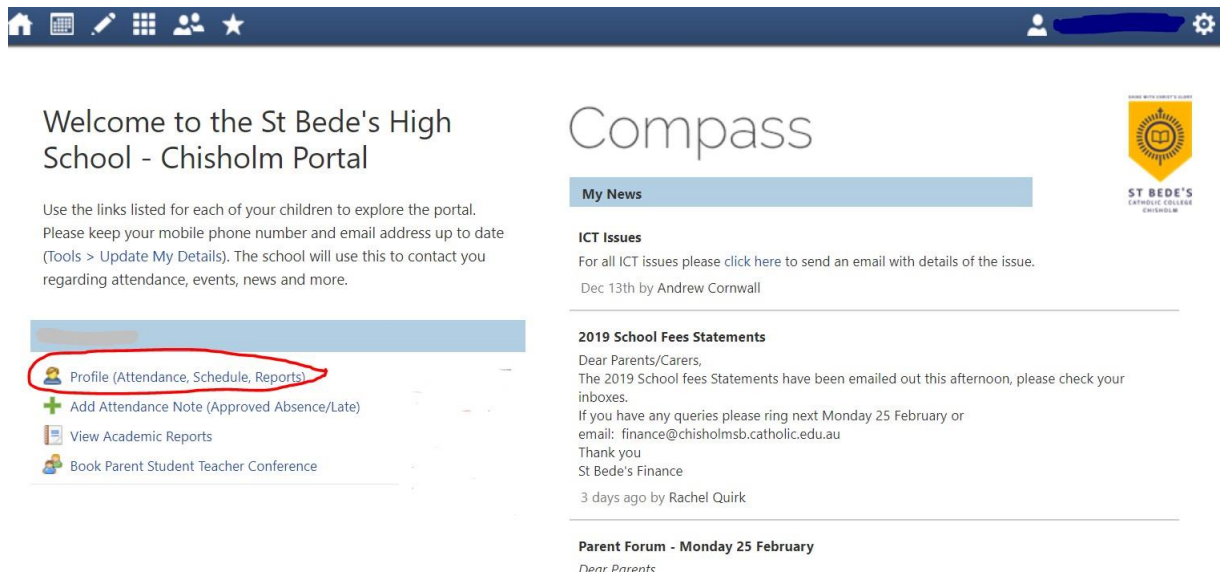
Grades

Cover Page	B
Layout and Structure	C
Puzzles	B
Mental and Written Computation	B
Computation with Integers	A
Overall Grade	B
Comment	You have made a solid attempt at this task Eaden. Your title page was engaging and very creative. You have demonstrated a thorough understanding of mental and written computation. You chose a very extensive variety of puzzles which are suitable for a broad range of abilities.

Teacher Responses

Filename	Uploaded
No responses have been uploaded yet	

Accessing the Student Profile



Welcome to the St Bede's High School - Chisholm Portal

Use the links listed for each of your children to explore the portal. Please keep your mobile phone number and email address up to date (Tools > Update My Details). The school will use this to contact you regarding attendance, events, news and more.

Profile (Attendance, Schedule, Reports)

+ Add Attendance Note (Approved Absence/Late)

View Academic Reports

Book Parent Student Teacher Conference

Compass

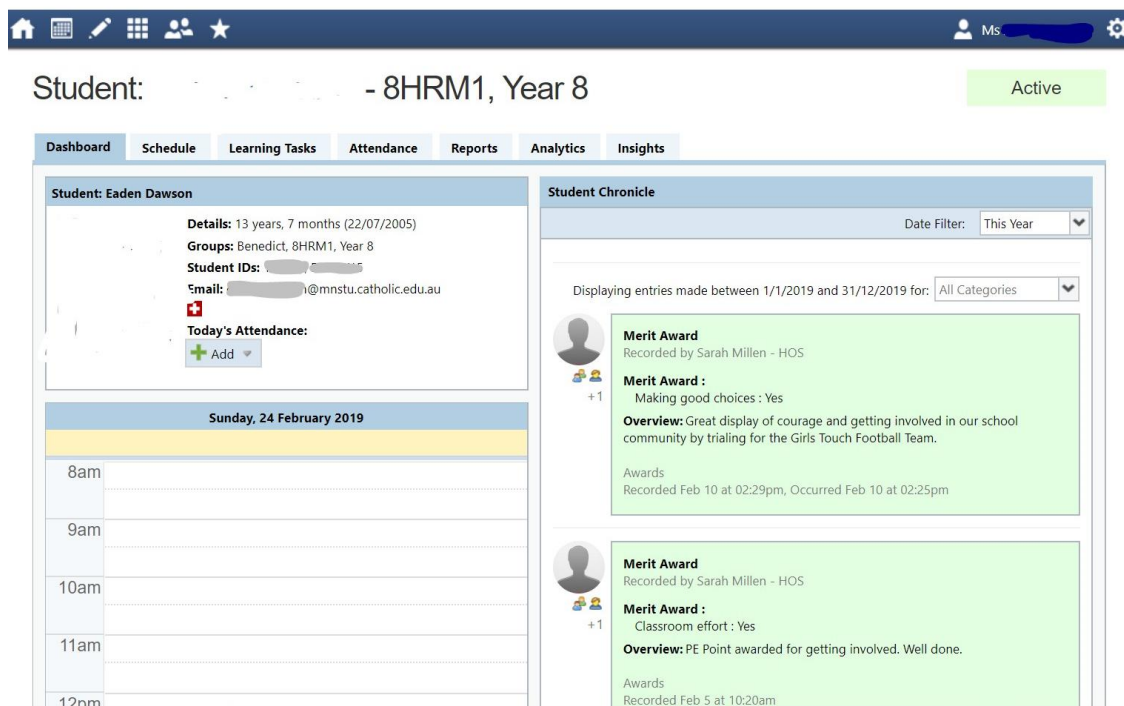
My News

ICT Issues
For all ICT issues please click here to send an email with details of the issue.
Dec 13th by Andrew Cornwall

2019 School Fees Statements
Dear Parents/Carers,
The 2019 School fees Statements have been emailed out this afternoon, please check your inboxes.
If you have any queries please ring next Monday 25 February or email: finance@chisholmsb.catholic.edu.au
Thank you
St Bede's Finance
3 days ago by Rachel Quirk

Parent Forum - Monday 25 February
Dear Parents

1. The timetable for the day will appear in the bottom left of the screen. On the right side of the screen will appear student chronicle entries. Green indicates positive notes of affirmation or merit awards. Amber indicates points that require attention. The notes can be filtered by year.
2. The child's schedule, Learning Tasks, Attendance profile and reports can be accessed via the tabs below the student's name.



Student: **Eaden Dawson** - 8HRM1, Year 8 Active

Dashboard **Schedule** **Learning Tasks** **Attendance** **Reports** **Analytics** **Insights**

Student: Eaden Dawson

Details: 13 years, 7 months (22/07/2005)
Groups: Benedict, 8HRM1, Year 8
Student IDs: [REDACTED]
Email: [REDACTED]@mnstu.catholic.edu.au

Today's Attendance:
+ Add

Sunday, 24 February 2019

Time	Attendance
8am	
9am	
10am	
11am	
12pm	

Student Chronicle

Date Filter: This Year

Displaying entries made between 1/1/2019 and 31/12/2019 for: All Categories

Merit Award
Recorded by Sarah Millen - HOS
+1
Merit Award : Making good choices : Yes
Overview: Great display of courage and getting involved in our school community by trialing for the Girls Touch Football Team.
Awards
Recorded Feb 10 at 02:29pm, Occurred Feb 10 at 02:25pm

Merit Award
Recorded by Sarah Millen - HOS
+1
Merit Award : Classroom effort : Yes
Overview: PE Point awarded for getting involved. Well done.
Awards
Recorded Feb 5 at 10:20am

Appendix 1 – 2023 Assistant Principal Portfolios



2023 Assistant Principal Portfolios

Mrs Emma South		Mr Brett Donohoe	
Wellbeing	Year 8, 9 & 10	Wellbeing	Year 7, 11 & 12
Learning	Religious Studies English HSIE Creative Arts Languages	Learning	Mathematics Science Technologies PDHPE Vocational Education

Appendix 2 - Communication Flowchart

