



# ST PAUL'S COLLEGE

Walla Walla, NSW

Phone: 02 6029 2200

**PROVIDER NO: 03704K**

Coordinator, International Students:  
Mr Jesse Wellington

[international.enrolments@stpaulscollege.nsw.edu.au](mailto:international.enrolments@stpaulscollege.nsw.edu.au)

**INTERNATIONAL STUDENT  
ENROLMENT INFORMATION  
2020**

*"A Christ-centred Community Valuing People and Learning"*

## WELCOME

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Thank you for your interest in St Paul's College Walla Walla.

St Paul's is a Christian College in the Lutheran tradition – specialising, and renowned for its programs in equine, physical education, academics, agriculture, and boarding.

We are a unique educational setting, and community, that is committed to the core values of Love, Humility, Justice, Hope, Courage, Compassion, Service, Forgiveness, Appreciation and Quality.

Our staff are committed to ensuring our students are engaged in their learning in all areas of the curriculum. We are also committed to the well-being of every student so that their experience at St Paul's is both positive and productive.

I believe we owe it to our students to do everything possible to empower them for a life of worth; that is,

- To be effective communicators with all members of society
- To be resilient through having the capacity to bounce back from adversity
- To be problem solvers; to be a part of the solution rather than a part of the problem
- To be willing to use the gifts that God has given them for the service of others
- To be receptive to change, wherever, whenever and however that might look

St Paul's College provides a residential learning experience (boarding) for boys and girls in single sex facilities.

International Students are attracted to St Paul's because of our rich and diverse curriculum. We offer a unique environment within a nurturing and supportive community.

As part of a unique community, it is the responsibility of all residents to respect the positive traditions of our great school. Take comfort in the knowledge that every resident at St Paul's College has an unequalled opportunity to learn. Choose to spend your time wisely – find those things that you are passionate about and pursue these interests with great vigour. Above all, make the most of those opportunities available to you – get to know your peers and forge life-long friendships that will stand you in good stead, now and into the future.

Learning to live in community is a vital skill and research teaches us that residents develop close friendships and values, such as resilience, tolerance and independence, often much earlier than others who are not given the same educational opportunities. Living at school offers many advantages – time that would otherwise be allocated to travel can be better utilised, enabling residents to be fully engaged in their school work, sporting endeavours and other co-curricular activities. Our residents have access to academic support from a selection of academic staff who are available throughout the day and in the evenings.

A message to all our prospective International Students: an incredible and exciting adventure awaits you at St Paul's – get involved, enjoy all that is on offer, and make the most of this amazing opportunity to engage in a unique curriculum in a unique setting.

Blessings

**Mr Donald Walkley**  
**PRINCIPAL**

# 1. ABOUT ST PAUL'S COLLEGE

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## 1.1 Administration of the College

### *Governance*

St Paul's College is a company limited by guarantee and a member school of Lutheran Education Australia (LEA). The Lutheran Church is a mainline Protestant denomination that emerged during the Reformation period in the 16<sup>th</sup> Century.

The NSW District Church Council of the Lutheran Church of Australia (LCA) appoints the College Board, which is the ultimate authority on all College matters. The College Board is responsible for policy and the strategic direction of the College. The day-to-day management of the College is delegated to the Principal, who is appointed by the NSW District Church Council through the College Board.

### *Management - College Executive*

*Principal*

Mr Don Walkley

*Deputy Principal / Director Student Wellbeing*

Ms Caroline Clancy

*Director, Teaching & Learning*

Mrs Jessica Cottrell

*Director, Learning Technologies*

Mr Sean Cook

*Director, Learning in Residence*

Mr Kris Wheeler

*College Pastor*

Pastor John Borchert

The *College Curriculum Team* consists of the Principal, Deputy Principal/Director of Senior Curriculum, Director of Junior Curriculum, Director of Student Services, Director of Daily Operations, Coordinators of Key Learning Areas, IT Manager and College Pastor. This committee is the forum for monitoring and reviewing implementation of the College's curriculum, together with the supporting administrative structures.

## 1.2 College Philosophy and Aims

### *Our Vision*

St Paul's College seeks to be a Christ-centred community valuing people and learning.

### *Aims and Purposes*

Lutheran schools aim to encourage and support students, informed and sustained by the Word of God, to develop their God given talents so that they may shape and enrich their world.

As a Lutheran school, St Paul's College was established in the conviction that '*unless the Lord builds the house, its builders labour in vain*' (Psalm 127:1). This means that the gospel of Jesus Christ must inform all learning, teaching, human relationships and activities so that young people can be prepared for their fullest and best lives.

St Paul's College aims to provide an education that is complete, distinctive and of quality by:

- Promoting and nurturing the Christian faith.
- Educating students in body, mind and soul.
- Developing excellence in each child.
- Actively demonstrating that each person is of worth and has dignity.
- Equipping students to be good citizens of St Paul's and their communities.

### *College Symbols*

Our crest proclaims to the wider community that the students of St Paul's College attend an Australian Lutheran school. Included in the design of our crest is the gold cross, Luther's coat of arms (often referred to as the Luther Rose) the sword representing St Paul the apostle and the Southern Cross representing Australia. The words of the College motto, '*NISI DOMINUS FRUSTRA*' are from the Latin version of Psalm 127, V1. In English, this verse reads: '*Unless the Lord builds the house, its builders labour in vain.*'

These words describe the belief that life only has meaning in and through Christ, and that, without Him, we can do nothing worthwhile.



## 1.3 Christian Faith

St Paul's College is open to all students who are willing to experience its Lutheran Christian ethos. Although our hope and prayer is that our students will embrace the Christian faith and come to know Jesus Christ, faith responses are not demanded from students. Nonetheless, the College enrolls students on the understanding that students participate in Christian Studies lessons, are respectful during devotions and chapel, and that their behaviours are consistent with our Christian values (see Section 1.4).

## 1.4 Our Values

The ten core values common to all Lutheran Schools are listed below:

*Love*                      *Humility*              *Justice*              *Hope*                      *Courage*  
*Compassion*              *Service*              *Forgiveness*      *Appreciation*              *Quality*

These values encompass and go beyond the values frameworks required by the Commonwealth and the NSW State Governments and manifest themselves in the three 'pillars' of a St Paul's education, namely;

- Christian education
- Quality teaching and learning
- A safe and caring community

## 2. COMMUNICATION AND CONTACTS

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### 2.1 Contact Information St Paul's College Walla Walla

CRICOS Provider No. 03704K

The College Office is staffed Monday to Friday between 8:00am and 4:30pm.

**Address:** St Paul's College  
3 Klemke Ave  
Walla Walla NSW 2659

**Telephone:** +61 2 6029 2200

**Fax:** +61 2 6029 2410

**Email:** [international.enrolments@stpaulscollege.nsw.edu.au](mailto:international.enrolments@stpaulscollege.nsw.edu.au)

**Website:** [www.stpaulscollege.nsw.edu.au](http://www.stpaulscollege.nsw.edu.au)

### 2.2 Contact Information (Residences)

Girls' Residence      **Phone:** +61 2 6029 2405  
                                 **Fax:** +61 2 6029 2137  
                                 **Email:** [girlsboarding@stpaulscollege.nsw.edu.au](mailto:girlsboarding@stpaulscollege.nsw.edu.au)

Boys' Residence      **Phone:** +61 2 6029 2112  
                                 **Fax:** +61 2 6029 2372  
                                 **Email:** [boysboarding@stpaulscollege.nsw.edu.au](mailto:boysboarding@stpaulscollege.nsw.edu.au)

## 2.3 Whom to Contact

### Emergencies:

Police, Fire, Ambulance	Dial 000
College Office	02 6029 2200
Girls' Residence	Mobile 0429 105 565
Boys' Residence	Mobile 0490 889 339

Contacts for ....

Coordinator, International Students	Mr Jesse Wellington
Updates on your child's general progress at school	Care Group Teacher
General concerns about your child	Care Group Teacher
Your child's academic progress in a particular subject	Subject Teacher
Spiritual matters, family support and counselling	College Pastor
Pastoral care and Student Welfare/Behaviour Management	Director, Student Wellbeing
Curriculum and subject selections	Director, Teaching & Learning
Fee Accounts	Business Manager
Unresolved grievances	Principal
Family matters	Principal
Health matters	College Nurse
Residential matters	Director, Learning in Residence

### **3. STUDYING AT ST PAUL'S COLLEGE WALLA WALLA**

#### **1. History of the College**

When the Lutheran forefathers of Walla Walla moved to the area in 1869, they established their church and a day school. However, in 1885 this school was handed over to the NSW Department of Public Instruction. The desire of the local community in the 1930s for Christian secondary education led Pastor JTP Stolz to begin the planning what would lead ultimately to the establishment of St Paul's College.

On Tuesday 10 February 1948, twenty eight foundation students answered the roll called by Mr Werner Hebart, the founding Headmaster. Thirteen of these students were boarders and they resided with local families. In the first few years children from the Bonegilla migrant camp became boarding students of St Paul's.

The College moved onto its current premises from its temporary location in Zion Lutheran Church in 1950. Since that time there has been extensive development and refurbishment of buildings and facilities, as well as the establishment and modification of curricula and programs. Although the College's fortunes have waxed and waned, and educational emphases have changed, the vision of our founders for a Christian secondary education has remained constant.

Milestones in our history include:

1948 Founding of St Paul's College

1950 Movement onto the present campus

1955 Enrolments pass 100

1963 Emergence of a heightened focus on Agriculture

1966 Enrolment of the first second generation student

1978 Introduction of the Equine program

1979 Commencement of an extensive building program

1985 Establishment of Vertical Care Groups

2000 Enrolment of the first third generation student

2005 Commencement of an extensive program of refurbishments

2008 60 years anniversary celebrations

2018 70 years anniversary celebrations

### **3. REGISTERED COURSES FOR INTERNATIONAL STUDENTS**

St Paul's College Walla Walla is registered and accredited as a non-government school in New South Wales under the Education Act 1990, and is registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS), to deliver courses to overseas students. Our registration number is 03704K

<b>Courses</b>	<b>Course Code</b>	<b>Course Duration</b>
Junior Secondary Year 7 to 10	097680B	208 Weeks
Senior Secondary Year 11 to 12	097681A	104 Weeks

International students are included in mainstream classes. All courses are full time courses with lessons conducted from Monday to Friday during term time and are generally taught face-to-face onsite at St Paul's College, Klemke Avenue Walla Walla. Some courses will involve compulsory off-campus excursions and other activities.

### **Entry Level and Intake**

International students can be enrolled at St Paul's College Walla Walla at any year level if a vacancy exists.

Students in Years 11 & 12 must commence their course at the beginning of the school year in late January to meet NSW Education Standards Authority (NESA) requirements. However, it is possible for students in Years 7-10 to commence their studies later in the year where a position is available.

### **The School Year**

The school day commences at 8:40am and finishes at 3:30pm with 6 lessons throughout the day.

The school year is divided into two semesters each with two terms. The academic year commences in late January and finishes in early December with school holidays between each of the four terms.

- Term 1 – late January to mid April followed by a 2 week holiday
- Term 2 – late April to late June followed by a 3 week holiday
- Term 3 – mid July to late September followed by a 2 week holiday
- Term 4 – mid October to early December followed by a 7 week holiday

### **Course Credit**

For students entering up to Year 10, St Paul's College Walla Walla does not offer course credit and entry into any course is subject to the assessment of each student by the Principal or delegate. This also applies to on-shore school transfers, either from within New South Wales or from interstate.

Students transferring to the School during Year 11 or at the start of Year 12 may be accepted into the Higher School Certificate course and receive course credits for units completed according to the policies and guidelines of the New South Wales Board of Studies.

### **Academic Entry Requirements**



Students applying for entry into Year 10 or below are assessed individually based on the contents of their school reports, their character references, their interview and any other supporting documents.

Students applying for entry into the Senior Secondary Course (Years 11-12) are required to provide evidence that they have completed at least 4 years of high school to a standard of education to enable them to successfully undertake studies for the Higher School Certificate.

Direct entry into Year 12 is only permitted where the student has completed Year 11 at an Australian curriculum school and where they are able to continue with their previous subject choices.

### **English Language Entry Requirements**

Our overseas students are valued members of our community and are encouraged to participate in all academic and non-academic opportunities available to them. A satisfactory standard of English and a good academic record of achievement are indicators of likely success.

St Paul's College requires evidence of sufficient proficiency in English to successfully meet the curriculum demands of the enrolled course. This is a requirement under the 2007 National Code of Practice, Section D Standard 2.

It is a condition of enrolment that students applying for Years 7-12 complete an assessment through Australian Education Assessment Services (AEAS) which interviews the student and tests the student's English language proficiency, general ability and mathematical reasoning. Costs of testing are to be met by parents and they or the education agent must organise the testing prior to submitting the application.

St Paul's College requires different levels of English ability for students entering at different levels. In general terms, the older the student, the better his or her English must be. **For students entering Years 7-9, the minimum level of English proficiency required is an Upper Intermediate score of 61-70 in the Australian Education Assessment Services (AEAS) test or an IELTS score of 4.0. For Years 10, 11 and 12, it must be IELTS score of 5.0 or equivalent.** However achieving this does not guarantee a place.

St Paul's College will consider the feedback from the AEAS tests plus the interview and may require the Student to attend a full-time intensive language course and review the results from the course before a letter of offer is made for mainstream classes at St Paul's.

When new international students arrive at St Paul's, staff will conduct a series of tests to confirm their level of academic and English ability.

## **4. INTERNATIONAL STUDENT ENROLMENT PROCESS**

St Paul's College Walla Walla is CRICOS registered to provide education to international student who have obtained a student visa to study in Australia.

Applications are accepted from overseas students 18 years old and younger for positions from Year 7 to Year 12.

It is the School's requirement that students enrol as Boarders in College residences

All applications for enrolment should be submitted to the School to:

**Post:** Coordinator, International Students  
St Paul's College  
3 Klemke Avenue  
Walla Walla NSW 2659 Australia

**Email:** [international.enrolments@stpaulscollege.nsw.edu.au](mailto:international.enrolments@stpaulscollege.nsw.edu.au)

**Fax:** + 61 2 6029 2410

### **Application for Enrolment**

To apply for a position at St Paul's applicants should submit a completed International Student Application for Enrolment for together with:

- The application fee of AU\$200 (this application fee is non-refundable)
- A copy of the student's birth certificate, or other evidence of birth (translated into English if necessary)
- One passport sized photo of the student
- Copy of student's passport
- Copy of latest school reports (in English)
- AEAS test results
- Any ESL reports from a language college (if any) and
- Any other documentation pertaining to the student's English levels.

Please note that being registered does not guarantee entry into the School but places the applicant's name on a list for interview.

### **Enrolment Interview**

The School will assess the application and if there is a vacancy and the student is considered to be a suitable candidate, arrangements will be made for an enrolment interview. Where the student is not able to come to the School in person the interview may take place by Skype or telephone.

As part of the interview and application review process, the School will consider any previous school reports, the student's English language ability and other relevant personal experiences such as involvement in cultural, sporting and community service activities and their references will be considered.

### **Offer of Enrolment**

Based on the process outlined above, should the School decide to offer a position to the student a Letter of Offer and a written International Student Enrolment Agreement will be sent to the student.

To accept the offer the student's parents or legal guardians are required to:

- Sign the International Student Enrolment Agreement,
- Return the signed International Student Enrolment Agreement to the School, and
- Pay the initial fees in relation to tuition fees, boarding fees and other specified non-tuition fees

Following receipt of the above, the School will issue a Certificate of Enrolment (CoE) and, where the student is a boarder, a letter approving Confirmation of Appropriate Accommodation and Welfare Arrangements (CAAW) will be provided in order to allow the student to apply for his or her student visa. The parents must immediately notify the School when the Student's visa is issued. If a visa is refused then the School's refund policy will apply. Parents must notify the School that the visa has been refused in order to receive a refund (the process for the refund is set out in the School's International Student Refund Policy.)

International students must advise the Coordinator, International Students of their arrival details in Walla Walla.

## **Fees**

The current Fee Schedule for International Students together with conditions relating to payment of fees is available on our website. It sets out the terms and conditions relating to the payment of fees.

## **Education Agents**

Some parents may prefer to use an agent who speaks their own language and is experienced in making student applications and applying for visas. Agents may charge a fee for their services.

Parents are not obligated to use an agent and applications are accepted from agents or directly from the student's family.

## **Accommodation**

St Paul's College accepts the enrolment of international students who are under 18 years of age as boarders.

International Students are required to reside (live) on campus within the residences (boarding houses). International Students will only be enrolled as boarding students.

St Paul's College does not permit students to live in homestay accommodation.

Full details of the requirements are set out in the School's International Student Welfare and Accommodation Policy and Procedures – they are summarised below:

Boarding is available for both boys and girls. Boarders live in one of the School's residential boarding houses. It is the aim of the School's Boarding House Staff to create a secure, happy and homely atmosphere and to help the boarders to be as comfortable as they can be, away from home.

All International Students reside in the Boarding Houses, St Paul's will approve the accommodation and welfare arrangements for students and generate the welfare letter (CAAW) via PRISMS to accompany the student's Confirmation of Enrolment (CoE) to accompany the visa application. The CAAW will specify the commencement and finish

dates for which the School has accepted the responsibility for the student's accommodation and welfare arrangements.

If a student for whom the School has issued a CAAW refuses to maintain approved arrangements, the School will report this to the Department of Immigration and advise the student to contact the Department of Immigration to ensure visa implications are understood.

The School maintains two boarding house facilities (in three separate buildings – one Boys' and two Girls') located on the School campus, each with recreation facilities, kitchenettes and access to the School's sporting facilities.

Each house has sleeping areas, common rooms with recreation facilities and televisions, kitchenette and bathrooms. Boarders receive all meals, laundry services, recreation services, health care and supervised study time. Our excellent caterers provide three nutritious meals daily catering for individual dietary requirements i.e. vegetarian, gluten free.

Boarders are cared for by the Director of Residence, supported by live-in residential staff, who ensure the day –to-day care, supervision, safety and wellbeing of each student in the house. All staff at the School, including all full and part-time staff employed in the boarding house are required to complete the Working with Children Check in accordance with the Child Protection (Working with Children) Act 2012, and complete all required annual Child Protection training.

### Guardians

St Paul's College Walla Walla requires that all International Students enrolled at the School have a guardian appointed for the duration of their enrolment who can act on behalf of the student's parent and the School and assist the School with all aspects of the student's welfare while in Australia.

The approved guardian is not in any way connected to student visa welfare which is undertaken by the School for student visa purposes.

The student's parent/s must confirm via the Appointment of Guardian issued with the Letter of Offer full names and contact details of the approved guardian and the approved guardian must also confirm agreement to the appointment prior to the student's commencement at the School.

The approved guardian:

- Must be appointed by the parents and approved by St Paul's College.
- Must be over 25 years of age, have a good verbal fluency in English and be living within easy travelling distance to Walla Walla while the student is attending the School.
- Must be a good character and have permission to reside in Australia while the student is at the School.
- May be a family relative or professional Guardian/Agent authorised by the parent.

- Must provide documentary evidence from the parents of the student of his/her appointment by completing the Appointment of Guardian form.
- Must provide a statement to the School of his/her acceptance of guardianship for the student, and their obligations in this capacity, by completing the Acceptance of Guardianship form.
- Must provide a confirmation of Working with Children Check – details available at [www.kidsguardian.nsw.gov.au/check](http://www.kidsguardian.nsw.gov.au/check)

The general responsibilities of the Guardian are:

- Maintaining regular contact with the student, his/her parents and the School.
- Informing the School of any absences or any issues related to the family that may affect the Student.
- Acting on behalf of the parent regarding School matters or issues of concern which may mean availability to meet with staff at the School.
- Awareness of School rules and expectations for student, particularly in the area of academic and extracurricular commitments, as well as leave and term dates as outlined in the Student Diary.
- Confirming the suitability of student leave arrangements which includes good knowledge of any activities the student may undertake and of hosts with whom they may be staying.
- Availability to provide support for the student, for example, in regard to health matters, medical emergencies.
- Arranging the students approved travel, accommodation and activities during School holidays, which may include providing temporary accommodation.
- Being actively involvement in providing for the well-being of the student, for example, regular visits or telephone contact, or staying over with the Guardian.
- Being interested in, and encouragement of, the student's academic performance and guidance for further support such as tutoring.
- Informing the School of the need for any changes to Guardianship should the Guardian be unable to act in this capacity. Should the Guardian be unavailable for short periods of time, i.e. 4 weeks or less, then a 'proxy' Guardian must be nominated by the Guardian or parents to act during this period and the School informed of these arrangements. For absences where the Guardian would be unavailable for greater than 4 weeks, then a new Guardian must be appointed well in advance and a new Appointment of Guardianship form submitted.

### School Holiday Arrangements

The School's boarding houses close during school holidays and students, in consultation with parents and the College, must make alternative arrangements for their accommodation.

Alternative school holidays accommodation approved by the School are that the Student;

- Returns home
- Is in the care of their 'guardian' living in Australia, provided that all travel and contact details and written permission from the parents is provided to the School;

- Is in the care of a close relative of the student living in Australia, provided that all travel and contact details and written permission from the parents is provided to the School'
- Is in the care of a family connected to the School and the Principal has approved the arrangement

In any event, students will need to advise the Head of Boarding for their relevant house of their holiday plans which will need to be confirmed by the Guardian or parents. They will also need to liaise with the Coordinator, International Students regarding flights, pick up arrangements.

## 5. STUDENT SUPPORT SERVICES

### Orientation and Support Staff

St Paul's College Walla Walla provides an orientation program for overseas students upon their commencement at the School. An Orientation Checklist is provided which contains information details about the School, key staff member and support services and staff, the academic program, and co-curricular activities at the School.

On arrival International Students will be welcomed by their International Student Mentor. The Coordinator, International Students will help all families with concerns regarding uniforms or stationery. If not previously arranged, students will meet with their Curriculum Director to discuss and allocate subjects. The Head of Boarding will welcome boarders and help them settle in.

A range of English Language, academic and welfare support services are available to students and during Orientation

### BYOD (Bring Your Own Device)

- The BYOD guide is available for download on the School's website. Within the guide you will find information about:
  - What is BYOD
  - Your two BYOD options
  - BYOD Hardware Requirements
  - BYOD Buying Guide
  - BYOD Agreement
  - Answers to commonly asked questions
  - What to expect when commencing school with a new device
- For all BYOD enquiries please do not hesitate to contact the College.

### Chapel and Devotions

- Chapel and devotions are important aspects of our College and attendance at these is compulsory. School worship consists of:

- Chapel services are held Wednesday, Friday and alternate Mondays at 8:40am. These brief worship services are generally led by the College Pastor, and sometimes by a member of the College staff or visiting guests.
- On alternate Mondays, devotions are led by Year Level groups.
- Devotions are held in Care Groups on Tuesdays and as part of Active Care Group on Thursdays.
- Specially convened Chapel services are held to mark the start of the school year and events such as Remembrance Day. Parents are most welcome to join in these Chapels.

### **Computer Network Access**

- Students must have read and signed the Acceptable User Agreement, which is issued at enrolment, before they can access the computer network.
- Students with access to the network have their user name set as firstname.surname, a home drive and an email address in the following format: [firstname.surname@student.stpaulscollege.nsw.edu.au](mailto:firstname.surname@student.stpaulscollege.nsw.edu.au) .
- Students and their parents can access the College intranet from home via the internet.

### **Damage and Breakages**

- Parents will be notified when damage is caused by carelessness or vandalism by their son/daughter with the expectation that they bear the cost of replacement or repair.

### **Diaries**

- All students are expected to have a College Diary and to take it to all lessons. The College Diary exists to:
  - Help students organise themselves
  - Allow teachers and parents to monitor students' workload and progress
  - Provide an avenue of communication between home and school
- As such, the Diary is an important learning resource.
- The College Diary must be signed each week by parents (or residential staff) and regularly checked by Care Group teachers.

### **Formal Celebrations**

- The Valedictory Service is held in the College Chapel at the end of Term 3, to farewell our graduating students, recognise their achievements and give thanks. The Valedictory is a formal event, attended by all students.
- The Year 12 Graduation is a formal celebration where awards and recognition is given to our graduating HSC year. It is held during November after the HSC exams have concluded.
- A compulsory Annual Awards Night is held in December at the conclusion of Term 4. Students from Years 7-11 are required to attend in full school uniform and be

seated with their parents. Parents of students not attending need to inform the Principal in writing.

### Identification Cards

- All with a after the have may be and

<b>Year/Care Group / Chapel</b>	8:40
<b>Lesson 1</b>	9:15
<b>Lesson 2</b>	10:05
<b>Recess 1</b>	<b>10:55</b>
<b>Lesson 3</b>	11:20
<b>Lesson 4</b>	12:10
<b>Lunch</b>	<b>1:00</b>
<b>Lesson 5</b>	1:45
<b>Recess 2</b>	<b>2:35</b>
<b>Lesson 6</b>	2:40

students are issued photographic ID card annual school photos been taken. This card used for identification proof of age elsewhere.

### Late Departures

- All the time of

### Arrivals/Early

students arriving after school commencement 8:40am must scan in at Reception with their ID

card to register their attendance and present a note from their parent or guardian. A late slip is then printed for the student to take to their class teacher.

### Lesson Times

- The College operates on a ten-day timetable cycle made up of 6 x 50 minute lessons each day.



## Lockers

- Each student is provided with a combination lock and allocated a locker close to their Care Group room. Students are expected to keep their locker secured and make up the cost of the lock if they lose it.

## Lost Property

- Please ensure that all items are labelled with your son or daughter's name. An engraving tool is held at Reception for naming USB sticks, calculators, etc.
- Named items of lost property are returned to students via their Care Group teacher. Otherwise, un-named lost property is stored in a cupboard in Room 15 for students to check. Students should ask the teacher on duty during recess and lunch to unlock this cupboard.

## Media Consent

- Permission is sought from parents at the time of enrolment to use photographic representations or depictions of their children for promotional purposes.
- If this changes, the parent/caregiver must inform the school in writing.

## Medication

- Parents are requested to inform the Medical Centre of any medications being taken by students.
- All medications taken during the school day must be stored in the Health Centre unless other arrangements are made with nursing staff.
- All prescribed and restricted medications must be provided in the original container with the label clearly displaying the student's name and the required dosage.
- Assistance will be given by the school nurse in the administering of **prescribed medication** when requested in writing by parents/caregiver or as prescribed by the doctor. Assistance will be given by the school nurse in the administering of **restricted medications** after receiving documentation from the doctor and parent. Instructions regarding changes to the original dosage of long-term or restricted medications must be in writing from the doctor and parent/caregiver.

## Medical Information

- Each student must have their current medical information recorded with the College. To ensure this happens, a confidential Medical Information form is completed at the time of enrolment and update forms are sent at the end of each year for parents to check and return.
- Please advise the Health Centre of any changes during the course of the year so that we can fulfil our duty of care.

### **Mobile Phones and iPods**

- Years 7-10 students are not to use mobile phones at all during the school day, unless directed to or for a teacher to lead a learning activities.
- Mobile phones should be kept in lockers during the day. It is a requirement that lockers have school-provided locks on them. If your child is still worried about security they can leave their phone at the Reception at the beginning of each day. Phones must not be left in school bags.
- In all cases where a child must be contacted during the day, please call the Reception and appropriate messages will be relayed to your child promptly.
- If your child needs to contact you urgently, they are permitted to make a phone call from Reception at recess or lunch, or at other times in an emergency. (If unwell, your child is to go to the Medical Centre and the School Nurse will contact you).

### **Newsletters**

- An informative Community Bulletin is published every Wednesday. This publication is posted onto the College website. A direct link is emailed to parents unless a request is made that they be posted home.
- For residents and their families, a regular “Residence Read” newsletter is produced and emailed to all residence families and posted onto the College website.

### **Privacy of Information**

- St Paul’s collects personal information relating to students which is used primarily to fulfil the College’s duty of care to students and for meeting our legislated responsibilities.
- Permission is sought from parents at the time of enrolment to only disclose contact details to the Parents and Friends Association and the St Paul’s Old Collegians Association (SPOCA).

### **Uniform Shop**

- The College Uniform Shop is the only official supplier of our College uniform items – new and limited second-hand. Shoes need to be purchased elsewhere.
- The Uniform Shop is open for business during term time on Tuesdays 10:30am to 1:30pm, and Fridays 12:30pm to 4:00pm. Changes to these times and additional opening times during term breaks are published in the Community Bulletin.
- The Uniform Shop accepts as payment cash, cheque or credit card. Uniform items may not be placed on family accounts.
- The Uniform Shop Price List is available via the College website.

## **3.2 Curriculum, Teaching and Learning**

### **Assessment**

- It is the desire of the staff that all students mature and develop sound work habits. Lateness or failure to submit assignments, is often the result of poor planning. To encourage students to become responsible and reliable in meeting deadlines, St Paul's has adopted the following system for overdue assignment work at all year levels. Years 11 and 12 students, if even one day late the penalty is zero marks awarded.
  - 1 day late – 20% of total possible marks to be deducted
  - 2 or more days – a further penalty of 20% per school day
- Students will still be required to submit assignments even if they will gain zero marks after 5 days because there is a minimum requirement for work to be completed.
- Plagiarism will result in marks being deducted, even to the extent of gaining zero marks

### **Career Education**

- Career education is included as part of the Year 10 curriculum and Years 10-12 Year Level Program accompanied by one week's work experience.
- Year 12 students meet regularly with the Careers Advisor and have the opportunity to discuss pathways including tertiary education and work options.

### **Examinations**

- A mixture of school-organised exams and external exams conducted under the auspices of NESAs are held in Year 12.
- Students undertaking Preliminary course subjects will sit for internally organised half-yearly and end of course exams.
- Students undertaking one or more HSC subject exams will have half-yearly and trial exams prior to their final HSC exams.

### **Excursions and Camps (External Residentials)**

- Parental consent is given at enrolment for students to participate in College organised visits in the local area. Parental consent is sought when activities incur a cost and when they are located outside the local area.

### **Homework**

- Homework is a vital part of a successful student's study program, and it is required of all students as part of the school curriculum since it is designed to provide:
  - Further practice in skills and concepts introduced during lessons.
  - The opportunity to complete long-term assignment work requiring planning and research skills.
  - The development of sound work habits.
- As a general guideline, students should be completing homework four nights a week, with occasional assignments or preparation for exams requiring some weekend work. Students should use a homework timetable to assist with planning.
- As a guide, students should spend approximately the following amounts of time on homework and/or study each night:

- Years 7 & 8                    60 minutes
- Year 9 & 10                    90 minutes
- Years 11 & 12                120-180 minutes

Careful planning of a study timetable is highly recommended. There should be a balance between homework/study requirements, family responsibilities and outside interests. Care Group teachers can assist students in developing a study timetable.

### **Learning Enhancement**

- Our Learning Enhancement team includes Manager, Learning Enhancement and a team of staff working alongside classroom teachers to deliver programs to students. A number of the teachers make themselves available after school (usually Wednesdays and Thursdays), or during some lunchtimes to assist students. If parents feel their students have special needs that aren't being met, please ring the Principal to discuss.

### **Reporting**

- The College has three reporting periods for Years 7-10; at the end of Terms 1 and 2, and at the end of the year. Reports for students studying Preliminary and HSC courses are issued halfway through each course and at the end of each course. (These times generally do not coincide with the reporting dates for other year levels). Parents will be advised of reporting dates.
- Reports are mailed home to parent and carers.

### **Student Activities**

- All students in Years 7-10 participate in Student Activities for two lessons per fortnight. These activities are chosen by students and are in the sporting, cultural, musical and similarly related areas. In Term 4, Inter Care Group sport will take the place of Student Activities. Come of the previous time allocation for student sport now occurs in PDHPE lessons.

### **Subject Changes**

- Students need to complete a Change of Subject form and gain permission from their parents before they change subjects.
- Senior students are encouraged to discuss proposed changes with classroom teacher and the Director of Senior Curriculum.

### **Subject Selections**

- Parents are invited to attend subject selection meetings for their children, which are advertised through the Community Bulletin. These meetings outline the subject offerings as well as subject pathway requirements.
- Students in Years 7 and 8 have a fixed curriculum (with the exception of students who choose Equine), mandated by NESAs.

### **3.3 Student Care and Wellbeing**

#### **Care Groups**

- The school has two houses – Kavel (blue) and Leidig (red), with ten care groups – K1-K5 and L1-L5.
- The Care Group is the basic unit of pastoral care within the College and Care Group teachers have responsibility for the general oversight of students within their Care Group. It is intended that parents regard care group teachers as their first point of contact with the school regarding the welfare and general progress of their children.
- Care Groups include students from Years 7-12 with siblings placed in the same Care Group. This group remains together, as far as practicable, with the same teacher for the duration of their schooling. This is to build strong and healthy relationships both within the College and also between home and the College. The Care Group is considered to be a small 'family'.
- Care Groups have an administrative function as well as a role in the pastoral care of students.

#### **Counselling**

- From time to time a student, a parent or both may consider it important to receive counselling. The school has a qualified counsellor 3 days per week. If you would like an appointment for your child, contact can be made through the Director, Student Wellbeing.
- The College Pastor is a trained counsellor and he can conduct counselling sessions, not only for the student but also for a family should it be necessary.

#### **Spiritual Formation and Development**

- Instruction in the Christian faith is conducted on an 'as needed' and 'as requested' basis. This instruction leads to Baptism (Christening) and/or First Communion. Consultation between the student, parents, home congregation/pastor/priest, and the College Pastor is required before this instruction commences.
- Please contact the College Pastor if you wish to make arrangements for the instruction of your son or daughter in preparation for Confirmation as a member of the Lutheran Church of Australia.

#### **Student Wellbeing Team**

- The Student Wellbeing Team consists of the Principal, Deputy Principal, Director Teaching & Learning, Director, Student Wellbeing, Director Learning in Residence,

College Pastor, School Counsellor, Manager Learning Enhancement, and the College Nurse.

- This group meets regularly to discuss courses of action for supporting individual students, and indirectly, College personnel.
- The Heads of Learning in Residence meet weekly with the Director, Learning in Residence and the Principal to specifically discuss the needs of residential students.

### **3.4 Uniform and Grooming**

#### **Casual Clothes (Civvies) Days**

- From time to time casual clothes days are held as fundraisers. Although students have considerable choice in what they can wear they must:
  - Wear footwear that allows them to safely participate in their classes. This consideration applies for science, equine, agriculture and technology classes.
  - Choose 'sun safe' clothing during Terms 1 and 4.
  - Dress modestly.
  - Not wear clothing with inappropriate slogans or images.

#### **Hair**

- The College encourages students to wear their hair in such a manner that the cut and style will allow some individuality and still remain within these guidelines.
- All students must present with clean, neat and tidy hair.
- Students must be aware that hairstyles may pose a WHS risk and must follow teacher direction in such cases (eg. tying long hair back in PE, Food Technology or Industrial Technology classes).
- Boys are to be clean shaven at all times.

#### **Jewellery and Accessories**

Students are permitted to wear only the following jewellery items:

- Wrist watch.
- Plain chain necklace and can include a small Christian symbol. (Locker and/or house keys may also be worn on a plain necklace or St Paul's lanyard).
- Girls and boys are permitted to wear one pair of plain sleepers or small studs (one per ear) if the student has pierced ears.
- Facial or multiple piercings are not permitted.
- Sunglasses are permitted to accompany the College uniform but they must be of a modest design.
- Tattoos are not permitted.

## **Make up**

- Makeup is only permitted if it is used for a basic natural look.
- No eyeliner, eyeshadow or lipstick other than clear gloss is permitted.
- Coloured nail polish and false fingernails are not permitted.

## **4. BEHAVIOUR MANAGEMENT**

### **Code of Conduct for Students**

- The vision of St Paul's College is to be a Christ-centred community valuing people and learning.
- Students have rights in the context of this vision. However, it should be remembered that with rights come the acceptance of responsibilities. Students' rights and responsibilities are outlined below.

Students at St Paul's College have the **right** to:

- Be safe and to be treated with respect.
- Expect that their personal property will be safe.
- Enjoy a healthy environment.
- Work towards developing their full potential.
- Be heard and treated impartially.
- Reconciliation and renewal.

Students at St Paul's College have the **responsibility** to:

- Be respectful – Show respect to the values and traditions of the school, others, self and property.
- Be committed- Always attempt everything to the best of their ability and make every attempt to participate in the life of the College.
- Be safe – Always be mindful and minimise risks to themselves and others.

**A serious breach of expectations** is defined as an act or pattern of behaviour that

- seriously undermines the ethos of St Paul's College; or
- brings St Paul's College into disrepute; or
- is offensive or dangerous to the physical or emotional health of any staff member, visitor or any student; or
- consistently and deliberately fails to comply with fair and reasonable instructions from staff members; or
- consistently and deliberately interferes with the educational opportunities and endeavours of other students.

### **Bullying**

- Bullying behaviour is distinguished from general misbehaviour by its repetition, the targeting of a specific person, the existence of an imbalance of power, the existence of an imbalance of effect and the intention to hurt, injure, embarrass or isolate.
- Bullying behaviour may include any form of physical violence, interfering with another person's property, name-calling, using put-downs, spreading rumours about a person, making derogatory comments about a person's background, sending

hurtful text messages or notes, hurtfully excluding a person from a group, making suggestive comments, etc.

- As a response to bullying behaviours:
  - The person being bullied is asked to approach the person bullying them and ask them to stop. If this is unsuccessful then the method of 'Shared Concern' is adopted, whereby, both the bully, or bullies are invited to have a better understanding of the impact of their behaviour, through frank and open discussions with the victim. It is hoped that from these discussions the bullying will cease, otherwise, the bullying needs to be reported to a staff member if it continues, in which case sanctions will be enforced.
  - A person witnessing bullying is asked to support the person being bullied, tell the person doing the bullying to stop, and to report bullying behaviour to a staff member.
  - Depending on its severity, the College's response to bullying will generally involve a formal warning, with repetitions of bullying behaviour progressing onto a formal warning with notification to the parents, internal suspension, external suspension and eventually expulsion.

## **Drugs**

- Students are not permitted to smoke tobacco or other drugs, drink alcoholic beverages, use prohibited drugs, inappropriately use prescribed or over the counter medicines
- Solvents/inhalants or possess drug-related objects such as pipes, bongs, syringes, etc. Aerosol cans of any kind are banned from the College including deodorant cans.
- The school prohibits the possession, sale, supply, exchange or negotiation in relation to any of the above when on school premises or on any other occasion when the school has responsibility for an individual or group of students.
- Consequences include:
  - In the case of tobacco, alcohol or inappropriate use of medicines and solvents/inhalants – the consequence will involve warning and/or internal suspension; repeated occurrences lead to suspension and finally expulsion.
  - In the case of the use of illegal drugs, their associated objects or possession, sale, supply, exchange or negotiation – the consequence may be the expulsion of that student and/or notification to the NSW Police Service.

## **Illegal Activity**

- Any alleged illegal activity by students is reported to the NSW Police Service. Hence, there may be legal **and** school-based consequences for students who commit illegal acts.

## **Rebellious Behaviour**

- Rebellious behaviour is distinguished from general misbehaviour by the presence of an argumentative manner, repeated instances where fair and reasonable instruction from a staff member are ignored or verbal abuse is directed at a staff member.
- Ultimately, students need to accept their responsibilities and submit to the regulations that are established for the smooth running of the school. There also



comes a time when rebellious students are asked to leave the College – where their ongoing conduct is prejudicial to the name of the College or they pose a risk to others.

## **5. PARENTAL CODE OF CONDUCT**

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Parents and guardians are an indispensable part of a child’s education. We recognize that parents and guardians are part of the College community, and have a right to participate in their child’s education.

In order to balance the rights of parents and guardians, students, teachers and staff, we expect parents to uphold a certain standard of behavior.

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 guardians should set an example for their children, and the children of others. They have shared responsibility with their children, other parents/guardians and the college to ensure that their children abide by the Student Code of Conduct.

### **Role of the College Generally**

College Executive is responsible for establishing and administering the policies, procedures and rules which govern the day to day operations of the College.

#### **1. College Policies**

- 1.1 Parents should support their children to comply with College policies.
- 1.2 Parents, as members of the College community, are also expected to comply with College policies and reasonable directions including those relating to health and safety and communications with the College, and to support the College’s decisions.

#### **2. Discipline**

- 2.1 St Paul’s College expects students to comply with its rules and not engage in behavior which is harmful to others or is contrary to the ethos and philosophy of the College. Parents are expected to support the College in relation to its discipline policy and not do anything which undermines its authority. It must be understood that in the case of minor disciplinary matters, the College will be the arbiter of what is a fair punishment and will not engage in debate about the appropriateness of the punishment.
- 2.2 In relation to more serious disciplinary matters which may result in suspension or expulsion, the College will inform parents of the matter

which will be dealt with in accordance with the College's disciplinary policy. While parents will be consulted, the final decision will be the College's.

### **3. Interaction with Staff**

- 3.1 Parents and guardians are expected to deal with our teaching and non-teaching staff at all times in a way that is courteous and respectful.
- 3.3 Parents and guardians should not approach or interact with the children of other parents without their permission.
- 3.4 St Paul's College conducts regular meetings between staff and parents at which the student's progress can be discussed. There may be other times when a parent or staff member requests a meeting to discuss particular issues that may arise during the course of a student's schooling.
- 3.5 If a parent wishes to meet with a staff member, they should make an appointment so that a mutually convenient time can be arranged. This can be done through the College office.
- 3.6 Parents should never attempt to contact a staff member at their home, unless the staff member requests this.
- 3.7 Parents also can make an appointment to see the Principal about any particular concerns they may have relating to their son or daughter.
- 3.8 It is important that parents show respect for staff and not publically criticize them or seek to undermine their authority. If a parent has a particular concern about a member of staff, they can raise it with the staff member concerned or with the Principal, however when doing so, they should observe the general rules of conduct set out in this Code.
- 3.9 The College has a duty of care towards all staff and for this reason any aggressive or abusive behavior by parents towards staff would be unacceptable.

### **Interactions Generally**

Communications whether verbal or in writing with other members of the College community whether teachers, administration staff, other parents or students should:

- show respect, courtesy and consideration;
- not harass or bully another person;
- not use intemperate language; and
- not be confrontational.

Social media should not be used to criticize or denigrate others in the College community.

### **Sport**

We recognize that parents and guardians are often actively involved in the sporting and extracurricular events of their children. We encourage parents to participate in such activities and to support their children, however we also make clear that we have high expectations of parents at these events and activities.

At these events, especially sporting events, parents are expected to:

- Encourage (without forcing) their children to participate.
- Never ridicule, berate, discourage or otherwise interfere with your child or another child.
- Uphold the principles of good sportsmanship and fair play.
- Never yell, abuse or otherwise interfere with a sporting official, coach or other person.
- Never incite, encourage or commit acts of violence.
- Never use foul or abusing language.
- Never interfere in an activity.

The sports coaches at the College, pick teams based on their view of the most appropriate selection at the relevant time. It is not appropriate for parents to complain about the failure of their son or daughter to be picked for a particular team.

### **Separated Parents**

The College is aware that some students have parents that are separated or divorced. In these cases, parents should not attempt to involve the College in any parental dispute that may arise. The College is not able to make judgments on the merits of claims made by one parent against another and should not be asked to do so. Such action could disadvantage one party. The College will of course, observe any orders made by a Court in relation to a student or communications with parents.

### **Breaches of this Code of Conduct**

If a parent fails to comply with this Code, the College may:

- limit access to a teacher or teachers;
- limit access to the College premises or sporting or other College events; or
- terminate the enrolment of the student.