



Parent Information Handbook



In this sign is my hope

College Prayer

*O God of truth, from Whom every good
thought comes,
Help us in our study.*

*Let us read more carefully and listen to
wisdom more humbly.*

*Teach us in the course of our lives that every
discovery of truth is a discovery of
You;*

*And the more we learn of Your laws and Your
ways, the nearer we are brought to
an understanding of Your Divine Being.*

Through Jesus Christ, our Lord.

Amen.

*O God, teach me to work hard and play fair.
Help me to forgive those who are
unkind to me.*

*Keep me ready to help others and send me
chances to do some good this day.*



Our Mission

Mt St Patrick is a Catholic College providing secondary education based upon Christian principles and values. We owe many of our traditions to the Presentation Sisters, Priests and the local community of past generations.

Our Vision

Embrace Life is our vision for Mt St Patrick College. It is inspired by the life and teachings of Christ encapsulated in John 10:10

“I have come so that you may have life, and have it to the full”

This vision encourages us as a Christian community to see life as a gift to be enjoyed, celebrated and shared, through the pursuit of knowledge and wisdom.

Our Mission

As a Catholic Educational Community we are called to affirm Christ as the model for human life. We endeavour to encourage excellence, a love of learning and a passion for life.

Our Values

At Mt St Patrick College, all relationships and decision-making will give witness to the following Gospel values:

Acceptance	Acting in a manner which recognises difference and encourages tolerance.
Commitment consistent	Acting in a manner that develops a positive, dedicated and approach so that each person achieves his/her full potential.
Community	Acting in a manner which nurtures quality relationships, where all College members feel respected, valued and have a sense of belonging.
Compassion	Acting in a manner which recognises the needs, feelings and concerns of others and responds with empathy towards them.
Forgiveness relationships	Acting in a manner that promotes growth and seeks to restore damaged by poor decision-making.
Justice the community	Acting in a manner which balances the needs of the individual and in a fair and equitable way.

Our Goals

Faith Development

To ensure that a Christian ethos permeates all aspects of College life by:

- Providing instruction in the Catholic faith and opportunities to participate in Catholic ritual.
- Providing meaningful liturgies, prayer experiences, retreats and reflection days.
- Ensuring that all policies, procedures and everyday school activities reflect Gospel values.

Curriculum Development

To provide a varied curriculum which encourages excellence and caters for the needs of a wide range of students in a changing educational environment by:

- Providing an environment conducive to quality teaching and learning.
- Inspiring a work ethic in students so that each achieves his/her potential.
- Developing the skills, knowledge and attitudes required to live a life that is fulfilling and meaningful.

Community Development

To provide a safe environment where the needs and rights of others are promoted and each person is treated with dignity, fairness and compassion by:

- Ensuring consistent application of our Welfare Policy.
- Recognising parents as partners in education.
- Strengthening the communication between staff, parents and the wider parish.
- Nurturing a culture of friendliness, respect and hope.
- Developing a sense of responsibility for the common good through service and stewardship of the environment.

To ensure the continued development of our Vision, Mission, Values and Goals, a culture of reflection and self-evaluation is essential in all aspects of College life.

MT ST PATRICK COLLEGE DIRECTORY 2008

Principal
Deputy Principal
Religious Education Co-ordinator
Academic Co-ordinator
Ministry Co-ordinator

Mr Tony Daly
Miss Mary-Anne McShane
Mrs Jane Egan
Mrs Narelle Sherrah
Mr Mick O'Donohue

KLA CO-ORDINATORS:

English	Mr Paddy Bailey
Mathematics	Mr Kevin Wilson
Science	Ms Sherree O'Brien
PD/H/PE	Mrs Sue Staunton
HSIE	Mr Chris Core
Creative Arts	Miss Louise Devine / Mrs Antonia Pratt
TAS	Miss Catherine Ord

OTHER AREAS OF RESPONSIBILITY:

Careers and Literacy Co-ordinator	Ms Gayle Anderson
Numeracy Co-ordinator	Mr Kevin Wilson
Special Education Co-ordinator	Mrs Kathy Cristini
Sports Co-ordinator	Mr Tim Whitney
Librarian	Mr Greg Culnane

All staff can be contacted through the office on:

Phone: (02) 66722340

Fax: (02) 66723893

Email: mshpcmbah@lism.catholic.edu.au

BRIEF COLLEGE HISTORY

Mt St Patrick became known as Mt St Patrick College in 1998. Prior to this it was known as Mt St Patrick Regional High School for 32 years. The tradition that is Mt St Patrick began in 1926 when a Catholic Intermediate High School was established.

The Presentation Sisters were responsible for the staffing and administration of the school from its foundation year. Sr. Gabriel Weir was appointed first Principal in 1926 and Sr. Anne Mary Salter was the foundation Principal of the Regional High School from 1966 until 1971. The Sisters, assisted by the clergy and the people of the Tweed of past generations, showed great faith and commitment and worked tirelessly to provide Catholic secondary education for the region. The school began as a junior high school and existed as such until 1992, when the first Senior students were enrolled. The 1993 Year 12 students were the first class to sit for the Higher School Certificate examination.

COLLEGE COLOURS

The College colours are blue and gold. Gold is the metal that lasts and never tarnishes. It is used as a symbol of God and also as a symbol of love. It stands for integrity and strength of character.

Blue is the colour of the sky and it suggests heights to be attained, and mysteries beyond our imagination. It suggests faith in God whom we cannot see and in people whom we can see. Blue is always associated with Mary, the Mother of God, who holds a cherished place in the College tradition. The Presentation Sisters are named after Mary.

COLLEGE CREST

The inspiration for the badge came from an unusual photo taken by Bruce Devine. It shows the cross of the Church silhouetted against Mt Warning in the late afternoon light. This forms the centrepiece of the badge under which is the traditional motto of the College - IN HOC SIGNO SPES MEA (IN THIS SIGN IS MY HOPE). The background features the natural geographical centre of the Tweed Valley. The mountain however, is also a symbol of prayer, struggle, reaching for goals, protection and the place from which we gain a better perspective.



CURRICULUM

Mt St Patrick prides itself on offering a wide choice in curriculum. Students are provided with a variety of opportunities in each Key Learning Area. As a Catholic College, Religion is taught at all levels. A state-wide course called 'Faithful to God, Faithful to People' is taught from Years 7 to 10. In Years 11 and 12 a 1 Unit Board Developed Course, 'Studies of Religion' and a 1 Unit Board Endorsed Course entitled 'Catholic Studies' are taught.

- **English and Mathematics** offer the full range of courses while **Science** offers Biology, Chemistry, Physics, Earth and Environmental Science, Marine Studies and Senior Science in Years 11 and 12.
- **Personal Development, Health and Physical Education** is studied in Years 7 to 10 and is also offered in Years 11 and 12 in conjunction with PE and Community and Family Studies.
- **Human Society and its Environment** enables students to study History, Geography, and Commerce. While in Years 11 and 12 students may also study Economics, Legal Studies, Business Studies, History and Geography.
- **Technological and Applied Studies** have opened the doors to a variety of new and interesting subjects such as Design & Technology, Food Technology, Hospitality and Furnishings. Also on offer in this KLA are Computing Studies, Technics, Textiles, Industrial Technology, Technical Drawing, Information Processes and Technology and Business and Office Procedures.
- In the **Creative Arts KLA**, students are able to study Music, Drama and Visual Arts from Years 7 to 12 while Photography is offered in Years 9, 10 and 11.
- **Japanese** is offered in Year 8 as a compulsory study. Beyond these years its availability is dependent on student numbers. There is a possibility that students may be able to study another language through correspondence with the Open High School at a cost to the student.
- Mt St Patrick College also offers a range of **Vocational Education** courses in the Senior School. These are Board of Studies Developed Courses and Content Endorsed Courses and include Hospitality; Exploring Early Childhood; Photography; Sports, Leisure and Recreation.
- **TAFE – delivered vocational education courses** – In Years 11 and 12 students are able to study TAFE courses as part of their HSC course.

* **Board of Studies Developed Course:** Hospitality

* **Content Endorsed Course:** Photography; Sport, Leisure and Recreation; Marine Studies; Exploring Early Childhood

SUBJECTS OFFERED

<p>Years 7-10: Religious Education English Mathematics Science Multi Media Food Technology Industrial Technology: Wood Commerce Geography History Personal Development, Health, PE Drama Music Visual Arts Japanese Careers Photography Physical Activity and Sports Studies Textiles Technology Marine and Aqua</p>	<p>Years 11-12: Catholic Studies Studies of Religion 2 Unit Advanced, Standard and Extension English 2 Unit, General and Extension Mathematics Biology Chemistry Physics Senior Science Earth and Environmental Science Design & Technology Industrial Technology – Timber Products Food Technology Hospitality Visual Arts Business Studies Economics (online) Ancient History (online) Geography Legal Studies Modern History PD/Health/PE Sport, Lifestyle and Recreation Community and Family Studies Music Drama Photography Office Skills Furnishings Exploring Early Childhood Computer Studies Information Processes and Technology Marine Studies Business Services * Primary Industries – Animal Studies * Retail * Hairdressing * Design * Horticulture * Travel* Automotive Studies*</p>
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*Denotes **TAFE – delivered vocation education courses** - courses offered by TAFE Colleges.

RELIGIOUS EDUCATION

Mt St Patrick's purpose as a Catholic College is to provide a religious education in the Catholic Faith. This religious dimension of the students' education includes teaching Catholic traditions in theology, scripture, morality, spirituality and liturgy.

The traditions are developed through a formal Religion curriculum based on a history core structure, that is: the history of Christianity, from its Judaic origins as told in the Old Testament; through the New Testament; the growth and changes of the Church and its people through the ages; to the contemporary Church especially in Australia. The Curriculum includes opportunities for prayer, for personal response during retreats, for worship, for celebration of the sacraments of Reconciliation and Eucharist.

Students are encouraged through their learning, participation and response to come to some understanding of themselves and to realise that they can be a constructive and important part of a developing and living faith community of the College and Church. All students will be challenged to accept and live out, in what they say and do, their commitment to the values of Jesus.

The Religious Education programme is a core subject for all students, regardless of their level of religious and Catholic commitment, and challenges all to grow in their personal faith according to their age and maturity.

The expectation is that students and their families will accept that Religious Education, participation in worship and emphasis on Christian values and Catholic teachings, are central to the philosophy and conduct of Mt. St. Patrick.

The Religious Education programmes provide opportunities for all students to explore their faith through more 'intense' and extended retreat type experiences.

- Years 7, 8, 9 and 11 participate in a Retreat Day out of class time and held on a school day.
- Years 10 and 12 participate in Retreat experiences that occur over a two or three day format.

These activities are regarded as an essential aspect of each student's religious formation and are compulsory for all students.

EXTRA CURRICULAR ACTIVITIES

- Commonwealth Bank Senior Debating Competition
- Border School's Debating Competition
- Public Speaking - Lions Youth of the Year
- Legacy Plain English Speaking Competition
- Writing - Sydney Morning Herald Young Writer of the Year
- English Competition
- St. Patrick's Day Mass
- Sacred Heart Mass
- Donation to Project Compassion during Lent
- Year 10 Meals-on-Wheels
- St. Vincent de Paul Society-College Conference
- Anzac Day March
- Murwillumbah Festival of Performing Arts
- Australian Maths Competition
- Science Competition
- Computing Competition
- Tournament of Minds
- College Musicals
- Bill Turner Cup and Shield-Soccer
- NSWCC Yr 14 Rugby League Cochrane Cup
- Tweed Valley Sport Competition
- NSWCC Open Soccer Championships
- NRCC Swimming
- NRCC Athletics
- NRCC Surfing & Life Saving
- NRCC Cross Country
- NSWCC Athletics and Cross Country
- NSWCC Netball Championships
- NSWCC Country Basketball Championships
- Red Shield Appeal
- NSWCC Cricket
- Rewards Day
- "Big Day Out"
- Spes Mea (Choir)
- Small Vocal Group
- Shamrock – Out of School Arts Program
- Instrumental Program
- Concert Band
- Jazz Band

Parents

PARTNERSHIP WITH PARENTS

Everything we do for our students at Mt St Patrick is aimed at helping them to grow towards their full potential as Christians. It is most fitting that parents, the primary educators of their children, and the staff at the College work together.

Mt St Patrick has an “open door” policy concerning parents. Since the College is an integral part of its local community, parents are encouraged to play an active role in its operation.

We believe that parents must be informed about behavioural problems and we strive to work with them in guiding their children. Parents should be the first ones to know if their child is not measuring up to our expectations. We have a policy of requesting parents to come to the College to help us deal with misbehaviour or unsatisfactory progress.

If we request parents to come to the College to discuss a problem we ask that they come willingly and help us to help their child. We urge parents to come and stand with us in an effort to improve matters.

PARENT/GUARDIAN COMMITMENT

Parents are of crucial importance in determining the success of their child's experience of school. A student's sense of ownership of the College is enhanced by their parents' participation at any level.

Parents should see the Principal and the staff as partners whose common concern is the growth of the individual child. Upon enrolment parents/guardians are asked to sign the Parent/Guardian Commitment indicating their willingness to agree with and support the aims and goals of the College. In particular, commitment to the following is essential:

- A recognition and acceptance of Mt St Patrick as a Catholic College and support for its religious classes, practices and programmes.
- An understanding that retreats, camps and liturgies are an integral part of the College curriculum and that attendance by all students is compulsory.
- An agreement that your child will abide by all College regulations and expectations in matters such as good conduct, attendance, uniform, hairstyles and appearance.
- An agreement that your child will participate in all curricular programmes for their year group, and all co-curricular activities and teams for which they are selected.
- An agreement that your child will participate in all annual special events. These include the Swimming and Athletic Carnivals, St Patrick's Day celebrations and other school fund-raising events.
- An agreement to support your child's education through the regular signing of their College Diary, and through attendance at Parent/Teacher nights and Parent Information Evenings.

PRIVACY POLICY

Your privacy is important

This statement outlines the College's policy on how Mt St Patrick College uses and manages personal information provided to or collected by it.

The College is bound by the National Privacy Principles contained in the Commonwealth Privacy Act.

The College may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to the College's operations and practices and to make sure it remains appropriate to the changing school environment.

What kind of personal information does the College collect and how is it collected?

The College collects and holds information which includes, but is not limited, to personal details, which may be sensitive, about:

- pupils and parents and/or guardians before, during and after the course of a pupil's enrolment at the College;
- job applicants, staff members, volunteers and contractors; and
- other people who come into contact with the College.

Personal Information you provide: The College will generally collect personal information held about an individual by way of forms filled out by parents or pupils, face-to-face meetings and interviews, and telephone calls. On occasions, people other than parents and pupils provide personal information.

Personal Information provided by other people: In some circumstances the College may be provided with personal information about an individual from a third party, for example a report provided by a medical professional or a reference from another College.

How will the College use the personal information you provide?

The College will use personal information it collects from you for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected, or to which you have consented.

Pupils and Parents: In relation to personal information of pupils and parents, the College's primary purpose of collection is to enable the College to provide schooling for the pupil. This includes satisfying both the needs of parents and the needs of the pupil throughout the whole period the pupil is enrolled at the College.

The purposes for which the College uses personal information of pupils and parents include:

- to keep parents informed about matters related to their child's schooling, through correspondence, newsletters and magazines;
- day-to-day administration;
- looking after pupils' educational, social and medical well being;
- seeking donations and marketing for the College;
- to satisfy the College's legal obligations and allow the College to discharge its duty of care.

In some cases where the College requests personal information about a pupil or parent, if the information requested is not obtained, the College may not be able to enrol or continue the enrolment of the pupil.

Volunteers: The College also obtains personal information about volunteers who assist the College in its functions or conduct associated activities, to enable the College and the volunteers to work together.

Marketing and fundraising: The College treats marketing and seeking donations for the future growth and development of the College as an important part of ensuring that the College continues to be a quality learning environment in which both pupils and staff thrive. Personal information held by the College may be disclosed to an organisation that assists in the College's fundraising.

Parents, staff, contractors and other members of the wider College community may from time to time receive fundraising information. College publications, like newsletters and magazines, which include personal information, may be used for marketing purposes.

Exception in relation to related Colleges: The Privacy Act allows each College, being legally related to each of the other Colleges conducted by the Diocese of Lismore to share personal information with other Colleges conducted by the Diocese. Other Diocesan Colleges may then only use this personal information for the purpose for which it was originally collected by the Diocese. This allows Colleges to transfer information between them, for example, when a pupil transfers from a Diocesan College to another College conducted by the Diocese.

Who might the College disclose personal information to?

The College may disclose personal information, including sensitive information, held about an individual to:

- another College;
- government departments;
- medical practitioners;
- people providing services to the College, including specialist visiting teachers and sports coaches;
- recipients of College publications, like newsletters and magazines;
- parents; and
- anyone to whom you authorise disclosures of information.

Sending information overseas: The College will not send personal information about an individual outside Australia without:

- obtaining the consent of the individual (in some cases this consent will be implied); or
- otherwise complying with the National Privacy Principles.

How does the College treat sensitive information?

In referring to 'sensitive information', the College means: information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, sexual preferences or criminal record, that is also personal information; and health information about an individual.

Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless you agree otherwise, or the use or disclosure of the sensitive information is allowed by law.

Management and security of personal information

The College's staff are required to respect the confidentiality of pupils' and parents' personal information and the privacy of individuals.

The College has in place steps to protect the personal information the College holds from misuse, loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and pass worded access rights to computerised records.

Updating personal information

The College endeavours to ensure that the personal information it holds is accurate, complete and up-to-date. A person may seek to update their personal information held by the College by contacting the Principal of the College at any time.

The National Privacy Principles require the College not to store personal information longer than necessary.

You have the right to check what personal information the College holds about you

Under the Commonwealth Privacy Act, an individual has the right to obtain access to any personal information which the College holds about them and to advise the College of any perceived inaccuracy. There are some exceptions to this right set out in the Act. Pupils will generally have

access to their personal information through their parents, but older pupils may seek access themselves.

To make a request to access any information the College holds about you or your child, please contact the College Principal in writing.

The College may require you to verify your identity and specify what information you require. The College may charge a fee to cover the cost of verifying your application and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, the College will advise the likely cost in advance.

Consent and rights of access to the personal information of pupils

The College respects every parent's right to make decisions concerning their child's education.

Generally, the College will refer any requests for consent and notices in relation to the personal information of a pupil to the pupil's parents. The College will treat consent given by parents as consent given on behalf of the pupil, and notice to parents will act as notice given to the pupil.

Parents may seek access to personal information held by the College about them or their child by contacting the Principal. However, there will be occasions when access is denied. Such occasions would include where release of the information would have an unreasonable impact on the privacy of others, or where the release may result in a breach of the College's duty of care to the pupil.

The College may, at its discretion, on the request of a pupil grant that pupil access to information held by the College about them, or allow a pupil to give or withhold consent to the use of their personal information, independently of their parents. This would normally be done only when the maturity of the pupil and/or the pupil's personal circumstances so warranted.

Enquiries

If you would like further information about the way the College manages the personal information it holds, please contact the Principal.

COMMUNICATION BETWEEN THE COLLEGE AND HOME

Enquiries and Appointments with Staff

Parents are welcome to visit the College and to speak with teachers whenever they feel the need.

To avoid inconvenience, appointments should be made for interviews.

Normally, enquiries about a student's progress are best directed to the Homeroom Teacher or Year Co-ordinator. Enquiries regarding specific subject areas should be directed to the student's teacher or to the Subject Co-ordinator.

The Year Co-ordinator is responsible for all the students in a particular year. Areas of concern of a more serious nature may be addressed to the Year Co-ordinator.

The Principal and Deputy Principal are available to see parents if it is judged that this is more appropriate on any occasion. Appointments and enquiries can be made by telephoning the College on (02) 66722340. Alternatively, the College can be emailed at mspcmbah@lism.catholic.edu.au.

Office Hours

The College secretaries are in the office between 8.00am and 4.00pm and will provide information required, take messages, accept fees, and inform parents of the most suitable time to contact teachers.

The College Newsletter

So that parents can stay informed about what is happening at the College, a Newsletter is published each fortnight and is sent home with the eldest student in each family every second Thursday. Parents are asked to ensure that the Newsletter does reach home. Alternatively, the Newsletter can be emailed upon request.

Parents' and Friends' Association

The Parents' and Friends' Association plays a vital supportive role within the College community. All parents are strongly encouraged to develop further the College's community spirit by becoming active members of this Association.

The Parents' and Friends' Association meets at 7.30pm on the third and seventh Monday of each term in the staff common room. Apart from the fund-raising activities in which it engages, it also offers scope for interested parents to become actively involved in the College. The meeting always includes the Principal's Report and a general forum for discussion.

REPORTING TO PARENTS

Written Reports are issued twice a year at the end of Term 2 and Term 4. Progress reports are provided during Term 1 for students in Years 7 and 11.

PARENT TEACHER INTERVIEWS

Formal interviews are held once each year, generally after the first reports of the year have been issued. These interviews give parents and teachers an opportunity to discuss student progress and needs. It is hoped that parents/guardians take advantage of these evenings.

Interim reports on a student's progress will be issued at any time on request. A telephone call or note to the Year Co-ordinator is all that is required.

A formal interview can be requested by parents following receipt of the second semester report.

FEES

College Fees are set by the College in conjunction with the Finance Council of Sacred Heart Parish and are charged in the first three terms. College fees are the means by which the College is able to function. They are the main source of College revenue and cover the College's running costs.

If parents or guardians are experiencing difficulties either of a temporary or continuing nature which make it difficult for them to meet their financial commitment to their child's education, they are invited to contact the Principal to arrange an interview so that an agreement can be reached on the payment of fees. This matter will be treated sensitively and with absolute confidentiality.

College fees for 2008 are approximately:

YEARS 7-10 (tuition fee only)

1 st Child	2 nd Child	3 rd Child
\$1221	\$1098	\$1041

YEARS 11-12

1 st Child	2 nd Child
\$1482	\$1332

A discount only applies on tuition fees that are fully paid before March 14th, 2008.

The above fee does not include Elective Fees or the Facilities and Maintenance Fee. Additional levies also apply to various subjects (eg. Design & Technology, Art, Music, etc).

Excursions: Excursions and field studies are an integral part of the College's curriculum. In some subject areas they are a mandatory part of the syllabus requirements. Costs of excursions will be on a user-pays basis. The cost of Tweed Valley Sport is included in the College fees. Compulsory excursions will be kept to a minimum cost. During the year, other optional College related activities will be organised for students and any student attending such activities will be allowed to do so provided their behaviour and work effort have been satisfactory. Such activities are strictly on a user-pays basis. Students are expected to behave on excursions in accordance with normal College rules.

Students

STUDENT DIARY

A Mt St Patrick diary is required to be purchased by each student in Years 7-12 to record homework, important College notices and reminders about matters needing attention. Teachers and parents may use the diary as a means of communication by writing comments or requests concerning the student's progress and commitment to learning. Students are required to have their diary signed by parents every week. The cost of the diary is \$10 and is available for purchase at the office.

Should a student receive a Detention, arrive late to school or spend part of the day in Sick Bay, this will be recorded in the diary.

SCHOOL HOURS

Lessons commence each morning at 8.47am and conclude at 3.14pm on Mondays to Fridays. The College grounds are open to pupils from 8.22am each morning and remain open to pupils until 3.30pm each afternoon. At all times outside the period from 8.22am to 3.30pm on Mondays to Fridays, the College grounds and buildings are out of bounds to all pupils without special permission.

It is therefore the case that while normal supervision of pupils by the College will be undertaken between 8.22am and 3.30pm on Mondays to Fridays, no supervision will be provided other than between those hours and no responsibility will be taken by the College for any consequences of the activities of pupils outside those hours.

Would you please assist the College in the interest of the pupils' safety by ensuring that your child does not attend or remain in the precincts of the College outside the hours of 8.22am to 3.30pm on Mondays to Fridays. If any parent or guardian has difficulty in ensuring that their child does not attend the College until 8.22am and/or in ensuring that their child leaves College by 3.30pm, would that parent or guardian kindly contact the College in order to discuss what special arrangement might be made for that child.

The College will not be responsible for supervising or caring for students outside the College premises unless those students are engaged in a College sponsored activity such as an excursion or a sporting event. The College will not be responsible for supervising or caring for students on their journey to and from the College. In particular, the College will not be responsible for supervising students at bus stops either on their way to the College or on their way home from the College. Each student's journey to and from College shall be the responsibility of each student's parent or guardian.

COLLEGE UNIFORM

General Expectations Regarding Uniform and Grooming

All students are expected to wear the correct full College uniform, and to take pride in it. The uniform has been developed in consultation with parents and every effort has been made to develop a uniform which is distinctive, symbolic and smart.

The uniform is a symbol of the College and will help students identify with the College and develop a sense of pride in themselves and the College.

The College insists that full College uniform be worn correctly. Parents are asked to support the College in this matter.

Students are expected to be neat and well groomed at all times. Hairstyles must be appropriate for the wearing of the College uniform. There are to be no extremes in hairstyles in cut, style or colour. Bright, lurid rinses and bleaches are not permitted.

Boys must be clean shaven when they come to the College each day. Beards and moustaches are not permitted.

Hair is to be neatly groomed and tied back if long.

Note to Explain Incorrect Uniform

If, on a particular day, a student is unable to wear any part of the uniform a note written dated and signed by the student's parent/guardian must be presented to the Homeroom Teacher. This is a basic courtesy and the student will not be penalised in any way.

ACCESSORIES

Wearing of accessories should be kept to a minimum for both safety and security reasons. Thus, the following **ONLY** are acceptable:

- watch
- gold or silver studs or sleepers (girls only)
- one silver or gold ring
- one single neck chain (silver or gold) with or without a small simple medallion, cross etc. No leather, shells or beads.
- one bracelet (silver or gold). No leather, shells or beads.

Make-up and Nail Polish are considered to be inappropriate with the College Uniform.

Nose rings and plastic keepers are not permitted, nor eyebrows or other facial piercings.

Hair is to be neatly groomed and tied back if long.

Hair decorations are to be in tone with the College Uniform.

Excess and Non-regulation Jewellery

Any items of jewellery that are not an accepted part of the uniform will be confiscated. These will be placed in an envelope with the student's name and Homeroom and brought to the Office. All confiscated items will be returned to students at the end of the College term.

BOYS UNIFORM

YEARS 7 - 10 BOYS

Dress Uniform

- College Grey Yakka **Shorts**(to be worn with a plain black leather belt). Yakka **trousers** (optional)
- "Peta" Blue Midford short sleeved **shirt** (with College badge embroidered on pocket).
- Grey with royal blue and gold band long **socks**.
- Navy V-neck College **jumper** with embroidered emblem.
- Traditional black leather lace-up **shoes**. (Ruggers, Desert Boots, skate shoes, Lynx, above-the-ankle shoes or the like are unacceptable).
- College **hat**.

Sport Uniform

- A chambray sports polo in a polycotton rugby knit.
- Navy microfibre (tropical) shorts with a zipped pocket.
- White socks with College colour stripes.
- Mainly white sport **shoes** (blue or black stripes permitted, no fluorescent colours. Sport shoes must be suitable for sport and PE. Skate shoes are not acceptable as they do not offer support and safety for sporting activities).
- College Tracksuit (optional). Only to be worn with the sports uniform in Terms 2 and 3. Students are to wear their shorts underneath for Sport or PE. Trackpants are not to be worn in Terms 1 and 4.
- College **hat**.

YEAR 11 & 12 BOYS

Dress Uniform

- Boys **Shirt** - White polycotton poplin - pocket trim with girls' skirt fabric.
- College Grey Yakka **Shorts** (to be worn with a plain black leather belt). Yakka **trousers**. (Optional)
- Grey with royal blue and gold band long **socks**.
- Navy V-neck College **jumper** with embroidered emblem.
- Traditional black lace-up **shoes** (Ruggers, Desert Boots, skate shoes, Lynx, above-the-ankle shoes and the like are unacceptable).
- College **hat**.

Sport Uniform

- A chambray sports polo in a polycotton rugby knit.
- Navy microfibre (tropical) shorts with a zipped pocket.
- White socks with College colour stripes.
- Mainly white sport **shoes** (blue or black stripes permitted, no fluorescent colours. Sport shoes must be suitable for sport and PE. Skate shoes are not acceptable as they do not offer support and safety for sporting activities).
- College Tracksuit (optional). Only to be worn with the sports uniform in Terms 2 and 3. Students are to wear their shorts underneath for Sport or PE. Trackpants are not to be worn in Terms 1 and 4.
- College **hat**.

GIRLS UNIFORM

YEARS 7 - 10 GIRLS

Dress Uniform

- **Skirt:** Grey with navy and blue overcheck (Fabric YA 7050)
 - 4 stitched (15cm) knife pleats front and back
 - back zip
 - fob pocket
- **Blouse:** Sky blue polycotton over blouse
 - yoke and pleats to waist band - Flat peaked collar 7cm wide.
 - College badge embroidered on blouse.
- College uniform socks – white socks with 'MSPC' initials in navy. In winter, navy panty hose may be worn instead of socks.
- Traditional black leather lace-up **shoes**
- Navy V-neck College **jumper** with embroidered emblem.
- College **hat**.
- Navy gabardine slacks, in a design specified by the College and available from uniform suppliers, may be worn with the dress uniform in Terms 2 & 3 only (optional).

Sport Uniform

- A chambray sports polo in a polycotton rugby knit.
- Navy microfibre (tropical) shorts with a zipped pocket and 'MSPC' initials on the side.
- White socks with College colour stripes.
- Mainly white sport **shoes** (blue or black stripes permitted, no fluorescent colours. Sport shoes must be suitable for sport and PE. Skate shoes are not acceptable as they do not offer support and safety for sporting activities).
- College Tracksuit (optional). Only to be worn with the sports uniform in Terms 2 and 3. Students are to wear their shorts underneath for Sport or PE. Trackpants are not to be worn in Terms 1 and 4.
- College **hat**.

YEAR 11 & 12 GIRLS

Dress Uniform

- **Skirt**

Grey with navy and blue overcheck (Fabric YA7050)

- 4 stitched (1 5cm) knife pleats front and back.
- back zip
- fob pocket

- **Blouse**

White polycotton overblouse

- Yoke and pleats to waistband
- Flat peaked collar
- Tie approximately 80cm long to reverse points
- Metal College badge available at the office

- College uniform socks with 'MSPC' in navy. In winter, flesh coloured stockings may be worn.
- Traditional black leather **shoes** (no above the ankle shoes).
- Navy gabardine slacks, in a design by the College and available from our uniform suppliers, may be worn with the dress uniform in Terms 2 & 3 only (optional).
- A navy cardigan with embroidered College name.

Sport Uniform

- A chambray sports polo in a polycotton rugby knit.
- Navy microfibre (tropical) shorts with a zipped pocket with 'MSPC' initials on the side.
- White socks with College colour stripes.
- Mainly white sport **shoes** (blue or black stripes permitted, no fluorescent colours. Sport shoes must be suitable for sport and PE. Skate shoes are not acceptable as they do not offer support and safety for sporting activities).
- College Tracksuit (optional). Only to be worn with the sports uniform in Terms 2 and 3. Students are to wear their shorts underneath for Sport or PE. Trackpants are not to be worn in Terms 1 and 4.
- College **hat**.

AVAILABILITY OF UNIFORM

College uniforms can be purchased from: 'Get Smart Clothing' (Wollumbin Street), and "Work n' Country Gear" (Main Street).

Some second-hand uniforms are available at the College from the Clothing Pool.

BACKPACKS

The following information has been adapted from a brochure from the Australian Physiotherapy Association.

School is heavy enough without carrying a back-breaking bag.

While young spines are maturing they are highly susceptible to damage. Younger students are particularly vulnerable when carrying heavy bags. Put simply, heavy loads can cause the body to make abnormal posture adjustments to accommodate the weight of the bag. Over time, poor posture leads to back, neck and shoulder pain and can also cause other associated problems for the student later in life. There are two solutions. Encourage students to carry lighter loads by carrying only those books essential to their daily needs. And make sure they carry those loads safely in a backpack that fits them properly.



Educate your child to carry their books safely

The weight of a packed school bag should not exceed 10% of the student's body weight. Always pack notebook computers and the heaviest books closest to the body with the lighter, softer items further out. When loaded, the bag shouldn't sag or pull backwards. For even weight distribution make sure both shoulder straps are properly adjusted and worn over both shoulders. With any heavy bag, it is important not to carry it for too long. Short rests as the body tires are important in preventing physical harm.

Choosing the right bag.

Just like a made-to-measure garment, a backpack should fit the body comfortably.

- When the student is seated the pack should not extend above the shoulders.
- A properly designed pack has shoulder straps that are broad, well-padded and adjustable.
- Straps should be attached to the top of the pack at separate points.
- It is important to have a strap that can fasten around the waist to keep the load in place when walking, running or cycling.
- Separate compartments inside the pack allow for the heavier items to be packed closest to the body.
- The pack should be padded where it touches the back and made of firm material to help prevent the load sagging.

For expert advice on carrying loads safely, consult your local physiotherapist. They can also provide relief from back, neck and shoulder pain, as well as help to prevent such damage occurring.

PhysioPak. The only pack that can carry our name.

This backpack was created by Spartan together with physiotherapists from the University of South Australia. Testing shows that students carrying a fully loaded PhysioPak need to make less postural adjustment than those carrying a standard design backpack loaded with comparable weights. Of course, PhysioPak is also the only backpack recommended by the Australian Physiotherapy Association.



Administrative

Details

DAILY TIMETABLE

The College timetable has the following features: -

- A 10 day Cycle. There will be six lessons per non-sports day.
- Sports day will be Tuesday in Terms 1, 3 and 4 and Wednesday in Term 2. There will be three 50 minute lessons on Sports days.
- There will be 2 x 60 minute lessons before recess followed by 2 x 50 minute lessons and 2 x 40 minute lessons after lunch.
- A College assembly or year level meeting is held every sports day morning. The College Diary for Years 7 to 10 students is signed following these meetings.

ABSENCE

Parents are asked to provide students with a written explanation for absences and partial absences stating specific dates and causes. Notes are to be given to the student's homeroom teacher on the day of return.

If students are going to be absent for more than two days, parents are asked to notify the office.

PUNCTUALITY

Any student who arrives late to school must report to the Office, and give a reason for being late. A notation will be made in the student's diary and the student will be issued with a Late Note which must be shown to the class teacher and later given to the homeroom teacher. When a student has been unsatisfactorily late for College on a number of occasions in one term the Year Co-ordinator will inform parents/guardians by letter.

PERMISSION TO LEAVE THE COLLEGE GROUNDS

Parents/Guardians are requested to avoid making appointments for their children during College hours. This includes Sport which is integral to the Curriculum. Sport is organised between 1.30pm and 3.14pm on Tuesdays (Wednesdays in Term 2).

If an appointment is unavoidable the student must bring a note of explanation, written, dated and signed by parents/guardians. This must be given to the Assistant or Year Co-ordinator during Morning Administration. When leaving, the student's name is entered in the Leaver's Book located outside the Photocopying Room. Upon returning, the student must return the signed note to the box located outside the Photocopying Room. The student should show courtesy to teachers by informing them if they are to be absent for a particular lesson.

If necessary, a student may be permitted to go down town during lunch time to complete errands if they have the written permission of parents/guardians. Students are to present their note to the Year Co-ordinator then write their name in the Leaver's Book located at the Photocopying Room. Students are not permitted to go down town for lunch. A lunch pass is issued for valid reasons only.

TELEPHONE CALLS

Students are not permitted to take telephone calls. The College telephone is in constant use and students are not permitted to make calls, unless of an urgent nature.

A blue Pay Phone is provided adjacent to the Staff Common Room, for student use at restricted times, ie. Recess and Lunch. It uses coins, cards or 'homelink' numbers.

The College recognizes that, for some families, it is important that their son/daughter carry a mobile 'phone for safety reasons. During normal school hours the College has a very efficient secretarial staff and runner system which allows urgent messages to be delivered quickly to students, with the possible exception of sport afternoon when students go to many venues. (Messages on this day need to be received by 12.10 p.m. in order to guarantee delivery.)

Students who have a mobile 'phone with them at the College are required to:

- have it **turned off** at all times during the normal school day – this means from arrival at school, right up until they travel home on the bus.
- If there is an **urgent matter** needing to be discussed with parents, then parents could organize a time at the breaks when students could come to the Office and ask to check any messages or make a necessary call in the Interview Room next to the Deputy's Office (e.g. at 11.15 a.m. and 1.15 p.m. on non-sport days) .

Students who have a mobile 'phone at the College are advised to leave their 'phone at the Front Office, for safe-keeping.

In-keeping with the School Certificate and Higher School Certificate Examination requirements, mobile 'phones are **banned from all Exam Rooms** and must be left in **another venue**, i.e. the College Office.

Mobile 'phones are **banned from excursions and retreats, unless indicated otherwise** on the Excursion Information and Permission Letter. The College mobile 'phone is taken on all such activities and parents are free to make contact regarding arrival times, etc. The College's mobile number is: 0407 723893.

Students found **using their mobile 'phone during school time** (not in the Interview Room) **or on an excursion where they are not been allowed** will have the 'phone confiscated and placed in the Deputy's Office until the end of that week.

ILLNESS

Students who are ill during class time must report to the Office with their diary before being admitted to the Sick Bay. Students will generally be sent home if their parents are able to collect them. However, the Deputy Principal's permission is required if a student is to go home. Parents/Guardians will always be contacted in the case of serious illness.

INJURY

Several staff members are qualified to administer first aid. In the event of serious injury an ambulance will always be called and the student will be taken to hospital. Parents/Guardians will be notified immediately and given full details.

MEDICATION

If it is absolutely necessary for a student to bring any form of medication to College, the student must have a signed note from parents/guardians giving full details. The medication is to be left at the College office and picked up when needed.

No medication, including aspirin or Panadol, will be given to any student at College unless the student has his or her parents'/guardians' permission.

SECURITY

The classrooms are out of bounds to students before school, at recess and at lunch time.

We strongly discourage students from bringing expensive items to College. All clothing (joggers included) should be labelled with the student's name and appropriate identification.

Students are reminded that it is essential to respect other people's property. Students who interfere with or steal other students' possessions face severe sanctions.

BANNED ITEMS

The following items are banned from use at the College: liquid paper, steel rulers, wooden rulers with steel edges, "Walkman" radio/cassettes, MP3 players/ipods portable CD players, skateboards, chewing gum, bubble gum, knives of any description, fire crackers, aerosols, lighters, laser lights and any articles which may be dangerous to the safety of others.

LIBRARY

The Library Resource Centre is open for student use during normal College hours. All usual classroom expectations of conduct apply.

Resource Borrowing:

- All resources must be processed through the Circulation Desk before being removed from the Centre.
- The student ID card is required for borrowing.
- With the exception of high demand resources borrowing is for a TWO-WEEK period.
- A fine of 10c per day per resource is charged for overdue items - maximum \$2 per resource.

Borrowing Limits:

- Year 7 and 8 students - 2 fiction /2 non-fiction
- Year 9 and 10 students - 2 fiction /3 non-fiction
- Year 11 and 12 students - 5 fiction / 5 non-fiction
- Reference material must remain in the Resource Centre
- Periodicals and vertical file material may be borrowed for overnight loan

Photocopying / Printing:

Black & white photocopies and printing are available at a cost of 10¢ per A4 page. A3 photocopies are 20¢. For students who require it, colour printing is available.

Computer Use:

- Computers are available for 'authorised' educational use.

Student ID Cards:

- The student ID card is central to the operation of the Library Resource Centre and the Textbook System. The card is required to borrow resources from the Library and/or the issue of textbooks to students. Cards are processed and issued through the Library Resource Centre.
- Each student is issued with an ID card at the commencement of Year 7. That card remains current for two years. New ID cards are issued at the beginning of Year 9 and to Senior Students at the beginning of Year 11. Initial cards are supplied without charge.
- **Replacement cards** – full replacement of a lost original costs \$5. Students may be given temporary borrowing rights while waiting for a replacement card to be processed.

INTERNET

Acceptable use of on-line services at Mt St Patrick College are activities such as:

- Educational research
- Communicating with other students, teachers, experts in relation to learning
- Sport/Music/cultural activities
- Access to Newspaper articles
- Curriculum requirements
- Hobbies, special interests which relate to acceptable community standards

Unacceptable use of on-line services at Mt St Patrick College are:

- access to pornographic materials or sexually inappropriate material
- access to sites which promote anti-social behaviour such as violence
- access to dangerous materials such as bomb making, illegal drugs
- On-line game playing

BUS TRAVEL AND ROAD SAFETY

Students in uniform travelling to and from College create the public image of our College. College authorities support the bus companies in taking action against students who misbehave or create trouble on the buses. Mt St Patrick students are expected to behave properly in public at all times.

STUDENTS DRIVING TO COLLEGE

Students who have a driver's licence are permitted to drive to College but must complete the appropriate permission forms available from their Co-ordinator. Students are not encouraged to drive to sporting venues or be passengers in other student's cars.

Students who wish to travel as passengers in cars driven by students must complete the appropriate permission form available from their Co-ordinator, which includes the signature of a parent or guardian.

HOMEWORK POLICY

Study

While it is not the only function of Mt St Patrick, academic education has a high priority. As students mature and progress through the College they will be expected to assume more responsibility for their own education. This responsibility should be met by way of homework and set study.

Homework

Rationale Homework is an integral part of the learning process. Homework not only reinforces work learned during class lessons but provides an opportunity for independent learning.

All students are expected to do homework each day. The quantity and type of homework will vary from subject to subject, and homework will not be set for every subject every day.

- *All students are to have their diaries with them in each lesson so their homework can be written down.*
- *We strongly recommend that lessons for the coming day be recorded in the diary before the start of each day.*
- *All students should be encouraged to spend some time reading every day.*

TYPES OF HOMEWORK

Homework may take various forms. Some of these include:

- Revision or review of work done during the school day
- Preparation for tests and exams
- Preparation for classes (reading / research)
- Completion of work not completed in lessons
- Working on assignments and assessments tasks set for completion over a period of time

THE ROLE OF PARENTS IN HOMEWORK

Parents are encouraged to take an active interest in the amount of homework set and when it is due. They are also urged to support and assist but not to complete homework.

If a student is having trouble completing homework in the time suggested, parents should write a note against the homework in the diary.

RECOMMENDED TIME SPENT ON HOMEWORK

It is generally believed that an average student, with good personal organisation of time and resources, should spend on average a maximum of:

- Year 7 30 mins to 1 hour per night (approx 4 - 5 hours per week)
- Year 8 1 to 1 1/2 hours per night (approx 5 - 7 hours per week)
- Year 9 1 to 2 hours per night (approx 7 - 10 hours per week)
- Year 10 1 ½ to 2 ½ hours per night (approx 10 - 12 hours per week)
- Year 11 2 to 3 hours per night (approx 15 hours per week)
- Year 12 3 plus hours per night (approx 15 plus hours per week)

Assignment Schedule

An assessment and assignment schedule for each year level will be published in the fortnightly Newsletter and given to each student at the beginning of a new semester.

Study and Revision

In addition to daily homework, students should also develop a timetable for systematic study and revision. Making summaries, writing paragraphs, and practising exam questions are among the strategies that should be used. Regular study will help students to develop a mastery of their subjects and a sense of perspective in their studies, as well as ensuring that they are well prepared for examinations and class tests.

Homework Not Done

If a student does not complete an assigned task on time, without adequate reason, or if a student submits work that is sub-standard, then the teacher will write a note in the Student Diary or a Junior Notification Form (Tick-a-Box) will be sent home with the student.

Parents are asked to co-operate with the teacher by signing the Diary or letter and responding in the space provided if it is deemed necessary.

There will be occasions when students are unable to do their homework and we ask parents to send a brief covering note to explain the situation or make a notation in the student's diary.

SPORT

All students, except those who are medically unfit, are expected to take part in the College's Sport and Physical Education programmes. Those who are temporarily unable to take part must present a note from parents/guardians to the Sports Co-ordinator.

Sports Offered at Mt St Patrick

- Swimming
- Athletics
- Cross Country
- Basketball
- Hockey
- Volleyball
- Tennis
- Soccer
- Rugby League
- Touch Football
- Netball
- Softball
- Weight Training
- Fishing
- Dance
- Golf
- Aqua-aerobics
- Volleyball
- Water Polo
- Cricket
- Beach Fitness
- Surfing
- Aerobics
- Rowing
- Lawn Bowls
- Beach Bocce
- Beach Cricket
- Beach Activities
- Beach Volleyball
- Beach Walking
- Yoga
- Syncro Swimming

Student Welfare

Policy and Procedures

INTRODUCTION

Mt St Patrick College, Murwillumbah, as an educational community, is dedicated to the development of the full potential of each student in our care.

Parents who choose to send their children to Mt St Patrick realise that this College is a special type of College built on co-operation, friendliness and integrity, where all concerned (students, staff and parents) take an active part in the College, and work together to provide the best possible education.

However, the Catholic College is more than an educational institution; it is a Community of believers. The life of the College aims to be permeated with the gospel spirit of love and freedom.

An integral part of our College is the Student Welfare Policy. We aim to ensure that all aspects of this policy mirror the gospel values which are at the core of our College philosophy and practice.

This Welfare Policy has been written to inform all concerned of how the welfare system at Mt St Patrick operates and to encourage full co-operation with the policy by all members of the College community.

The Student Welfare Policy is concerned with the spiritual, social, physical and academic growth of individual students. Pastoral Care and Discipline are two key aspects of Mt St Patrick's Student Welfare Policy, which is based on the gospel values of justice, compassion and forgiveness.

The Mt St Patrick Student Welfare Policy aims to:

Develop a caring and just environment where all students:

- have a sense of belonging
- are enabled to reach their full potential
- show mutual respect for each member of the College community.

Provide the students with an environment that:

- is conducive to learning
- encourages self-discipline
- is safe and secure
- develops self-esteem
- recognises the special gifts of all students.

PASTORAL CARE IS CARING FOR STUDENTS

The implementation and development of the Pastoral Care process is dependent upon the consistent support of staff, students and parents working together in a Christian environment.

The simplest definition of student pastoral care is "caring for kids".

At Mt St Patrick the rights of all people are respected and the dignity of each human being is promoted.

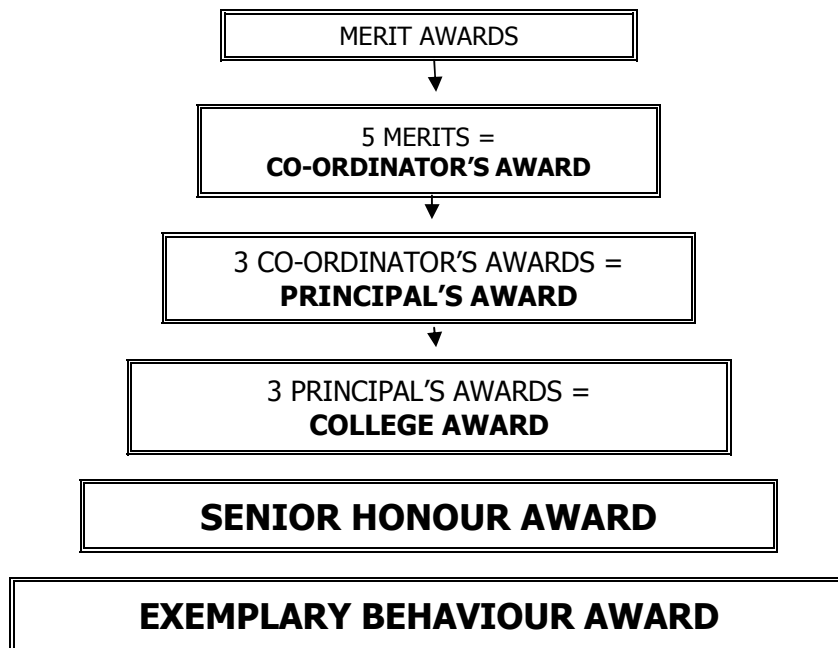
At Mt St Patrick we believe that:

- the development of the whole person, with Jesus as a model, is an essential aim of Catholic education;
- an environment which is based upon quality relationships, and which supports the growth of the individual within the community, is fundamental to effective learning and genuine pastoral care;
- the College’s ministry ideally assists parents in the care of their children;
- it is the responsibility of all members of the College community to collaborate in the provision of a caring environment within the College: students, staff and parents;
- the provision of both relevant and satisfying learning experiences and appropriate adult role models is essential for individual student growth;
- the development of self-discipline is based on self-esteem, justice, affirmation, and reconciliation;
- structures, polices, procedures and practices in a Catholic College should be in harmony with Gospel values.

THE MERIT SYSTEM

Teachers issue a Merit Award for the recognition of good work, community spirit, College spirit and a variety of behaviours that express a positive attitude and contribution in the school environment.

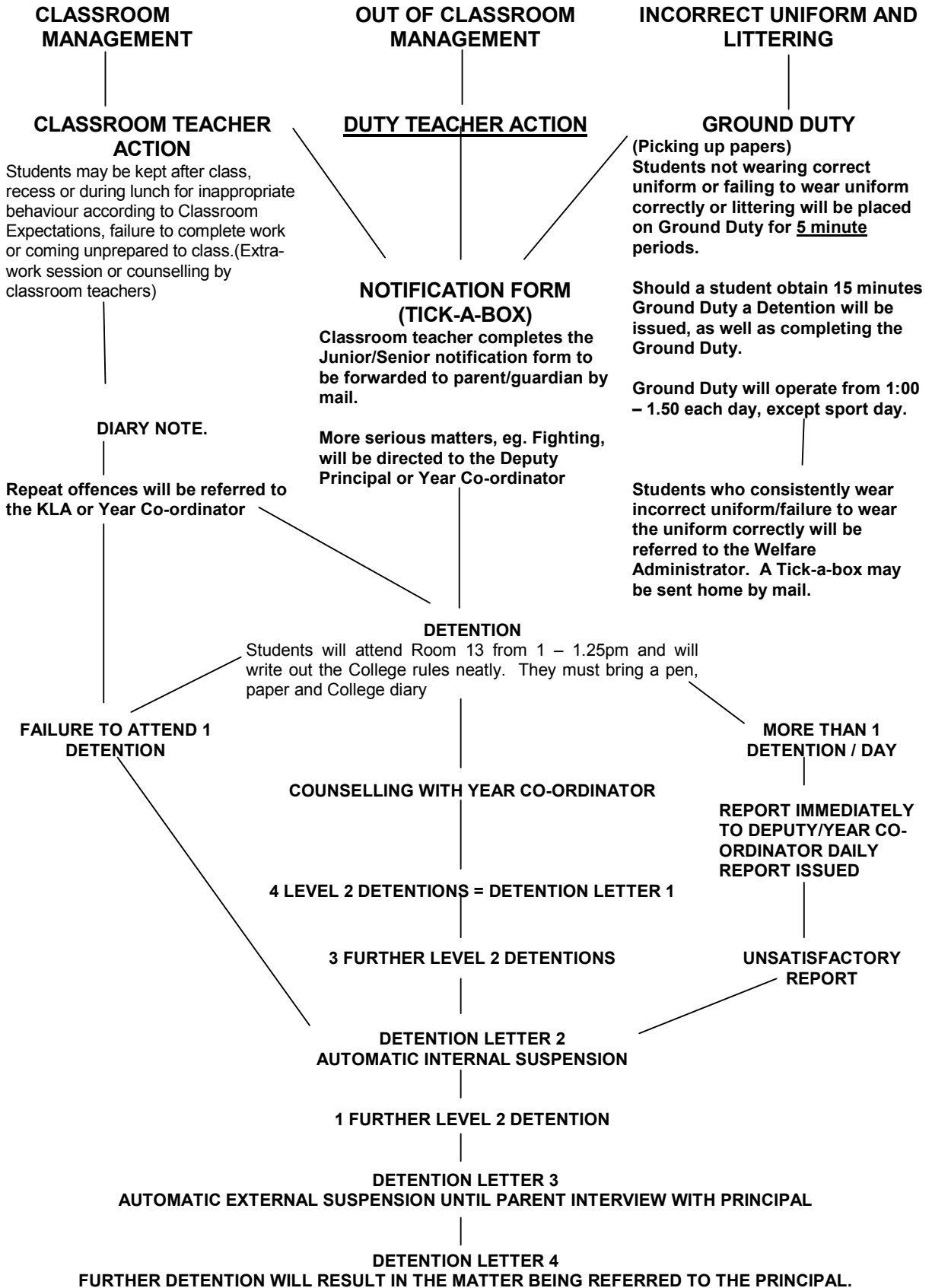
The Merit system is structured so that the student’s positive efforts are continually rewarded. Merits accumulate towards the receipt of Co-ordinator’s, Principal’s and ultimately, School Awards. The structure is as follows:



Other positive rewards include:

- Praise
- Subject certificates
- Acknowledgment at assemblies and/or in the newsletter
- Diary comments
- Display of work
- Exemplary Behaviour Award
- Senior Honour Award

DISCIPLINE SYSTEM



CLASSROOM EXPECTATIONS

Students are expected to:

- Be punctual
- Wait quietly outside until the teacher arrives
- Raise their hand and wait to be recognised before speaking
- Respect the right of others to speak and learn without interruptions
- Not to eat or drink in class
- Behave in a Christian manner and show respect for other people and College property
- Follow instructions the first time given
- Wear uniform correctly at all times
- Use appropriate language at all times.

OUT OF CLASSROOM EXPECTATIONS

While students are in the playground or in other areas of the College property they are expected to:

- Remain within the College boundaries
- Show concern for the College environment eg. show respect for vegetation and keep the grounds free of litter
- Move in corridors, on stairs and in the basement in a way that is considerate of others
- Not use any forms of intimidation, violence or threat
- Wear uniform correctly at all times

As a result of a student's failure to comply with the above expectations the following come into effect:

- Warning
- Ground Duty
- Detention
- Behaviour Report

EXTRA WORK SESSIONS (EWS)

An Extra Work Session (EWS) will generally be issued before a Detention is issued unless the matter is serious. The EWS is a means of discipline administered to students for inappropriate classroom behaviour. As its name suggests, it is an extra session of work that students are to complete to make up for the misbehaviour.

DETENTION

Detentions are issued by teachers for student misbehaviour. Students are required to sign the Detention slip completed by the teacher, in the presence of the teacher.

Detentions are categorised into two levels for the purpose of reporting to parents/guardians. Level 1 detentions are issued for less serious offences, such as chewing gum and an accumulation of Ground Duty. Level 2 detentions are issued for more serious breaches of College rules, such as swearing, being disrespectful to teachers, failing to attend an EWS.

Students are required to attend Detention at the first available lunch time. Detention is supervised and students are required to complete assigned work.

Should a student fail to complete a detention at the first available lunchtime, the students will be internally suspended for lessons 5 and 6 of that day.

The Detention slip is filed in the individual student's file.

Should Detentions continue to be given to a student, thus reflecting a more serious problem, then the parents of the student are informed in a letter from the Year Co-ordinator.

The **first letter** is generally sent at the discretion of the Year Co-ordinator or after four Level 2 detentions have been issued (Copies of detention slips are included with the letter sent home).

The **second letter** is sent should the student receive three further Level 2 detentions. The student will be internally suspended at this point.

The **third letter**, after another Level 2 detention, requests an interview with the parents and the principal, as well as the student being externally suspended.

Should a **fourth letter** be issued, the matter will be referred to the principal.

BUY BACK SCHEME

This scheme is an attempt to make students become more responsible for amending their behaviour and rewarding them for doing so. It offers them an incentive to change their behaviour.

Students who have acquired Detentions are encouraged to speak to their respective Year Co-ordinator about entering into a contract to buy back a Detention. Specific behaviours that need to be amended are listed on the contract which is signed by the student, Year Co-ordinator and parent. The student attempts to amend these behaviours over a 3 week period and if successful, will redeem a detention in the Welfare System. They can repeat this process until they have no Level 2 Detentions remaining.

COUNSELLING

Two trained counsellors are available to students, staff and parents one day per week, respectively. An appointment can be made directly with the Counsellor via the College phone number (02) 66722340 or through the Year Co-ordinator.

At 3rd Level 2 Detention – Year Co-ordinator meets with students.

At 4th Level 2 Detention – Year Co-ordinator may work with students negotiating a contract and recommends individual counselling with the College Counsellor to the students with approval of parents.

At 6th Level 2 Detention – Student advised to see the College Counsellor.

Further Level 2 Detentions – Community Service activities outside the College.

IN-COLLEGE SUSPENSION

An in-College suspension means that the student's right to attend classes has been withdrawn for a period of time. The Deputy Principal authorises the in-College suspension after discussion with the appropriate member of staff and the student.

The Year Co-ordinator or Deputy notifies the student's parents by telephone (if possible) or via the Diary. Whilst on an in-College suspension a student is isolated from his or her peers and is given set written work.

Reasons for being suspended in-College:

The student has:

- ignored people who have tried to help;
- shown that he or she does not want to fit in with others at this College;
- been guilty of gross misconduct at College or in public;
- been guilty of a serious, isolated breach of discipline (such as leaving College without permission; fighting; shoplifting, etc)
- failed to attend a Detention at the first available lunchtime.

The list of offences warranting an in-College suspension is by no means exhaustive and students will be given a suspension at the Deputy's discretion.

What happens to a student who is suspended in-College?

The student completes written subject work in a room located close to the Deputy's Office.

The student's parents/guardians may be asked to come to the College to discuss the matter with the Year Co-ordinator or the Deputy Principal.

Counselling may be recommended to assist the student in overcoming the problem.

The student may be requested to demonstrate that he or she can be responsible by performing some service to the College community.

EXTERNAL SUSPENSION FROM COLLEGE

A suspension from College is more serious than an in-College suspension, since it means that the student's right to attend College has been withdrawn for a period of time. The Deputy Principal or Principal authorises a suspension after discussion with the appropriate member of staff, student and parents. Suspension is not an end in itself, but a means to an end. It allows a period of time where the College, parents and the student involved can work together towards the resolution of the problem.

The Deputy Principal notifies the student's parents by telephone (if possible). A letter explaining details of the suspension is sent home and parents are required to acknowledge receipt of the letter by signing and returning the proforma to the College via their son or daughter.

The length of time a student is suspended from College depends on the seriousness of the offence and is determined by the Principal, Deputy and the Year Co-ordinator. A student who is suspended will not be sent home before the normal conclusion of the College day unless the student in question can be given into the care of his or her parents or guardians.

PROCEDURES REGARDING INCORRECT STUDENT UNIFORM

Homeroom teachers in morning and afternoon administration deal with students who wear incorrect uniform.

During Administration, homeroom teachers check the uniform of students in their homeroom class. Homeroom teachers keep a record of students who are out of uniform and five minutes Ground Duty (picking up papers, sweeping) is given at lunchtime for those without a written explanation.

If students wear their uniform incorrectly during Administration, during lessons, between lessons or on the playground, other than the oval or basketball court, teachers are to advise the students that they are to report at 1.05pm to the teacher for "Ground Duty".

SMOKING

The rules of discipline enforced by the College prohibit students from smoking tobacco in any form. The smoking of cigarettes and/or the possession of tobacco in any form will not be tolerated at College, or at any time when students are travelling to and from College, or while on College organised functions or activities. Students who break this rule will enter into a discipline process which could result in suspension from College.

ALCOHOL / DRUGS (Unlawful)

The drinking of and/or possession of alcohol in any form is strictly prohibited at the College. Students who come to the College and are involved in any College based activity and are under the influence of alcohol will be punished severely.

Under no circumstances whatsoever will the use or possession of unlawful drugs of any kind, in any form, be permitted at Mt St Patrick. This means that the possession and/or use of marijuana or any harder drug is **absolutely prohibited**.

Students who disobey these rules will be punished severely. This may mean a suspension from College of some duration or a student may be asked to leave the College.

EXCURSIONS

Student behaviour on College excursions is to fully comply with normal College rules. The same holds for College Socials or other such activities held out of normal College hours.

Dress for excursions and socials is to be modest and appropriate for College activities.

CASUAL DRESS

On certain occasions during the school year, students are permitted to wear good casual clothes to school for certain excursions or for special activities organised by the College. Parents are advised in writing of this decision prior to the event.

Excursions are a school based activity and therefore require a certain standard of dress suitable to the type of excursion organised and reflecting the standards of the College.

Extremely short shorts, plunging necklines and midriff tops are unacceptable for College organised activities. There is to be no gap between a top and skirt or pants. Suitable footwear, thongs are generally not appropriate. Dress is to be modest. Students who ignore these guidelines will not be permitted to participate in excursions or activities and will remain at the College on the day. A full refund may not be available.

TERMINATION OF ENROLMENT

The Philosophy of the College suggests that termination of enrolment should be rare since students asked to leave this College may have little opportunity of Catholic Education elsewhere.

In cases where continued enrolment appears not to be beneficial, parents may be advised to transfer the student to another school.

A student's enrolment may be terminated when it is the opinion of the Principal in consultation with the Deputy, Year Co-ordinator and Parish Priest that:

- The student is not profiting from continued attendance at the College.
- The College's resources, both material and personal, are being wasted or abused by the student.
- The student is affecting adversely the education of other children.
- The student's misbehaviour is persistent and the student is unwilling to accept the authority of the College.
- The student's behaviour is injurious to students or staff.

In the absence of the Principal, the Acting Principal may terminate an enrolment.

Termination of enrolment will normally be the final step in an extended process. Documentation will be kept in student files of action taken at each step. Parents will have been informed at each stage.

The process will include:

- (a) Warnings and discussions with the student of the consequences of behaviour
- (b) Contact with parents about deteriorating conduct
- (c) Detentions/Interim Reports
- (d) Suspension from some or all classes
- (e) Internal / External Suspension from College.

In exceptional circumstances enrolment may be terminated for a serious, isolated act of misconduct.

STUDENT AGREEMENT FORM

On enrolment into Mt St Patrick, and again at the beginning of each College year every student is expected to commit him/her self to the philosophy of the College by signing the Student Agreement Form. The student's parents/guardians are asked to support this commitment and make their own commitment by co-signing the Agreement Form.

CORPORAL PUNISHMENT

In accordance with the Education Reform Amendment (Corporal Punishment) Act 1995, corporal punishment is banned at Mt St Patrick College.



MT. ST. PATRICK COLLEGE
STUDENT AGREEMENT YEARS 7 - 10
REGARDING FUNDAMENTAL SCHOOL POLICIES
2008

I,, agree to the following conditions relevant to my acceptance as a student at Mt. St. Patrick College.

1. I recognise and accept the aims of the College as a Catholic College and will support its religious practices and programmes.
2. I agree that it is of the utmost importance that I respect the dignity of other persons - fellow students and teachers alike. I understand that rudeness, uncivil language and unruliness are unacceptable behaviour. My conduct will at all times be marked by politeness, commonsense and respect for others. This especially includes travelling to and from College.
3. Realising the harmful nature of unlawful drugs, alcohol and smoking I agree to abide by the regulations which forbid their use and/or possession:
 - on my way to and from College
 - at College
 - on excursions, retreats, socials or any College related activity.
4. I agree to wear the full correct Mt. St. Patrick uniform and to take pride in it. If, on a particular day, I am unable to wear any part of the uniform, I will provide a written note from parents explaining the reason for wearing incorrect uniform.
5. I realise that there are to be no extremes in hairstyle, cut and colour and that emphasis be placed on neatness and good grooming. I accept the Principal's or Deputy Principal's decision on what is extreme in style, cut and colour.
6. I realise that regular attendance at the College and punctuality at all lessons are mandatory, and that sport is a normal part of the curriculum. I agree to seek permission before leaving College grounds.
7. I will endeavour to take an active part in College activities and will try to foster a sense of community spirit by participating in Retreats, Class Camps, Excursions, Representative sports and other extra-curricular school activities.
8. Other special conditions.....

SIGNED: (Student)

WITNESS: (Parent)

DATE: .../.../....



MT. ST. PATRICK COLLEGE

STUDENT AGREEMENT YEARS 11 - 12 REGARDING FUNDAMENTAL SCHOOL POLICIES 2008

I, agree to the following conditions relevant to my acceptance as a Senior student at Mt St Patrick College, Murwillumbah.

1. Realising that two years of Senior Secondary education will require my co-operation in studies, I will accept the conditions of study, which include attendance at classes, and the work involved in such studies, as laid down in College handbooks.
2. I recognise and accept the aims, rules and discipline of the College and abide by the directions given for the good management of the College.
3. I will endeavour to take an active part in College activities and will try to foster a sense of community spirit within the College.
4. Realising the harmful nature of unlawful drugs, alcohol and smoking, I agree to abide by the regulations which forbid their use and/or possession:
 - on my way to and from College;
 - at College;
 - on excursions, retreats, socials or any College based activity.
- . I agree to wear the full correct Mt St Patrick uniform and to take pride in it.
6. I realise that there are to be no extremes in hairstyle, cut and colour, and that emphasis be placed on neatness and good grooming. I accept the Principal or Deputy Principal's decision or what is extreme in style, cut and colour.

SIGNED: (Student)

WITNESS: (Parent)

DATE:/...../.....

ANTI-BULLYING POLICY

Rationale

Mt St Patrick College is committed to ensuring that every person is treated with respect, dignity and compassion, in a safe and supportive Christian environment. As such, we have a responsibility to provide a teaching and learning environment free from bullying so that students and staff can experience positive and respectful relationships with all members of the College community. All forms of bullying are unacceptable in this community.

Aim

The aim of this policy is:

- to provide a safe and supportive environment where the rights of all individuals are promoted according to *Our Mission* and the *National Safe Schools' Framework*.
- to ensure all forms of bullying are recognised and appropriate action taken 'towards prevention and intervention'.
- to educate all members of the College community as to what constitutes bullying and their responsibilities in combating bullying.
- to provide all community members with strategies for dealing with bullying.

Definition of Bullying

Bullying is an act of aggression causing embarrassment, pain or discomfort to another and is usually persistent and repetitive. It can take many forms: physical, verbal, electronic, gesture, extortion and exclusion. It is an abuse of power. It can be planned and organised or may be unintentional; individuals or groups may be involved. It is not the same as conflict occurring between two people of similar strength or power.

Rights of the Individual

Humans are made in the image and likeness of God and therefore are people of inherent goodness and sacredness. The community of Mt St Patrick acknowledges this belief by the dignity and respect it accords each person.

Responsibility of College Community

'To love one another as I have loved you' calls each person to active service in the pursuit of justice and peace for the common good. All members of the College community must abstain from bullying others and actively discourage bullying when it occurs.

Preventative Strategies

1. What the Staff can do to prevent bullying

- Develop a whole school approach to reducing bullying
- Prevent bullying through risk management:
 - Active supervision in and outside the classroom
 - Punctuality to classes.
 - Assist with the identification of students who are seen as bullies or victims
 - Be alert to bullying behaviour and signs of distress in students
- Create an ethos in which bullying is less likely to occur
 - Modelling respectful behaviour in interactions with students, parents and other staff.
 - Develop good classroom management practices
 - Ensuring educational tasks engage the interests of students
 - Minimise situations where students are unoccupied or unsupervised
 - Actively discouraging bullying by responding appropriately when bullying occurs and, where necessary, informing the appropriate authorities.
- Educate parents, teachers and students about bullying
- Encourage supportive practices in all curriculum areas regarding anti-bullying behaviour.

2. What students can do to prevent bullying

- Take appropriate steps to discourage bullying
- Intervene in the bullying incident if it is safe and your welfare is not at risk.
- Model anti-bullying behaviour.
- Refuse to be involved in a bullying situation that might occur.

Intervention Strategies

1. Teacher Strategies.

Intervention may occur as a result of observation or communication by a victim or an observer.

- Staff are expected to intervene when bullying occurs. It is often best to do so unobtrusively.
- The seriousness of the situation will determine what action to take.
- In some situations, a private reprimand of the bully may be all that is needed. A record should be kept of the incident.
- Inform those involved that bullying is unacceptable.
- If possible, separate the parties.
- Do not label anyone as being the 'bully'.
- Repeated or more serious incidents should be reported to the Year Co-ordinator or Deputy Principal. A Bullying Incident Report must be completed in this case.

○ **Counselling**

This may include informal talks with the bully seeking to change his or her behaviour or it could involve a more structured approach such as the method of Shared Concern.

Shared Concern Method

- Students identified as probably responsible for bullying.
- Each student is interviewed in turn. No student is accused but the teacher shares a concern for the victim and asks what the suspect knows.
- The suspected bully is asked what can be done to improve the situation.
- Positive suggestions are strongly reinforced and a further meeting is arranged to monitor progress.
- The victim is seen, sympathised with but is questioned as to the possibility he/she may have provoked the bullying.
- A meeting is convened of all those interviewed to i. acknowledge progress and ii. plan a further meeting.
- The problem is resolved. This may involve some mediation and agreement by both parties on how they will henceforth treat each other.

2. Student Strategies

If a victim:

- Be assertive, you have rights. State, 'Leave me alone!'
- Stay calm. Walk away.
- Ignore it. Act as if the bullying does not affect you.
- Do not retaliate with physical or verbal abuse.
- Be smart about high risk places and times.
- Discuss the situation with someone.
- Report incidents of bullying to staff.

If an observer:

- Take action as the bullying occurs by saying 'Leave him/her alone!'
- Show support by standing next to the victim.
- Report the incident to a member of staff.
- Refrain from retaliation.
- Lead the victim away from the situation without confrontation.
- Realise that you have a responsibility to report bullying.

Evaluate

This Policy should be reviewed and evaluated every three years.