

ST SAVIOUR'S COLLEGE

Integrity is our Strength



Parent Handbook ***A-Z Reference Guide***

2017





PRINCIPAL'S MESSAGE

Dear Parents and Carers

This handbook has been developed as a means of ensuring you are provided with relevant information about expectations and routines at St Saviour's College. I encourage you to take time to make yourself familiar with its contents and to keep it handy for future reference, I hope that it will further improve communication and understanding between home and school. An updated version of this document is located on our College website ssc@admin@twb.catholic.edu.au for easy reference.

St Saviour's College is committed to supporting the faith, academic, social and emotional growth of our girls. Staff have created a professional learning environment which allows for the free exchange of ideas that revolve around what is best for all. We work collectively to design and implement best teaching practices in education as we grow and learn together.

A strong partnership between parent, student and teacher is essential. We are committed to the value of parental involvement at home and in school as a critical component of your daughter's education.

In the future, as in the past, we will work passionately and cooperatively with all members of our College community to enhance the lives of children.

If you have questions you would like to discuss with us, the door is always open.

Yours sincerely

Ms Sharon Collins
(Acting) Principal

.....to do the ordinary, extraordinarily well....

Catherine McAuley

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Absences

A parent/carer must ring the College Absentee Line (07 4637 1615) to explain the absence of a student for that day by 9:00am. If we do not receive confirmation from you by this time, we will SMS you to confirm your daughter's absence. A written confirmation of the absence should be provided to your daughter's Homeclass teacher on her return.

Planned Absences (special leave)

If the absence is planned a parent/ carer must notify the College in writing two weeks prior, addressing the request to the College Principal. The student must collect an "Application for Academic leave" form (from the Assistant Principal Curriculum) which she is to take to all her teachers to ensure that any work requirements are met. This is given returned to the Assistant Principal Curriculum for comment. The Student Services School Officer will copy and return the form to your daughter. This process takes two weeks from the time of the request. The College encourages all appointments and holidays to be planned during school vacation period.

Accidents/Illness

If an accident has occurred at the College or a College event, an Incident Form will be completed by the supervising teacher. These forms are available from the Assistant Principal Administration. Full details are required on these forms including: what activity was undertaken, when, where and how the incident happened and names of witnesses to the accident. Students are covered for all school based activities through Catholic Church Insurance. If a claim is being made under the Student Liability Policy, please contact the Principal.

Accidents - Minor accidents are reported at the Student Services and injuries will be treated by a First Aid Officer, who holds a current certificate in Senior First Aid procedures. A record of all treatment is kept and parents are informed immediately of any accidents of a serious nature – i.e. requiring ambulance care, assistance or hospitalisation. The Principal and Assistant Principal Administration are informed immediately of all serious accidents. If the student is seriously injured or ill, she will be taken to the nearest hospital (usually Toowoomba General) accompanied by a member of staff. Parents/carers are notified immediately and requested to meet the student at the hospital.

Illness - Students who become ill at school must notify their current teacher and report to the Student Services. They are placed in sick bay for approximately an hour and a judgement is made as to whether they are able to return to class or need to go home. The parent/carer is contacted by the College (**not by the student**) and will be asked to collect the student and take her home until she is well enough to return to school. Students are not permitted to walk home if ill.

Contagious/Infectious Illnesses

If a student has a contagious illness then they need to follow Queensland Health guidelines about the time of the absence required by QLD health.

In the case of an infectious disease (refer to the Queensland Health guidelines) a medical clearance is required before re-entry into the classroom is allowed. The College must be notified of the illness so appropriate procedures can be implemented.

Medication – Only medications that have a pharmacy label with the student's name and appropriate dosage can be administered by our First Aid Officer. A Medication Record is kept by the College and all medications must be handed in at the Student Services for

secure keeping. **The College is unable to administer Paracetamol (or similar) unless the above standards have been met.**

Assemblies

College assemblies are held every Friday in the Callaghan Centre and parents are welcome to attend. It is expected that all students participate in this College event in a respectful manner. The purpose of assembly is to celebrate our identity as a College Community.

Assessment

Assessment is an integral part of the learning process as it provides information about student progress and needs. As a rule, students will be required to complete at least three assessment pieces per semester unit, including assignments and/ or oral presentations and examinations. To assist students and their parents in time management, an assessment calendar outlining the year level assessment schedule is issued to all students early in the semester and is uploaded on to the College website.

All students receive the written details regarding the assessment task, instructions and criteria for assessment in advance of the due date of the assessment.

The College assessment policy and guidelines are included in the Student Planner, issued to each student at the beginning of the school year. Students require a medical certificate if they are absent for examinations or assignment due dates. A senior student's failure to submit or complete an assessment item, places in jeopardy her attainment of an Overall Position and/or the eligibility for the Queensland Certificate of Education (QCE).

Assignment Extensions

A student may be granted an extension of a set number of days under the following circumstances:

- If the teacher concerned is consulted **three days prior** to the due date and sufficient reason for an extension is determined. An extension application is then completed and signed by the relevant teacher and Learning and Teaching Middle Leader after consultation with the Assistant Principal Curriculum. The completed and approved extension form must be attached to the piece of assessment.
- If exceptional circumstances apply (eg illness, bereavement) and the Assistant Principal Curriculum can verify the circumstances.

Behaviour and Expectations

Student behaviour, and indeed the behaviour of all members of the College community, centres on respect – respect for self, others and others' property. The College expectations centre on spirituality, community, celebration, the individual and empowerment. If a student has difficulty following the College's expectations then she is challenged and supported to meet them. The College will work with parents to ensure the student meets our expectations.

Booklists

Stationery and Book lists are published on the College Website and can be obtained from Browns Office Choice:

Bernoth Centre
663-667 Ruthven Street, Toowoomba
A link on the website under:
Our Publications will give you the
Booklist for the year.

Ph. 07 4632 1225

Bus Fare Assistance Program (BFAP)

If you are currently eligible for BFAP, or think you may be eligible, it is to your advantage to refer to the website www.qcec.qld.catholic.edu.au.

As of October 2008 all BFAP applications are submitted online. There are now strict deadlines for these applications. Your application **must** be received in May of each year for Semester One and in October of each year for Semester Two. No late applications will be accepted.

If you have any questions about this system you can contact the Transport Assistance Office at Queensland Catholic Education Commission on 07 3336 9286 or visit their website www.qcec.qld.catholic.edu.au.

Bus services/local bus lines

The local bus providers details are below:

Stonestreet Coaches 07 4687 5555
(servicing South/Western outskirts of Toowoomba)

Bus Queensland – Wilsonton (previously Sunbus) 07 4633 1177
(servicing areas within the Toowoomba town boundary plus Oakey and Kingsthorpe)

Bus Queensland - Harristown (previously Kynoch Coaches) 07 4634 9550
(servicing areas outside the Toowoomba town boundary excluding Oakey and Kingsthorpe)

Camps/Retreats

Camps/Retreats are provided to particular year levels as part of the pastoral care and spiritual program and therefore **attendance at these activities is compulsory as per our enrolment contract.**

Careers

The VET/Pathways Coordinator offers all students access to information and resources relevant to education and career pathways. These include university, TAFE and School Based Traineeships.

Classroom Expectations

The classroom teacher, in consultation with the students, will establish the classroom procedures and rules to create a safe learning environment.

It is expected that students will come prepared to all classes. Students should take materials for the two classes being offered between breaks. Lockers should only be accessed during scheduled breaks. No student should return to her locker between periods. The expectations of our students at St Saviour's College are that they are:

- respectful
- punctual and prepared
- actively engaged in learning
- tidy
- encourage others to learn

College Board

St Saviour's College Board, consisting of parent, staff and community representatives, as well as the College Chaplain, provides the opportunity for members of the school and the wider Diocesan community, to support the mission of Catholic education at St Saviour's College. Working with the Principal, the Board members provide leadership to the College community.

The Board has a decision-making role in policy development. The policies of the College are always set within the wider mission of Catholic Education and specifically within the framework determined by the Toowoomba Catholic Education Office.

The Board's Finance Committee helps oversee the financial planning and operations of the College. This committee includes: the Principal, the Chairperson of the Board, an elected member, one parent representative from the College Parents and Friends Association and a community representative.

Communication

Student Planner: Each student will be issued with a Student Planner at the beginning of the year. Parents/Carers may communicate with the College via this document.

Fortnightly Newsletter - A fortnightly e-newsletter is sent to all parents/carers so they are kept informed of current events. Parents are encouraged to keep their email details up to date as they receive this publication via email. It is also published on the College website.

College website – The College website contains a comprehensive overview of College events, curriculum, initiatives and news. A new website will be active at the beginning of February. Details will be published in the College newsletter.

The Circle - This is a biannual College publication providing information about the celebratory life of the College.

College Magazine - This is published annually and one copy is provided to each family.

Parent Calendar – The parent calendar is published on the College website. A hard copy is sent to each family at the beginning of each year.

Contact details

Postal address:

St Saviour's College
P O Box 1929
Toowoomba Qld 4350

Campus address:

St Saviour's College
Neil Street
Toowoomba Qld 4530

Telephone

General	4637 1600
Student Absentee Line	4637 1615
Office Manager	4637 1664
Enrolment enquiries	4637 1664
Fee Enquiries	4637 1665
College Uniform Shop	4639 1335
McAuley House Residential College	4637 1699

Facsimile

College	4637 1601
McAuley House Residential College	4637 1601

Email: sscadmin@twb.catholic.edu.au

Student Assistance: [:besafe@stsav.qld.edu.au](mailto:besafe@stsav.qld.edu.au)

Website: <http://www.stsav.qld.edu.au/>

Counsellors

The College offers the services of a personal counsellor.

The personal counsellor works on a part-time basis and is available for all students. All discussions with the counsellor are confidential except in a Child Protection issue when, by law, the Principal must be contacted, as well as the relevant authorities. Parents are welcome to access counselling services to enhance the development and support for their daughters.

Career Counselling

The VET Pathways Coordinator oversees the career advice to students.

Relevant current careers information is available to parents and students, including information on tertiary studies. Students are offered regular opportunities to explore career options including Career and Vocational Days and University visits.

Senior Education Training Plans that are completed by students in Year 10.

Curriculum Organisation

Senior

The senior school curriculum follows the syllabus requirements of the Queensland Curriculum and Assessment Authority (QCAA) for authority subjects and authority registered subjects. The College develops Work Programs and Study Plans that are approved and follow the system of external moderation of school-based assessment. Teacher judgments about the standards achieved by our students are moderated by the QCAA using trained expert panels of teachers.

Students may choose a School Based Traineeship. This is overseen by the Pathways Coordinator.

All senior students complete either Study of Religion or Religion and Ethics.

Junior

The Year 7 to 10 curriculum is based on the Australian Curriculum and QCAA documents. The College offers Religious Education according to the Toowoomba Diocesan Religious Education guidelines.

Daily Routines

The College day begins at 8.30am with a compulsory Homeclass meeting which includes prayer, the marking of the roll and discussion of activities. Students then move to class. The day is divided into six (6) lessons; two lessons followed by a forty (40) minute lunch break; two lessons then a twenty (20) minute afternoon break and two lessons. **It is expected that students are at school 15 minutes prior to the start of the day at 8:15am.**

Attendance at assemblies, pastoral care days and sport are part of the College expectations.

Diary – see Student Planner

Dress Code and Appearance – also see uniform and Student Planner

The College uniform is the “badge” of the College and as such, must be worn correctly at all times. It is the expectation that the uniform (including hat) will be **clean and tidy** at all times. Should you have difficulty cleaning the hat, the College Uniform Shop offers a cleaning service.

Make-up:

Natural looking tinted moisturiser is permitted. No other cosmetics, including eyeliner, mascara, blush, eye shadow, lipstick or coloured lip gloss are to be worn with the uniform.

Hair:

Collar length hair (or longer), must be tied back and up at all times. Hair must be pinned off the face. The only hair attire to be worn with the uniform is a plain black, red, green or white hair band and a plain red, white or green ribbon. Headbands with bows and any other detail are not permitted to be worn with the uniform. Hair must be worn in a natural style and colour and hair extensions are not permitted

Jewellery:

A plain watch and a single pair of plain small gold or silver studs or sleepers may be worn in the lower lobe only. We do not allow the wearing of bracelets, rings, necklaces, arm bands, anklets, ankle bands or any other type of jewellery.

Any jewellery or other items worn to school that do not comply with the dress standards will be confiscated, sealed in an envelope and held by the school officer, Student Services until the end of term. Students will receive a letter notifying their parents/carers of infringements.

Driving to School

Licensed students are permitted to drive themselves and siblings/family members to and from school. Transportation of other students can only occur with the written consent from both parents/carers of the driver and the passenger. A College permission form must be completed and approval from the Principal be granted prior to driving to school. A register of permission is maintained at the office. Please NOTE council restrictions apply for parking and the College takes no responsibility for any fines or consequences that may occur.

Early Departures

On occasion, it may be necessary for students to leave school early. When this arises, students are required to bring a signed and dated note from their parent/carer, stating the reason. This note is shown to the Homeclass teacher during morning Homeclass. When the student leaves the College, she must show the slip to her classroom teacher, then sign out at the Student Services desk.

Early Leave – See absences and lateness

Email Access for Parents sscadmin@twb.catholic.edu.au

Parents may communicate with the College via E-mail. We ask that you please be mindful of the following:

- Use e-mail only for non-urgent matters identifying your purpose in the subject line of your message.
- Your e-mail will be answered as soon as possible.
- E-mail may be used to give the College advanced notice of planned absences.

- Any student's academic progress and behavioural matters are best addressed by telephone or by scheduling a personal appointment with the student's Homeclass or subject teacher.

Environment

It is the responsibility of all students to maintain a clean and well-presented school environment. Each student is expected to share this responsibility.

Examination Procedures

Senior

Examination blocks are conducted at the end of each term.

Vocational Education and Training students may be required to attend scheduled classes to allow for completion of competencies.

Students who are absent from an examination must provide a medical certificate for illness. Absence due to unforeseen circumstances or emergencies must be explained in writing from parents/carers. Documentation that can substantiate the absence must be supplied to the Assistant Principal Curriculum who will arrange for a fair and reasonable alternative.

No examinations in the senior school can be scheduled ahead of the programmed time to ensure the security of the whole cohort. Examinations may be completed after the scheduled time; however, the results will be taken as indicative of the student performance and will not necessarily contribute to the student's assessment record.

Junior

Examinations for the junior school are offered at the end of each term. These examinations are conducted in the normal classrooms with the classroom teacher supervising.

Students who are absent due to illness or emergency must provide a note from parents /carers which is to be given to the subject teachers.

Rules for examinations are as follows:

- Students are NOT permitted to talk or communicate with any other student for the period of the examination.
- Students are NOT permitted to borrow or share equipment during an examination.
- It is the responsibility of the student to ensure that their work is covered and that they have no material near or on them that would suggest cheating.
- If the student has a question or problem, they are to raise their hand and wait for the supervisor to come to them.
- It is the responsibility of the student to ensure that they have their name on the test and all loose papers that are to be submitted at the conclusion of the examination.
- If there is perusal time, no student may write on the paper, or touch a calculator during this time.
- Students must wear their formal uniform if it is not a Sports Day.

Excursions

Excursions are learning experiences external to the school site and are an integral part of the school's curriculum and the students' learning program. For excursions that do not require an overnight stay, parents will be notified of the full details through an information proforma issued by the classroom teacher. Medical details are given to the Teacher in Charge of the excursion.

A medical condition form and parental permission form is required for any excursion requiring multiple days, or overnight accommodation.

Some excursions offer enrichment to the planned curriculum and therefore are optional for students. These may require an additional cost and parental permission.

All excursions must have the approval of the Leadership Team and adhere to workplace safety guidelines, identifying potential problems or dangers in order to plan for such happenings.

Where an excursion requires full College uniform, no student will be able to participate unless she is in full academic uniform including the College hat.

Fees and Resources

Fees are charged to families in ten monthly billings for the period February to November. The amounts for these fees are due at the end of each month. There are a number of payment options including direct debit, direct deposit, cash/cheques/EFTPOS over the counter and credit card payments over the phone. For more details regarding our fees, please refer to our Fee Schedule, College Fee Policy or contact the College.

Free Dress Days

Free Dress is a privilege and it is one way the College student groups raise money for appropriate causes. Free dress days usually occur once per Term. There are clear guidelines concerning what may be worn on Free Dress days. These are:

- Dress is theme based – linked to the fundraising event eg pink for Think Pink Day
- Appropriate attire eg no singlet tops, short shorts or skirts, no bare midriiffs, no low cut shirts
- Non-offensive eg no slogans on clothing that may offend other members of the community
- Sun safe – hat and sunscreen
- Closed in shoes must be worn – a HSE issue (no canvas shoes)
- Hair that is shoulder length still needs to be tied back
- Jewellery and makeup regulations still apply
- There are consequences for students who do not comply with these guidelines. These may include removal of the offending item, withdrawal from activities or students may be sent home.

Homeclass

Each student is allocated a Homeclass when they commence at the College. Homeclasses consist of a small number of students from each year level. Homeclasses meet at 8.30am each morning. On Wednesday morning Homeclass is replaced by House meetings or Year Level meetings. Attendance is compulsory, unless the student has a late slip or early leave pass excusing them. Students are responsible for the daily cleanliness of their Homeroom.

Homework

The College Homework Policy sets out the guidelines for homework and the consequences for non-completion of homework. Regular homework, which extends student learning, is an integral part of the learning process. It is the student's responsibility to complete set homework.

Homework tasks should be written by students in the Student's Planner. Students should also outline a plan for completion of assignments or practising of orals in the planner.

Houses

All students are allocated to a school house on enrolment. The house is the basis for our pastoral care of students and provides opportunities for a variety of spirit building activities. Each has its own identity and traditions.

Coolock – named after the estate near Dublin where Catherine McAuley, the founder of Sisters of Mercy, spent 26 years as the companion to Mrs Callaghan, her benefactor. The house colour is Gold

Goretti – named after Maria Goretti, an Italian young woman who stood up for her faith and died as a result of this. She was declared a saint in 1950 as a model for young people. The house colour is Red

McAuley – named after Catherine McAuley the founder of the Sisters of Mercy. The house colour is Green

Xavier – named after St Francis Xavier who was a Spanish missionary to the Pacific and Far East regions in the sixteenth century. Canonised as a saint of the church in 1622, St Francis Xavier is the patron of all foreign missions. The house colour is Blue

Illness at School – See accident/illness

Infectious diseases – Refer to attached Queensland Government Health Handout.

Information and Communications Technology

All students are required to sign an "Acceptable Use Agreement" for use of computers, chromebooks and laptops. This is issued to all students at the start of the school year. It outlines their responsibilities when using computers at St Saviour's College. Guidelines for use of computers, software and the internet are clearly displayed in the computing areas. Failure to use College technology in accordance with this policy is considered serious and parents will be immediately notified in terms of behaviour and consequences. Regular checks are performed to ensure only appropriate sites are being accessed.

Insurance

The College has a student liability policy with Catholic Church Insurances. All buildings and equipment are covered under a separate policy with Catholic Church Insurances. All incidents and accidents should be reported immediately (refer to accidents/illness).

Laptop and Chromebook program

The Library houses a number of Laptops that can be borrowed for use in class. Students must use their ID to borrow the laptops and return them at the end of the lesson. Students in years 7-10 have chromebooks to work from.

Lateness

If a student is late to school and misses Homeclass, they must report to Student Services to obtain a late slip which they are to take to class. A note dated and from the student's parents/carers or a phone call must accompany the student. **Regular lateness will not be tolerated and students may be required to make up the time.**

Leadership Opportunities

The College offers many opportunities for student leadership positions.

Available positions for Year 12 include:

College Captain	Mission & Identity Leader
College Vice-Captain	Sport & Activities Leader
McAuley Residential Captain	SRC President

House Captain (4 houses)

Other Leadership positions include:

Interact President and Leadership positions
SRC Homeclass Representatives
(4 students per semester)

Available positions for Year 11 include:

SRC Homeclass Representative
Interact positions

Available positions for Years 7-10 include:

Interact
SRC Homeclass Representative

Learning Support

The Learning Support Teacher (LST) and supporting staff provide support for all students with special needs. These students require an Individual Education Plan (IEP) where parents/carers and the learning support teacher as a team consider the student's current level of performance and determine the needs and priorities for the student. Classroom teachers in other curriculum areas may modify learning experiences and assessment in line with the needs of the student in consultation with LST.

Students with learning difficulties require differing types of support to achieve their full potential. Learning Support aims to make learning accessible to each student and to assist

each student in developing her basic skills across all curriculum areas. Support may be provided through one on one sessions, through support in the Learning Centre or through support in normal classes.

Ongoing discussion with parents ensures appropriate support and class allocation can occur.

Leave – see absence and lateness

Library

The Library and Resource Centre is open Monday to Thursday from 8am to 4:00pm. On Fridays 8.00am to 3.00pm.

Borrowing and Returning.

All staff and students are welcome/ expected to utilise the library and its resources. To borrow, students must use their student ID card or library barcode. Loan periods vary depending on the item. Library books should be returned after 2 weeks. Loan periods for items can be extended if the student wishes to keep the item longer so long as there are no students waiting to borrow them.

Encouraging Responsibility Initiative

Resources returned to the school in poor condition are unable to be loaned to students in subsequent years and must be replaced unnecessarily using funds that could be used in other ways.

- Students borrowing resources from the library must return these items in a timely manner and in reasonable condition.
- Students will be directed to record their textbook barcode numbers in their planners at the time of borrowing.
- Students will be directed to complete name and class details in the front of each textbook they are loaned.
- Teachers will be provided with lists of students and corresponding texts so they may assist with returning these resources at the end of the term/semester/year.
- Books returned in poor condition or not returned in a reasonable time will be billed to school accounts.
- Books found lying around the college at the end of each day will be taken to the library and returned on the library computer.

Text Books

Text Books are issued to students through the library. Student ID cards/library barcodes are required as for any loans from the library. Students will be required to write their name and class details in the front of each text book. It is understood that textbooks are issued to students in a reasonable condition. They should be returned at the end of the term/semester/year also in a reasonable condition with sticky notes removed. Replacement costs (including an administration fee) will be billed to students' accounts for items returned that are damaged/wet/mouldy, and items that are not returned by the end of the semester/school year. Once the item has been billed, there is no refund available for items returned after the cut-off date.

Liturgies

Parents/carers of the College are encouraged to attend our school Liturgies/Eucharist. In addition to our celebratory events in the Callaghan Centre or St Patrick's Cathedral, we celebrate a weekly Home Class Liturgy every Thursday in the College Prayer Room at 8:25am. Please consult the College Calendar.

Lockers

Each student is allocated their own locker. Students may purchase a lock from the College. The College provides the specific five digit combination lock for purchase with their student pack.

Lost Property

Lost property will only be held by the school for a period of two weeks. Named lost property will be located at Student Services. Students will need to search through their relevant house container to locate any lost items. Any unnamed or non-school items will be held at Student Services. If these items remain unclaimed they will be forwarded to the second hand uniform shop, or to charity. Please encourage your daughter to check these areas as soon as the item is lost to avoid an unnecessary build-up of items.

Mobile Phones / PEDS (Personal Electronic Devices)

Mobile phones **must be turned off prior to entering College grounds** and placed in the students locked locker until the end of the school day. Phones should not be turned on until students have left College grounds. Alternatively, students may hand their phones in to the Student Desk where they can be held securely until the end of the school day. Any mobile phone found in the possession of a student while she is at school will be confiscated and the parent/carer will be contacted by the Assistant Principal Mission. The phone can then be collected by the parent/carer on the next school day. All phones are placed in the College safe for safe keeping.

PEDS must be placed in the students locked locker on arrival at school. PEDS can only be used in the classroom if it is part of a learning requirement. Permission must be sought from the class room teacher. Alternatively, the student can hand it in to Student Services for safe keeping during the day. If a student is found to have a PED in their possession, it will be confiscated and the parent/carer will be contacted by the Assistant Principal Mission. The PED can then be collected by the parent/carer on the next school day. All PEDS are placed in the College safe for safe keeping.

Office Hours

The College Office is open from 8.00am to 4:00pm Monday to Friday.
Urgent messages can be left on the answering machine on 46371600.

Parking

Parking for staff is provided in a shared car park with the Primary School on the corner of Neil and Lawrence Streets. There is street parking available for parents, staff and students. The area that the College is situated in is within the maximum 3 hour parking limit. Other parking signs are to be adhered to, such as loading zones and bus zones. Until this time, it is advised that alternative arrangements are made in relation to parking in the area to avoid any fines.

Parent/Teacher/ Student Interviews

Formal parent/teacher/student interviews are held at the beginning of Terms 2 and 3. The usual time is from 3pm to 5pm. Interviews may be requested by the parent over the phone or by email.

The online booking system for making appointments with staff for the scheduled parent /teacher/student interviews is detailed on the College website. To book interviews with staff members, please select the following link to book your Parent Teacher Interviews online. The online booking system will be available until the day before the scheduled day of the interviews. For the first time user, it may be necessary to enter the full College name: "St Saviour's College". <http://www.sobs.com.au/pt/parent.php> On the website there is also a link to a document outlining how to book an interview. Please ensure that you printout your interview schedule for the appointments made. For any parent or carer who is having

difficulty in making the appointments, please contact the College by telephone or email to request appointments.

Parents and Friends Association

The P & F Association is the peak parent body in representing parents in the school. The meeting dates are in the Parent Calendar and Student Planner. The P & F Association is involved in assisting with relevant school development. A P & F Levy is incorporated in the College fees and the annual distribution of these funds links with the College plans. The Parents and Friends association also plays a social role within the College community and provides an avenue for families to get to know one another.

Parent Concerns

When parents have specific concerns about the College or their daughter's academic progress, it is important to deal with these concerns in a timely and constructive manner.

The first step is to contact the appropriate member of the teaching staff, (e.g. your daughter's Homeclass teacher) directly stating what problems or concerns exist.

If issues are not resolved at that level, the Middle Leader Learning and Teaching should be brought into the discussion. This constitutes the second step. Parents and staff should try to resolve problems at the lowest possible level. (i.e. teacher/parents) Parents may also request assistance from the Assistant Principal Mission or the Assistant Principal Curriculum. A written record of this meeting is maintained in the student's file.

The third and final step should only be used in extreme and unresolvable situations. The parent should:

- a) submit in writing a statement detailing the concern;
- b) request a meeting with the Principal to provide additional insights and back-up information relating to the concern.

The Principal will meet, discuss and finalise action which in her opinion best solves the problem to the benefit of all involved.

Relationships

Respectful relationships are established and maintained by following simple principles – that all people, students, parents and staff have the right to feel safe in any situation.

Procedures to address breakdown in relationships are managed by the Homeclass Teachers, Middle leader Student Well Being and the Assistant Principal Mission. Please report any concerns directly to the Homeclass Teacher.

Restriction of Substances/Equipment

Students may not bring liquid white out, permanent markers, chewing gum, energy drinks or spray deodorants to school. If they bring a mobile phone to school it must be locked in their locker or handed into the Student Services for safekeeping. No mobile phones/iPods/MP3 Players are to be used or accessed during the College day. (Refer Mobile Phones / iPods Section)

BYOD's may be brought to school and used in a class only if permitted by the teacher. **No responsibility is taken by the College for loss of such an item.** Ipods/MP3 players are

not to be used during the school day including: before school activities, morning tea, lunch and after school activities.

Laptops: Students may bring laptops and use them at the discretion of the teacher. To protect against viruses, laptops may not access the College computer network. The security of the laptop is the responsibility of the student.

Reporting

All reports are posted to the parents/carers in the first week of the College breaks.

Senior

All senior students are issued with an interim report at the end of Term One and Term Three, indicating learning habits and their ability to cope with the demands of their subjects. Year 11 students receive a comprehensive report at the end of each semester.

Junior

All junior students are issued comprehensive semester reports at the end of each semester and interim reports at the conclusion of Term One and Three.

Sport and Activities

Sport is held on Wednesday afternoon each term and is a compulsory aspect of our curriculum. Competition sports against other schools is conducted in Terms One and Two with the Toowoomba Secondary Schools Sport Association (TSSSA) determining the exact list of sports being offered in each term. If any parent or carer would like to become directly involved in College sport in a coaching capacity, please contact the Sports and Co-curricular Coordinator.

Sport (Representative)

All students have the opportunity to trial for Toowoomba Secondary Schools Sport Association (TSSSA) representative teams. Trials for these teams are usually held after school hours during cluster trials days. Most trials are held in Terms One or Two and students are notified in the College Newsletter, on the Sports Noticeboard and in Daily Notices. If selected in these teams, students may be selected for the Darling Downs Schools team, with the possibility of State selection.

The College offers the following representative sporting opportunities:

- Netball Competitions
- Friday Night Basketball
- Tuesday Night Volleyball
- All Schools Touch
- Golden Glove Softball
- TSSSA Swimming, Athletics and Cross Country competitions
- Soccer tournaments
- AFL tournaments

And other competitions as per the Student Planner

Student Planner

At the beginning of each year each student is issued with a Student Planner. The Planner is a school diary containing information about a variety of procedures, uniform rules, homework, assignment and bibliography guidelines. **It can also be used as a form of communication between school and home.** Any teacher can ask to see the student's

planner to ensure that homework is being recorded correctly. The Planner is not a personal diary. If a student misuses the Planner (including graffiti) she may be asked to purchase a new one. Replacement copies can be purchased from the College Reception.

Student Procedures

There are a large number of procedures that students need to follow concerning the following:

- Absent from school – see absence and lateness
- Late to school - see absence and lateness
- Illness or accidents at school – see accident/illness
- Need to leave during school hours – see early departures
- Students driving themselves to school – see driving to school
- Items of value at school –see lockers
- iPod / Mobile phone at school – see mobile phones/iPods
- Application for special leave – see absences and lateness (planned leave)
- Travelling to and from school – exemplary behaviour is expected when your daughter is travelling to and from school. The uniform must be worn correctly and all school rules must be followed when your daughter is wearing her uniform.

Student Safety in our Schools

Catholic Schools in the Diocese of Toowoomba recognise that protecting students from harm and the risk of harm is fundamental to maximising their personal and academic potential. Any form of harm caused to children by persons in position of trust and authority is a serious matter.

This school is committed to implementing student protection strategies and procedures that are intended to prevent harm to students, and to respond quickly and effectively when abuse of any type is suspected or about which we are informed.

This school has a comprehensive Student Protection Policy, which covers the action to be taken if a member of staff or parent becomes aware or reasonably suspects that harm has been done to a student of the school by other staff, people outside the school or by other students.

It is the responsibility of all staff members to report all behaviours that can reasonably be considered harmful to children and where it is reasonable to believe that a child has been harmed or requires protection from harm.

What is a Child?

A Child is an individual under 18 years of age.

What is Harm?

Harm to a child is any detrimental effect of a significant nature on the child's physical, psychological or emotional wellbeing. Some common causes of harm are:

- Physical, psychological, emotional or spiritual abuse or neglect;
- Sexual abuse or exploitation;
- Domestic or family violence

Prevention of Harm

A number of processes are implemented to prevent harm to students including:

- Ensuring that each staff member understands and fulfils his or her obligations under the Student Protection Policy

- Ensuring that there is an acceptable reference for each new staff member in the recruitment process
- Ensuring each teacher has current registration with the College of Teachers
- Ensuring each non-teaching staff member and volunteer who has contact with children has a current positive suitability notice issued by the Commissioner for Children and Young People.

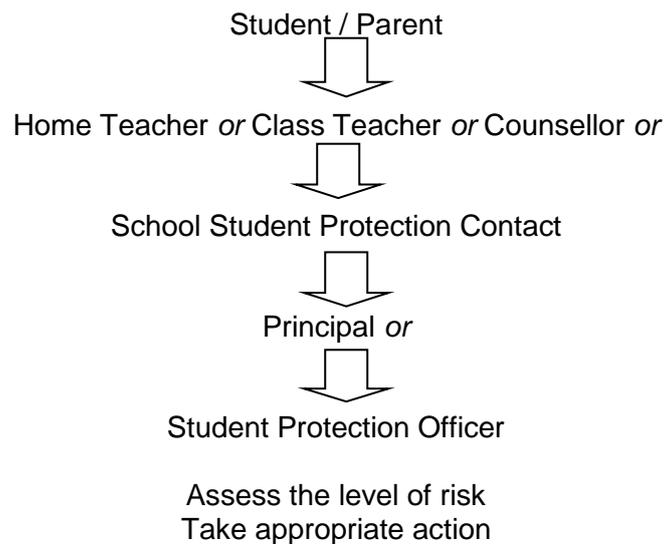
Parents can support their child's interests and wellbeing through proactive education by teaching her:

- To say 'no' to anything that makes them feel unsafe in a manner appropriate for their age, understanding and the activity
- To ask questions if they are unsure about anything
- That nothing is so bad that they can't talk to someone about it
- That they make the decision about who is allowed to touch them
- To identify what is safe and unsafe conduct
- To tell you of any suspicious activities or people

Take anything said seriously and do not dismiss it without following up their concerns.

What Should I Do?

If a student experiences harm or are aware of another student experiencing harm, then...



NB: All reports will be treated in a confidential manner and with respect.

Student Protection Contacts

Student Protection Contacts ensure everyone in the school community is aware of the procedures to follow when there is knowledge or suspicion of harm to a student.

All students, teachers, other employees and parents are required/encouraged to inform the School Student Protection Contact when they are concerned that a student is suffering or has suffered 'harm' caused by an employee, other student, volunteer or someone not immediately associated with the school.

School Student Contacts assist in the education of student protection and safety for all employees and provide support for all implicated when student related 'harm' is alleged or disclosed.

Student Protection Contacts for this school are:
Ms Sharon Collins (Acting Principal)
Mrs Trish Roach (College Counsellor)
Mrs Kim Murray (Student Wellbeing Middle Leader)
Mrs Michelle Reid (Learning Support Teacher)

Subject Change

Students wishing to change a senior subject must make an appointment with Assistant Principal Curriculum. If the proposed change is in line with their academic needs a form is issued to the student who will then consult with the subject teacher and Middle Leader Teaching and Learning.

Following this, the parent/carer signs the form giving approval for the change. Having completed the form the student returns this to the Assistant Principal Curriculum at the Student Services. The change is made and the student is issued with a new timetable.

Sunsafe

The College has a sunsafe policy. All students are required to carry their hat with them at all times and to wear it whenever they are outside. The uniform must be worn correctly to ensure sun safety.

Supervision *(Before and After School)*

As part of the College's approach to student welfare, a detailed rostered system is put in place to ensure optimum supervision of students. Before school supervision covers all external areas and commences at 8.10am. After school supervision is from 3.03 to 3.30pm. Students who need to be collected after this time are able to wait in the library till 4.30pm where they may complete homework and /or assessment tasks.

Textbook Hire

Secondary textbooks are provided to students as a part of the Textbook and Resource Hire Scheme. Students are issued with textbooks at the beginning of a semester unit (for Junior students) or the beginning of the College year (for Senior students). Textbooks are required to be returned in good condition at the end of the semester or year. Students are fully responsible for any loss or damage to texts. Year 12 students must return all textbooks before they are issued with their Senior Provisional Statement on their final day of school.

Timetable

It is expected that students are at school 15 minutes prior to the start of the day at 8:15am.

Monday	Tuesday	Wednesday	Thursday	Friday
Home Class (8:30 – 8:43am)	Home Class (8:30 – 8:43am)	HOUSE / YEAR MEET (8:30 – 8:50am)	Home Class (8:30 – 8:43am)	Home Class (8:30 – 8:43am)
Line 1 (8:45 – 9:35am)	Line 6 (8:45 – 9:35am)	Line 5 (8:52 – 9:42am)	Line 2 (8:45 – 9:35am)	Line 1 (8.45am – 9.23 am)
Line 2 (9:37 – 10:27am)	Line 7 (9:37 – 10:27am)	Line 6 (9:44 – 10:34am)	Line 3 (9:37 – 10:27am)	Line 2 (9.25am – 10.03am)
1st Break (10:27 – 11:07am)	1st Break (10:27 – 11:07am)	1st Break (short break) (10.34am – 10.54am)	1st Break (10:27 – 11:07am)	1st Break (10.43am – 11.23am)
Line 3 (11:07 – 11:57am)	Line 1 (11:07 – 11:57am)	Line 7 (10:54 – 11.44am)	Line 4 (11:07 – 11:57am)	Assembly (11.24am – 12.02pm)
QCS/Careers/Literacy (11.59 – 12:49pm)	Line 2 (11.59 – 12:49pm)	Line 1 (11.46 – 12.36pm)	Line 5 (11.59 – 12:49pm)	Line 4 (12.04pm – 12.42pm)
2nd Break (12.49 – 1.09pm)	2nd Break (12.49 – 1.09pm)	2nd Break (12.36pm- 1.16pm)	2nd Break (12.49 – 1.09pm)	Line 5 (12.44pm – 1.22pm)
Line 4 (1.09 – 1.59pm)	Line 3 (1.09 – 1.59pm)	Year 7 – 12 SPORT (1:16pm – 3.00pm)	Line 6 (1.09 – 1.59pm)	Line 6 (1.42pm – 2.20pm)
Line 5 (2:01 – 2.51pm)	Line 4 (2:01 – 2.51pm)		Line 7 (2:01 – 2.51pm)	Line 7 (2.22pm – 3.00pm)
Homeclass 2.53 – 3.02	Homeclass 2.53 – 3.02		Homeclass 2.53 – 3.02	

Tuckshop

The College tuckshop operates each morning tea and lunch time. Items are purchased directly from the tuckshop. A tuckshop menu can be accessed on the College website.

Tutorials

Subject tutorials may be offered by the classroom teacher at times, as required. Tutorials are offered in the library on Monday and Wednesday.

Uniform

Students must wear the formal uniform on each day except for sports day which is each Wednesday.

As the wearing of school uniform is a pledge of loyalty to the College and an important contribution to the College tone, the wearing of regulation uniform is a condition of enrolment. All items of College uniform must be kept in good repair, be well fitting, clean, neat and ironed. All items, especially hats, MUST be clearly labelled with the student's name.

Uniforms are to be worn at the following times:-

- when travelling to and from the College
- at the College
- at formal College functions
- when representing the College

Students who are not in full uniform are NOT permitted to attend any school-based event or excursion.

Summer Uniform (Term 1 and 4)	Winter (Term 2 and 3)
White Short sleeved blouse (red piping) Red tie (Years 7 – 10) /Senior Tie (Years 11 and 12) Knee-hi white socks College striped skirt – below the knee College white straw hat College V-necked pullover Black leather lace up shoes (no buckles, raised heels, coloured stitching or eyelets are permitted)	White long-sleeved blouse (red piping)/ White Short sleeved blouse (red piping) College striped skirt Red tie College Green Blazer College white straw hat Black opaque tights Green V-necked pullover Black leather lace up shoes (no buckles, raised heels, coloured stitching or eyelets are permitted)

If the weather conditions vary unseasonably, a transition period between season uniforms may be confirmed via the College website and newsletter.

Sports Uniform : Compulsory	Optional
College sport short with monogram College polo top with monogram College sport anklet socks (white) Predominantly light or neutral in colour sneakers (no canvas shoes permitted) College sports hat	College tracksuit pants College Sport spray jacket (may not be worn on non-sport days)

Students who choose subjects requiring the sports uniform or any other type of uniform (hospitality, dance, drama, etc) MUST change into the uniform for lessons and then back into the formal uniform at the completion of these practical sessions.

Make-up and Nail Polish:

Permitted	Not permitted
Natural looking tinted moisturiser and clear lip gloss.	No other cosmetics, including eyeliner, mascara, blush, eye shadow, lipstick or coloured lip gloss are to be worn with the uniform. No coloured (including white) nail polish

Hair:

Permitted	Not permitted
Collar length hair (or longer), must be tied back and up at all times. Plain black, red, green or white hairbands or ribbons Natural colour and style	Headbands with bows and any other detail Unnatural colours (for example, pink, blue, purple, green, etc) Hairstyles which prevent the wearing of the College hat. No hair extensions

Jewellery:

Permitted	Not permitted
A plain watch A single pair of plain studs or sleepers One earring per ear	Nose rings Large or decorative earrings Facial jewellery, eg eyebrow piercing, lip piercings, etc Bracelets Rings Necklaces

Any jewellery or other items worn to school that do not comply with the dress standards will be confiscated, sealed in an envelope and held in Student Services office until the end of term or until collected by the parent/carer . A formal record of any infringement is maintained.

Hat policy:

As a school that promotes sun safety, it is compulsory for all students to wear their hat to and from the College each day. Hats must be worn whenever the student is outside the classroom environment. Students who do not wear their hat will be restricted to a designated shaded area. The school hat is part of the College uniform and as such **MUST** be worn when representing the College at formal events/excursions or at sporting events.

Valuables

If a student brings valuables to school then they must be either handed into the Student Services or placed in their locked locker for safekeeping. **Students bring valuables to school at their own risk.** No College staff member will spend time investigating the loss or theft of items.

Visitors/Volunteers

All visitors/volunteers are required to report to Reception and sign *Visitor Book and Fire Register*. This is an Occupational Health and Safety requirement. Visitors needing to go beyond the Reception area must be escorted around the school by a staff member and display a visitor's badge.

Website

The College website provides information about the breadth of activities available at the College. It can be accessed at sscadmin@twb.catholic.edu.au

Work Experience

Work Experience can be organised for students when requested. For students desiring a School Based Traineeship/Apprenticeship, it is necessary for a student to have some work experience with the prospective employer. All Work Experience needs to be authorised by the College Principal.

The College administers a school based traineeship and apprenticeship program for students in years 11 and 12. Students in year 10 undertake a work shadowing program.

Who to contact

The following list may prove useful in directing parent/ carers and student enquiries through appropriate channels:

At a Glance

Principal (Acting)	Ms Sharon Collins
Assistant Principal – Administration	Mrs Linda Creedon
Assistant Principal – Curriculum	Mrs Fiona Nolan
Assistant Principal – Mission (Acting)	Mrs Donna Grant
Learning and Teaching	
Middle Leader – Learning & Teaching	Mrs Bernadette Whisson
Middle Leader – e-Learning	Mr Cameron Love
Learning Support Teacher	Mrs Michelle Reid

McAuley Residential House	
Senior Supervisors	

General Enquiries	
Accounts / Fees	Business Manager
Advance permission to be absent for more than one day	Principal
Bus Transport	Student Services
Business Manager	Business Manager
Curriculum Issues	Assistant Principal Curriculum
Disciplinary matters	Assistant Principal Mission
Enrolment Enquiries	Reception
Fee Enquiries	Business Manager
Individual classroom concerns	Subject teacher
Instrumental Tuition	Music Teacher
Lost Property	Student Services
Matters related to student illness, early leave	Student Services
Newsletter Enquiries	Reception
Representative Sport	Sports Coordinator
Sport Training	Sports Coordinator
Student Absences	Student Services
Student Welfare matters	Homeclass Teacher / Middle Leader – Student Well being
Subject concerns	Middle Leader Learning & Teaching
Uniform Concerns	Homeclass Teacher / Middle Leader Student Well Being / Assistant Principal Mission

Recommended minimum periods of exclusion from school, pre-school and child care centres for cases of and contact with infectious diseases

Condition	Exclusion of cases	Exclusion of contacts
Amoebiasis (Entamoeba histolytica)	Exclude until diarrhoea ceases.	Not excluded.
Campylobacter	Exclude until diarrhoea has ceased.	Not excluded.
Chicken pox	Exclude for at least 5 days AND until all blisters have dried	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded.
Conjunctivitis	Exclude until discharge from eyes has ceased.	Not excluded.
Cytomegalovirus Infection	Exclusion not necessary.	Not excluded.
Diarrhoea	Exclude until diarrhoea has ceased.	Not excluded.
Diphtheria	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later.	Exclude family/household contacts until cleared to return by an appropriate health authority.
Glandular fever (mononucleosis)	Exclusion is not necessary.	Not excluded.
Hand, Foot and Mouth disease	Until all blisters have dried.	Not excluded.
Haemophilus type b (Hib)	Exclude until medical certificate of recovery is received.	Not excluded.
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before seven days after the onset of jaundice or illness.	Not excluded.
Hepatitis B	Exclusion is not necessary.	Not excluded.
Hepatitis C	Exclusion is not necessary.	Not excluded.
Herpes ("cold sores")	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible.	Not excluded.
Hookworm	Exclusion not necessary.	Not excluded.
Human immunodeficiency virus infection (HIV AIDS virus)	Exclusion is not necessary unless the child has a secondary infection.	Not excluded.
Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.	Not excluded.
Influenza and influenza like illnesses	Exclusion is not necessary.	Not excluded.
Leprosy	Exclude until approval to return has been given by an appropriate health authority.	Not excluded.

Measles	Exclude for at least four days after onset of rash.	Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case they may return to school.
Meningitis (bacterial)	Exclude until well.	Not excluded.
Meningococcal infection	Exclude until adequate carrier eradication therapy has been completed.	Not excluded if receiving rifampicin.
Molluscum contagiosum	Exclusion not necessary.	Not excluded.
Mumps	Exclude for nine days or until swelling goes down (whichever is sooner).	Not excluded.
Parvovirus (erythema infectiosum fifth disease)	Exclusion not necessary.	Not excluded.
Poliomyelitis	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery.	Not excluded.
Ringworm, scabies, pediculosis (lice), trachoma	Re-admit the day after appropriate treatment has commenced.	Not excluded.
Rubella (german measles)	Exclude until fully recovered or for at least four days after the onset of rash.	Not excluded.
Salmonella, Shigella	Exclude until diarrhoea ceases.	Not excluded.
Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the person feels well.	Not excluded.
Tuberculosis	Exclude until a medical certificate from an appropriate health authority is received.	Not excluded.
Typhoid fever (including paratyphoid fever)	Exclude until approval to return has been given by an appropriate health authority.	Not excluded unless considered necessary by public health authorities.
Whooping cough	Exclude the child for five days after starting antibiotic treatment.	Exclude unimmunised household contacts aged less than 7 years for 14 days after the last exposure to infection or until they have taken five days of a 10-day course of antibiotics. (Exclude close child care contacts until they have commenced antibiotics).
Worms (intestinal)	Exclude if diarrhoea present.	Not excluded.

<http://www.nhmrc.gov.au/publications/fullhtml/exclusion.htm>