

# Parent & Student Handbook

2024



**ST PAUL'S**  
**COLLEGE**  
WALLA WALLA, NSW



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*December 2023*

## WELCOME

Dear Parents and Students,

This handbook provides information for parents and students about the operations of St Paul's College. Our staff members look forward to working with you and your child. We trust that you find our school a happy, friendly and secure atmosphere, one that will stimulate the desire to learn and be conducive to your child's development.

Additions or changes to the information that follows are inevitable. Updated information will be advised via the fortnightly newsletter or official letters, and an up-to-date version of this handbook is available on our website. Please feel free to contact us if you have any questions that remain unanswered.

The support of our parents is essential if St Paul's is to meet its aims and purposes. Therefore, I strongly encourage parents to:

- Take an interest in their child's education and fully support them in their learning.
- Support the College in its expectations, care and support of their child.
- Become involved in the Parents and Friends Association, and its activities; attend College events and volunteer your assistance where you can.

Your feedback is very important, and we encourage you to continue to communicate with us. Please write, phone, or make an appointment to see either your child's teachers or another appropriate person to discuss your ideas, suggestions, or responses to our programs.

Yours in Christ



**Ms Anita Morton**  
**PRINCIPAL**

# 1. ABOUT ST PAUL'S COLLEGE

## 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 16th 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 College Board.

### Management

#### (College Executive)

- Principal – Ms Anita Morton
- Deputy Principal (Students) – Ms Caroline Clancy
- Deputy Principal (Staff) - Mr Peter O'Neill
- Director of Teaching and Learning– Mr Nash Clark
- Director, Learning Technologies - Mr Sean Cook
- Business Manager - Mr David Walsh

The College Curriculum Team consists of the Principal; Deputy Principal (Students); Deputy Principal (Staff); Director of Teaching and Learning; Heads of Departments; Learning Enhancement Coordinator. 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

St Paul's College values:

Integrity          Compassion          Courage          Creativity          Service

These values are embedded in our Wellbeing and Curriculum frameworks and are foundational in all we do.

## 2. COMMUNICATION AND CONTACTS

### 2.1 Contact Information (Front Office/Reception)

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

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

**Telephone:** 02 6029 2200

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

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

There is at least one staff member on duty during school holidays, although the office is closed for public holidays and for three weeks over the Christmas-New Year break. Messages left on the telephone answering service outside of these office hours will be acted on at the earliest possible opportunity.

### 2.2 Contact Information (Boarding)

**Head of Boarding** Jack Nicholas  
[jack.nicholas@stpaulscollege.nsw.edu.au](mailto:jack.nicholas@stpaulscollege.nsw.edu.au)

Girls' Boarding House

**Phone:** 02 6029 2405

**Mobile:** 0429 105 565

**Fax:** 02 6029 2137

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

## Boys' Boarding House

**Phone:** 02 6029 2112  
**Mobile:** 0490 889 339  
**Fax:** 02 6029 2372  
**Email:** [boysboarding@stpaulscollege.nsw.edu.au](mailto:boysboarding@stpaulscollege.nsw.edu.au)

Each boarding house office has an answering machine and messages will be attended to when the supervisor on duty next enters the office.

### 2.3 Whom to Contact

Contacts for ....

|  |   |
|--|---|
| Updates on your child's general progress at school     | Care Group Teacher/Head of House                    |
| General concerns about your child                      | Care Group Teacher/Head of House                    |
| Your child's academic progress in a particular subject | Subject Teacher                                     |
| Questions about a particular activity                  | Teacher in charge of activity                       |
| Pastoral care and Student Welfare/Behaviour Management | Deputy Principal (Students)                         |
| Curriculum   | Director, Teaching & Learning                       |
| Subject Selections                                     | Deputy Principal (Staff),<br>and/or Careers Advisor |
| Enrolments   | Enrolments Manager                                  |
| Fee Accounts, Bursaries                                | Business Manager                                    |
| Unresolved grievances                                  | Principal   |
| Family Matters & Student Wellbeing                     | Deputy Principal (Students)                         |
| Health issues  | College Nurse                                       |
| Boarding issues  | Head of Boarding                                    |



The following list is provided to assist parents in contacting staff in the first instance. These matters may be referred on to others within the College for further action and follow-up. College staff may be emailed by typing:

[firstname.lastname@stpaulscollege.nsw.edu.au](mailto:firstname.lastname@stpaulscollege.nsw.edu.au)

|  |  |
|--|--|
| <b>Absenteeism</b><br><a href="#">Mrs Catherine Heir</a> (phone or email)  | <b>Exams</b><br><a href="#">Mr Nash Clark</a>  |
| <b>Academic Performance</b><br>Subject Teachers, Care Group Teachers   | <b>Health Issues</b><br><a href="#">Mrs Ange Frohling</a>  |
| <b>Agriculture</b><br><a href="#">Ms Belinda Everingham</a>  | <b>Horsemastership</b><br><a href="#">Ms Deb Wilson</a>  |
| <b>Boarding</b><br>Mr Jack Nicholas  | <b>HSIE (Ancient History, Modern History, Legal Studies, Business Studies,)</b><br><a href="#">Mrs Courtney Kotzur</a>                     |
| <b>Bursaries</b><br><a href="#">Ms Anita Morton</a>  | <b>Industrial Technology</b><br><a href="#">Peter Holman</a>   |
| <b>Buses</b><br><a href="#">Mrs Catherine Heir</a>   | <b>International Students</b><br><a href="#">Mr Jesse Wellington</a>   |
| <b>Careers / Subject Selection / University / TAFE/ School Based Traineeships</b><br><a href="#">Ms Eliza Flanigan</a>   | <b>Kitchen/Catering</b><br>Ms Tracey McIndoe<br><a href="mailto:tracevmcindoe@compass-group.com.au">tracevmcindoe@compass-group.com.au</a> |
| <b>Community Garden</b><br><a href="#">Ms Taylor Emery</a> and <a href="#">Ms Melanie Wettren</a>  | <b>Learning Support/Enhancement</b><br><a href="#">Mrs Sarah Cunningham</a>  |
| <b>Complaints &amp; Grievances</b><br>Staff member concerned, then <a href="#">Principal</a>   | <b>Livestock Show Team</b><br><a href="#">Ms Belinda Everingham</a>  |
| <b>Counselling/Pastoral Support/Student Welfare</b><br>Care Group Teachers; Heads of House; <a href="#">Ms Caroline Clancy</a> , Deputy Principal (Students); School Counsellors: <a href="#">Ms Sheena Meade</a> , <a href="#">Mr Johan Noordam</a> | <b>Mathematics</b><br><a href="#">Mr Peter O'Neill</a>   |
| <b>Creative &amp; Performing Arts (Drama, Music, Visual Arts)</b> <a href="#">Mrs Michelle Wilson</a>  | <b>Newsletters and Publications</b><br><a href="#">Ms Karen Lowe</a>   |
| <b>Debating &amp; Public Speaking</b><br><a href="#">Mr Nash Clark</a>   | <b>Scholarships</b><br><a href="#">Mrs Joanne Knobel</a>   |
| <b>Director Teaching &amp; Learning (Subjects, Assessment, NESAs, Teaching &amp; Learning, Exams)</b><br><a href="#">Mr Nash Clark</a>   | <b>Science - Biology, Chemistry, Physics</b><br><a href="#">Mr Brendon Finn</a>  |
| <b>Discipline/Behaviour Management</b><br>Subject teacher; Head of Department; Care Group Teachers; Deputy Principal (Students)  | <b>PDHPE &amp; CAFS</b><br><a href="#">Mrs Michelle Wilson</a>   |
| <b>English</b><br><a href="#">Mrs Kara Robinson</a>  | <b>Studies of Religion</b><br><a href="#">Mrs Meagan Edwards</a>   |
| <b>Family Issues</b><br><a href="#">Ms Taylor Emery</a> (Head of Kavel House) or <a href="#">Ms Melanie Wettren</a> (Head of Leidig House)   | <b>VET / (Hospitality, Sport &amp; Recreation, Primary Industries, IDT)</b><br><a href="#">Mr Matthew Campbell-Smith</a>                   |
| <b>Fees/Financial/Facility Bookings</b><br><a href="#">Mr David Walsh</a> , Business Manager   | <b>Sport</b><br><a href="#">Mr Stuart Morrison</a>   |

## 2.4 Grievance (COMPLAINTS)

*In the first instance, if you have a grievance, you should try to address the grievance directly with the person involved (where appropriate).*

*Any student who may have a grievance against the Principal should contact the Deputy Principal.*

*Any parent or staff member who may have a grievance against the Principal should contact the Board Chair in writing.*

### **Making a grievance (complaint)**

#### For Students

If you have a grievance against a student, staff member, or other parents you should contact:

1. your Care Group Teacher;
2. a teacher you know well; or
3. the Principal.

#### For Parents

If you have a grievance against a student, staff member, or another parent – contact the Principal.

### **Responding to a grievance (complaint)**

1. This grievance procedure requires that all grievances be in writing;
2. The principle of procedural fairness will be afforded to all parties during the grievance resolution process
3. Staff responsible for responding to the grievance (e.g. Principal, staff member, Board Chair etc.) acknowledges receipt of the grievance in writing within 7 days. The complainant may be required to provide further information;
4. Staff responsible for responding to the grievance will consider if all parties named in the grievance should be informed (by phone or in person) and invited (by phone or in person) to respond;
5. All parties should ensure that the grievance matter is kept confidential;
6. Staff will attempt to investigate/mediate a solution to the grievance where appropriate;
7. If initial investigation/mediation of the grievance is unsuccessful, or it is considered inappropriate in the circumstances to engage in an investigation/mediation, the Principal (or Board Chair if relevant) will be notified;
8. The Principal/Board Chair will then determine next steps in relation to the matter at their absolute discretion, which may include determining an outcome (NB: This may

involve engaging an external investigator/mediator based on advice from AISNSW and/or LEVNT); and

9. Written records of the above procedures will be maintained in the College Office and kept confidential and secure.

*Should any student or parent have any queries about this grievance procedure, you should contact the principal for advice.*

### **3. COLLEGE ORGANISATION AND EXPECTATIONS**

This section is arranged in alphabetical order underneath the headings of Administrative and Daily Routines, Teaching and Learning, Student Care and Wellbeing and Uniform and Grooming.

#### **3.1 Administrative and Daily Routines**

##### **Absences**

- The College requests that parents or guardians inform the College by 9:00am on the morning of a student absence. The receptionist will endeavour to contact parents in the event that a student is absent, and no prior notification has been made.
- It is expected that students catch up work following their absence. Parents should contact the Director, Teaching and Learning to arrange work to be sent home in the case of an extended absence.
- If a student has been away due to illness for more than two days, a medical certificate is required.
- All absences that involve withdrawing a student from the school's program for more than one week must be made in writing via a Student Leave Request form and forwarded to the Principal well before the leave date. Student Leave Notification forms are available from Reception.
  - Please also see information included in 'Leave'

##### **Accident insurance**

- The College strongly recommends that every family at St Paul's takes out Private Health Insurance with full Private Health cover, as the cost of medical expenses to parents for accidents can be substantial.
- The College provides Student Accident Insurance for all students 24 hours a day, 365 days per year, anywhere in the world. It is not limited to school related activities. This is designed primarily to help with permanent injuries of a serious nature, such as quadriplegia, paraplegia, or loss of a limb. As most injuries are not of a permanent nature, this insurance is limited, as the law does not permit coverage of medical expenses otherwise covered by Medicare, or beyond the scheduled fee.

## Accounts

- Tuition and Weekly Boarding fees are issued at the beginning of each term. Flexi Boarding and Equine are billed at the end of each term. Tuition and/or boarding fees that are paid in full by the last day of February receive a 4% discount.
- The College utilises a direct debit system to assist families with paying fees. This automatic withdrawal allows families to pay fees by credit card or directly from a bank account. Parents will need to sign the direct debit authorisation form provided with the enrolment documents. Please contact the Business Manager for any regarding direct debits. Direct debits can be made weekly, fortnightly and monthly or by the term on the day that suits you.
- Uniform and bookshop items must be paid for at the time of purchase.

## Annual Permissions Checklist

- Information/news about school achievements, activities, events and excursions (including those outside the school campus) often contains the personal information of students (and other individuals) involved in those activities and events, including photos and videos of students. This information is frequently published in the College newsletters and magazines, on our Facebook page, on our intranet or otherwise shared with the College community (current, future and past students, parents and teachers). The information may also be used in class activities and teacher development materials.

We seek your consent to make personal information about your child available to the public, including to promote the school. The personal information is limited to your child's name, image, information about your child's participation in school activities and events (including achievements).

**To give permission to share personal information as stated in this document you are required to consent via [Parent Lounge](#) via the Annual Permission Checklist.**

Instructions can be found [here](#) on our website.

## Attendance

- It is a legal expectation that students attend school each school day. Furthermore, course completion criteria exist for NESA courses and failure to maintain a good attendance may impede a student from attaining their RoSA, progressing on to Preliminary or HSC courses or their Higher School Certificate.
- The College encourages parents to avoid scheduling appointments during the school day or withdrawing students towards the end of the school term.
- Student attendances will be recorded at the beginning of the day. If students arrive after that time, students will need to sign in at Reception where they will be issued a late slip.
- All students must have a note, or email / phone call from parent sent to Administration when arriving late or leaving early.

### **Beginning of Term (Boarders)**

- At the beginning of the year and new term, boarders may enter the boarding houses after 2:00pm the day prior to the commencement of school.
- Students can return to the Boarding House from 7am on the first school day after an Exeat Weekend.

### **Books – Library and Text**

- The Student Hub houses library and textbooks. Textbooks are issued to students on a textbook hire scheme. The cost of books hired are included in the Tuition Fees.
- It is the responsibility of parents/students to pay for the replacement of books that are lost or become damaged during the loan period.

### **Buses**

- Students registered to use a particular school bus on a daily basis can use this service provided by the NSW Government, free of charge. Other students can only be passenger after permission from the bus driver has been obtained and the fare paid.
- Fare costs can be obtained from the relevant bus companies.
- The College operates a car/bus service for boarders from Jerilderie and Wagga Wagga on Monday mornings and to these destinations on Friday afternoons.
  - Bookings are made through the boarding house.
  - The costs for students using these services will be charged to the family account at the end of each term.
  - Regular users of the Wagga Wagga and Jerilderie services can claim a rebate from the NSW State Government.

### **External Bus Proprietors:**

#### **Albury/Jindera/Culcairn**

Martins Albury  
66 Fallon Street  
Albury NSW 2640  
Ph. 02 6040 4400

#### **Pleasant Hills/Milbrulong area**

Jeremy & Marissa Barker  
CLC & Co Pty Ltd  
marissa.pearl@bigpond.com  
Ph. 0408 246 140

#### **Holbrook area**

NR & LJ Hibberson  
Ph. 02 6036 2358/0429 362 358

#### **Burrumbuttock/Howlong area**

Lieschke Bus Lines  
82-86 Commercial Street  
Walla Walla NSW 2659  
Ph. 0412 691 312

#### **Walla Walla/Alma Park/Henty area**

Lieschke Bus Lines  
82-86 Commercial Street  
Walla Walla NSW 2659  
Ph. 0412 691 312

### **BYOD (Bring Your Own Device)**

- The [BYOD guide](#) is available for download from the College website. Within the guide you will find information about:
  - What is BYOD
  - Your 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.

### **Campus Speed Limit**

- A maximum **speed limit of 10kph** applies on College grounds.

### **Calendar**

- An electronic calendar with school events and assessments is accessed online via [Student Cafe](#) and can be viewed by parents on [Parent Lounge](#).

The Calendar:

- Helps students organise themselves
- Allows teachers and parents to monitor students' workload, results and progress

### **Canteen**

- Snacks and drinks can be purchased at recess and lunch times at the canteen, which is located at the Dining Room.
- Day students can order canteen lunches during recess time.

### **Chapel and Devotions**

- Chapel Services are held once weekly for the whole College.

School worship consists of:

- Chapel services are held each Wednesday. These brief worship services are generally led by the College Chaplain, and sometimes by a member of the College staff or visiting guests.
- Devotions are held in Care Groups daily.
- 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 using their device on the school network agree to the user requirements as stated in the [BYOD guide](#).
- Usernames are issued in the format: firstname.surname

- Email addresses are issued in the following format:  
**firstname.surname@student.stpaulscollege.nsw.edu.au**
- All students receive Office 365 (Word, Excel, Teams, OneDrive) and Adobe Creative Cloud accounts while enrolled.
- All students should bookmark <https://launchpad.stpaulscollege.nsw.edu.au> for access to all the College learning platforms.

#### **Damage and Breakages**

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

#### **Dining Room**

- The Dining room is accessible to boarders for breakfast, recess, lunch, and dinner. Boarders are encouraged to collect their recess and lunch and promptly join their peers in the outside spaces.
- Year 12s have access to the dining room during recess and lunch.
- In cases of bad weather, students have access to the dining room and other sheltered locations throughout the College.

#### **Exeat Weekends**

- In the middle of each term there is an Exeat Weekend, where the Boarding House closes and students have a long weekend. Dates are published on the Parent Lounge and Student Café calendars, and in the fortnightly newsletters well in advance.

#### **Formal Celebrations**

- The Valedictory Service is held in the College Chapel to farewell our graduating students, recognise their achievements and give thanks. The Valedictory is a formal event, attended by all students and Year 12 families.
- The Year 12 Graduation is a formal celebration where awards and recognition is given to our graduating HSC year. It is held after the HSC exams have concluded.
- An Annual Celebration event is held at the conclusion of Term 4. Students from Years 7-11 are encouraged to attend in full school uniform and be seated with their parents.
- A Debutante Ball is held each year for girls in Year 11. This formal occasion is held in Albury.
- A Leadership Induction Service is held in Term 4. Parents of new leaders are invited to attend.

#### **Illness during the School Day**

- Students who become ill during the day are not permitted to call their parents direct to notify of illness. They are to report to the Health Centre where they are seen by the College Nurse who will contact parents.
- Please do not send your child to school if they are sick.

- Medical treatment is sought if a student needs urgent hospital or medical treatment of any nature and the College is unable to contact the parent or the caregiver. This may involve calling an ambulance to the College.

#### **Identification Cards**

- All students are issued with a photographic ID card after the school photos have been taken. This card may be used for identification and proof of age and is also used when scanning in/out of school.

#### **Late Arrivals/Early Departures**

- All students arriving after the school commencement time of 8:45am 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.
- Students leaving during the school day must have written permission from their parents and they must also scan out at Reception. A separate sign-out sheet at the examination room operates for senior students during exam weeks. Please note that permission from both sets of parents is required if a student leaves with another student or another parent.

#### **Leave**

- All leave requests that involve withdrawing a student from the school's program for more than one week must be made in writing and forwarded to the Principal well before the leave date. A Student Leave Notification form is available from Reception for this purpose.
- Leave requests will be considered in the context of a student's total absences for the year. Absences above 25 days will be flagged and impact the outcome of leave requests.
- The impact on student assessment and learning will also be considered when reviewing leave requests.
- Parents are discouraged from withdrawing their children for family holidays before the end of the school term.
- There will not be an adjustment of fees for parents taking their children out of the College for extended periods.



### Lesson Times

- The College operates on a ten-day timetable cycle made up of 5 x 60-minute lessons each day.

| Table A         |         | Table B (A Wednesday) |         |
|-----------------|---------|-----------------------|---------|
| Lesson 1        | 8:45am  | Lesson 1              | 8:45am  |
| Lesson 2        | 9:45am  | Lesson 2              | 9:45am  |
| Recess          | 10:45am | Recess                | 10:45am |
| Lesson 3        | 11:10am | Lesson 3              | 11:10am |
| Lesson 4        | 12:10pm | Assembly              | 12:10pm |
| Lunch           | 1:10pm  | Lunch                 | 12:50pm |
| Care Group      | 1:55pm  | Care Group            | 1:35pm  |
| Lesson 5        | 2:15pm  | Chapel                | 1:55pm  |
| School Finishes | 3:15pm  | Lesson 5              | 2:15pm  |
|                 |         | School Finishes       | 3:15pm  |

### 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 and clothing are labelled with your child's name. An engraving tool is available at Reception for naming USB sticks, calculators, etc.
- Named items of lost property are returned to students via their Care Group teacher. Un-named lost property is stored in a cupboard outside the Staff Common Room for students to check. Students should ask the teacher on duty during recess and lunch to assist them check the lost property cupboard.

### Media Consent

- Parental permission is sought upon enrolment and then annually to use photographic representations or depictions of their children for promotional purposes and in school newsletters and social media platforms.
- If this changes, the parent/caregiver must inform the school in writing.
- There is an [Annual Permissions Checklist](#) through Parent Lounge that parents must acknowledge, and Media Permissions is part of the checklist.

### 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 Medical 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, medical information is entered prior to commencement onto Parent Lounge, and prior to the start of the school year.
- Please advise the [Medical Centre](#) of any changes during the course of the year so that we can fulfil our duty of care.
- Medical details can be updated anytime by parents on Parent Lounge.

### **Microwaves and Hot Water**

- Microwaves and hot water are provided for boarding use after hours and strictly under the supervision of boarding staff.
- Year 12 Students have access to microwaves and hot water while in the dining room. Students in 7-11 have access to the canteen.

### **Mobile Phones**

- Students are not permitted to use mobile phones at all during the school day.

Students may choose:

1. Not to bring their phone to school (boarders may leave it locked up in the boarding house)
2. Lock their phones inside their lockers, ensuring that they are switched off
3. Leave their phone at Reception when they arrive at school

*Should students be found in possession of their mobile phone at any time during the school day, then . . .*

*(Per Semester)*

|                        |  |
|------------------------|--|
| <i>First incident</i>  | <i>phone confiscated (must be handed in to office during the school day for up to 3 days), parents notified via PC Entry</i> |
| <i>Second incident</i> | <i>phone confiscated, parents notified, &amp; School Detention</i>   |
| <i>Third incident</i>  | <i>phone confiscated, parents notified, further action as deemed appropriate</i>   |
| <i>Fourth incident</i> | <i>phone confiscated, parents notified, further action as deemed appropriate</i>   |

- 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**

- A newsletter is published fortnightly and is posted onto the College website, with a [link](#) emailed to the college community.

#### **Parent Lounge**

- Upon enrolment, parents are emailed login credentials to the parent portal: [Parent Lounge](#). Parent Lounge provides access to timetables, calendars, academic results, curricular activities, class teachers, attendance records and medical details. The Parent Lounge can also be accessed via the College website home page.

#### **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).

#### **Private Vehicle Conveyance Allowance**

- Students who reside in country NSW can apply for this allowance provided there is no public transport available from their home to the College. NSW parents need to claim this allowance from the state government authority.

Applications are made online at the following address:

<https://apps.transport.nsw.gov.au/ssts/privateVehicleSubsidy>

#### **Smoke and Vape Free Campus**

- St Paul's College campus is a smoke free zone, and all parents and visitors are asked not to smoke whilst on campus or attending functions at our College.
- College regulations prohibit students from smoking or vaping at any time while they are at College or a College-organised activity.

#### **Student Drivers/Passengers**

- Students who are licensed drivers must complete an application form if they intend to drive to and from school or school-related events. Parents can also give their permission on this form for their child to transport named passengers.
- Parking for day students is available inside the grounds alongside the front oval and longer-term parking for boarders is available outside each of the boarding houses.
- Students may only travel as a passenger with a student driver if both sets of parents have given their written permission on the relevant form.

### **Student Travel Concession Cards**

- Students residing in NSW who reach 16 years of age are eligible to have a NSW Transport Concession Card, which can be used for rail, bus and ferry travel within NSW. This card can be obtained from Reception.
- Application forms for Victorian Public Transport concession cards for Victorian students who have reached 15 years of age need to be collected from Vic Rail.

### **Swimming Pool Season Tickets**

- The College purchases pool season tickets for boarders who wish to have them at the commencement of the pool season, which they can use for visits during and after school hours. These costs are then placed onto the fee accounts.
- Day students can purchase season tickets through the Greater Hume Shire Council offices. Students who do not have season passes must pay pool entry each time they enter the pool.

### **Times on Campus**

- Day students are not to be on campus prior to 8:15am or after 3:45pm in the afternoons unless they are directly supervised by a teacher or attending a College organised activity.

### **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 2:00pm, and Fridays 12:30pm to 4:00pm. Changes to these times and additional opening times during term breaks are published in the newsletter.
- 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.

### **Volunteers**

- The assistance of parent volunteers is very much appreciated since it enables the College to provide a wider range of activities for our students.
- Parents must read and sign the acknowledgement that they understand the College [Child Protection Policy](#).

## **3.2 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 a system for overdue assignment work at all year levels. Details on penalties is provided to students via the student handbook.

### **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, with the option of another week later in the year.
- Year 12 students meet regularly with the Careers Advisor and can discuss pathways including tertiary education and work options.

### **Examinations**

- A mixture of school-organised exams and external exams conducted under the auspices of NESA are held in Year 12.
- Students undertaking Preliminary course subjects will sit internal 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**

- There are compulsory camps for all students in Years 7, 8 and 9, exempted only by a medical certificate.
- In addition to the above, there are subject specific excursions during the year.
- Parental consent is given annually via the [Annual Permissions Checklist](#) 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. Excursion consent is given by parents via Parent Lounge.

### **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.
- 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.

### **Diverse Learners**

- Our Learning Enhancement team includes Learning Enhancement Coordinator and a team of staff working alongside classroom teachers to provide support 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 are not being met, please phone the Principal to discuss.

### **Parent-Teacher Interviews**

- St Paul's provides regular opportunities for parents to meet with teaching staff to discuss their child's academic progress and personal development.
- Dates for Parent-Teacher interviews are advertised in the newsletter and an online booking system via Parent Lounge is available to parents. Parent-Teacher Interviews are held online using TEAMS
- All parents are encouraged to attend these interviews, even if you consider your child's academic progress to be excellent. Requests for interviews, at other times, can be made by emailing the teacher required.
- Parents are encouraged to contact the College should they wish to discuss any issues relating to the academic progress or welfare of their child.

### **Progressive Reporting**

- At any time during the year, students and parents can see an assessment task, the date due, the criteria for marking and the achieved result. The reports are up to date with the progress of all subjects and results published after the assessment task is completed and marked. By seeing the criteria for marking, both the parent and the student can see where they need to improve, and action can be taken immediately so that the following tasks show an improvement. This reporting system helps our students improve in all areas of learning by promoting greater accountability, timely feedback and no surprises.

### **Scoop**

- In Semester Two, 2024, the college will introduce a new Learning Management System. Elements of Student Café will remain in use but will be largely replaced by Scoop. Students will be able to access their timetable, class pages, a personalized calendar, news and notices, group pages for co-curricular activities and much more.
- Parent access to Scoop will be live in 2025. Information will be available throughout the year in preparation for 2025 via newsletters and parent lounge.

### **Student Activities**

- All students in Years 7-10 participate in Student Activities for one lesson 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.

### **Student Café**

- [Student Cafe](#) is our current learning management system enabling students to access their timetable, engage more effectively with a curriculum beyond the classroom, and posting assignments online. There is a calendar on Student Cafe.

### **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, Teaching and Learning and Careers Advisor.

### **Subject Selections**

- Parents are invited to attend subject selection meetings for their children, which are advertised through the newsletter. These meetings outline the subject offerings as well as subject pathway requirements.
- Students in Years 7 and 8 have fixed subjects mandated by NESAs.

## **3.3 Student Care and Wellbeing**

### **Care Groups**

- The school has two houses – Kavel (blue) and Leidig (red), with twelve care groups – K1-K6 and L1-L6. Each House has a Head of House to oversee the wellbeing of students in their House.
- 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**

- The College has two trained counsellors. From time to time a student, a parent or both may consider it important to receive counselling. If you would like an appointment for your child, contact can be made through the Deputy Principal (Students).

### **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 local Lutheran Pastor is required before this instruction commences.
- The College Reception can provide the contact details for the local Lutheran Pastor if you wish to make arrangements for the instruction of your child 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 (Students); College Pastor; School Counsellors; Learning Leader Stage 4; Heads of House and the College Nurse.
- This group meets regularly to discuss courses of action for supporting individual students, and indirectly, College personnel.

## **3.4 Uniform and Grooming**

It is an expectation that the correct College uniform is worn neatly at all times. This means that students must arrive and leave school in their school uniform except for designated sports days when they can wear their sports uniform or practical gear.

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

- From time-to-time casual clothes days are held as fundraisers run by the Student Representative Council. 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.

### **Formal, Agriculture, Equine and Sports Clothing**

We understand that changing into different uniforms for specialist subjects can be challenging to manage. Students may therefore wear the uniform that is appropriate for their timetabled lessons for the full day. However, students will be required to change if they have sport and agriculture scheduled on the same day. It is expected that students will wear their uniform well and ensure they only wear specialist uniforms when appropriate.

### **Hair**

- All students must maintain clean, neat and tidy hair, and of a natural style and colour.
- Any student with hair of a length that extends past the collar must wear their hair always tied back in a hair tie.

### **Jewellery and Accessories**

- Students are permitted to wear only the following jewellery items:
  - Wristwatch.
  - 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.

### **Makeup**

- 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.

### **Shoes**

- Traditional black leather lace up shoes. The shoes must be polishable and have a fixed heel. Skate shoes and boots are not accepted.

### **Uniform Monitoring Process**

Students who are not in uniform during Lesson 1 will be recorded on TASSWeb and Parents/Carers will receive a Parent Lounge Notification.

If a student is out of uniform during the day, classroom teachers will record on TASSWeb and Parents/Carers will receive a Parent Lounge Notification.

Uniform will be monitored and managed by both Care Group Teachers and Heads of House.

A failure to respond to support and intervention (such as access to Secondhand uniforms, access to the Uniform Shop to purchase Uniforms) is a breach of College expectations and could lead to reconsideration of enrolment status.

We hope that our students are proud to wear the College uniform. Wearing a uniform allows us to identify as part of a community, meet Workplace Health and Safety requirements and present ourselves in a respectable and tidy manner for the business of our day. Additionally, Parents and Carers have paid for the uniform and we want to ensure that our students respect and honour that commitment you have made to them and to our College.

## **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 is the repeated use of aggression with the intention of hurting, injuring, embarrassing or isolating another person.
- Bullying comes in many forms including physical bullying such as hitting, pushing, tripping, throwing objects at others or spitting on others; interfering with another's property such as stealing, hiding, damaging or destroying it; extortion such as forcing someone to act against their will, demanding another's lunch, money or possessions; verbal bullying such as using offensive names, teasing, using put-downs, belittling another's abilities and achievements; graphic bullying such as writing offensive notes, writing graffiti about others, defacing someone's possessions; cyber bullying such as insulting someone in chat rooms, sending cruel or threatening emails/text messages; using the web, chat rooms, or mobile phones to spread rumours or information about someone; social bullying such as hurtfully excluding others from a group, ignoring others, spreading rumours about others or their families, making degrading comments about another's culture, religious or social background; sexual bullying such as making suggestive comments, unwanted touching or brushing against someone, leering and ogling.

- Bullying behaviours impact on the lives of the person/people being bullied, those doing the bullying and those looking on.

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 may 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 vape, smoke tobacco or other drugs, drink alcoholic beverages, use prohibited drugs, inappropriately use prescribed or over the counter medicines and 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 vaping, 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.

#### **Restorative Practices**

- The College uses a restorative approach to resolve conflict.
- Relationships are at the heart of all we do at St Paul's. We understand that sometimes relationships can be challenging and aim to work with our community to develop healthy ways to restore relationships and resolve conflict. The Restorative Practice Philosophy closely aligns with our Lutheran values and balances grace with consequences. It is compassionate but requires students to meet high expectations of behaviour and take responsibility for actions that impact others. As an educational institution, it is our duty to help students develop healthy behaviour that will set them up to be kind and responsible citizens once they leave our college. As such, in most instances, restorative practices, rather than punitive actions, are our primary means of resolution with the hope that this proactive intervention will prevent future conflicts. For more information on Restorative Practices, please see the NSW Department of Education page on Restorative Practices [HERE](#).

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

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

Notwithstanding the above, all parents and guardians must support and encourage the values, activities and Christian ethos of the College. This Parent Code of Conduct therefore applies to all parent/s and/or guardian/s listed in any enrolment documents in connection to a student enrolled at the College (referred to as "Parents").

### **1. Required Behaviour**

Parents are required to:

- a. treat all parents, staff, contractors, volunteers, students (including their own), and visitors to the College at all times with courtesy and respect;
- b. support and encourage the values, activities and ethos of the College;
- c. comply with relevant legal obligations under applicable legislation, all applicable court orders, and all College policies and procedures, including those relating to health and safety;
- d. only enter a classroom or attend a College related activity with permission from a staff member;

- e. listen respectfully when attending any kind of College assembly, activity, or event, and respect the authority of the teacher (or teachers) (including complying with any reasonable directions); and
- f. book in an appointment beforehand if they would like to talk to a teacher or the Principal.

Parents must not:

- g. use violence or aggression of any kind at any time towards staff;
- h. interrupt or disrupt a teacher whilst classroom instructions or learning activities are taking place;
- i. attend the College whilst intoxicated on drugs or alcohol, or smoke on College grounds;
- j. take a photo or video recording of a child without relevant parental consent;
- k. post a photo or video recording of a child, staff member, or Parent on social media without consent;
- l. post on social media defamatory, derogative, offensive, sexually inappropriate, and/or other material that may damage the reputation of the College; or
- m. disclose the personal details of a student, staff member, or parent to another person without consent

## 2. **Separated Parents**

Whilst the College will make reasonable attempts to comply with a court order, the College's priority is the wellbeing of the students and will only comply with court orders to the extent necessary. The College will not become involved in family law proceedings.

## 3. **Consequences of a breach**

If a parent fails to comply with this Code, the College may take disciplinary action, including but not limited to limiting access to a teacher or teachers, limiting access to the College premises or sporting or other College events, and terminating the enrolment of the student.

# 6. **AUXILIARIES**

## 6.1 **The Parents and Friends Association**

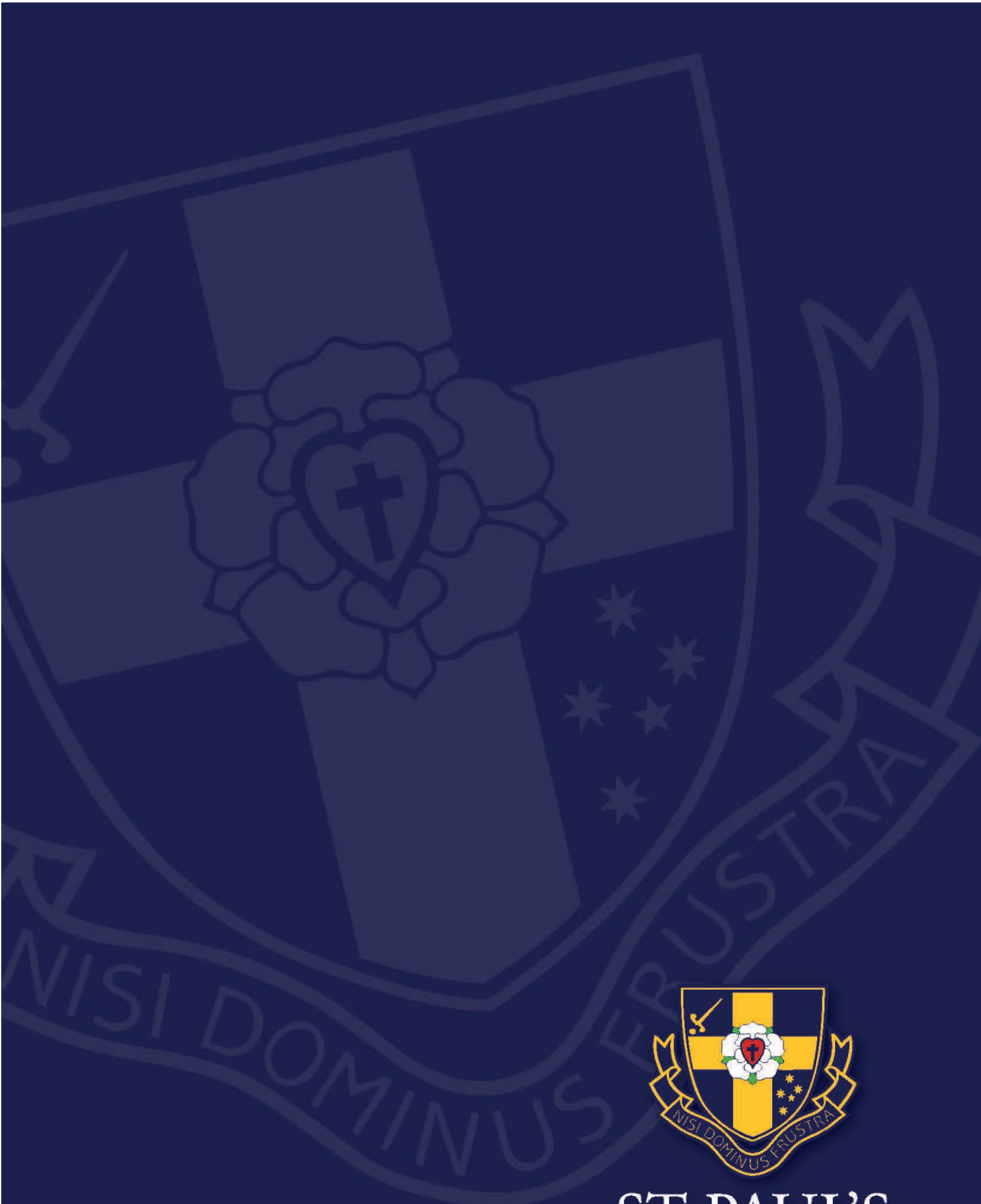
- St Paul's has an active Parents and Friends Association, and all parents are encouraged to be involved in its activities. Meetings are held once per term. The functions of the P&F are to:
  - Endeavour to bring about closer co-operation between parents, other members of the community and the teachers and students at the College.
  - Promote fellowship and a spirit of co-operation between parents, friends, teachers and students.

- Assist in the provision of financial or other resources or services for the benefit of the students at the College.
- Events the P&F are involved in during the year can include Parent and Teacher Dinner, Goods and Services Auction and other major events.
- Information about upcoming events is circulated in the Newsletter.
- Sub-Committee – Boarding
  - Boarding families are encouraged to attend P&F meetings via zoom – link available on request from the P&F secretary.
  - Boarding families are also encouraged to attend the P&F sub-committee for Boarding held once a term online.

## **6.2 St Paul’s Old Collegians Association (SPOCA)**

- All students who attend St Paul’s for at least two terms automatically become members of SPOCA when they leave the College.
- Old Collegians are encouraged to maintain their contact with St Paul’s, and are welcome to visit the College.





ST. PATRICK'S