



Marist-Sion College, Warragul
'A place for all to excel'

YEAR 7, 2021 INFORMATION HANDBOOK



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Embracing the Fullness of Life

Welcome to Catholic Education

Thank you for choosing a Catholic school for your child. Your child will be nurtured in an environment which engages with the mission and message of Jesus, which instils a hope and possibility for each person. That hope and possibility are based on the experience of God's infinite love for each one of us.

Catholic schools recognise that every child is special and unique. At the heart of each Catholic school is a desire for the full flourishing of each student, spiritually, academically, emotionally, socially and physically.

The information provided in the Catholic Education of Commission of Victoria's handbook: Embracing the Fullness of Life: Parent Handbook for Victorian Catholic Secondary Schools, aims to help you make your child's transition to secondary school as easy as possible.

You can access it online on the Catholic Education Commission of Victoria Ltd (CECV) website:
www.cecv.catholic.edu.au/Parent-Handbook-Secondary

College Prayer

Creator God

You invite us to open the doors to our hearts.

May our College, in the spirit of the Marist Brothers and the Sisters of Our Lady of Sion, be a family of support, gathered around the same table.

May we welcome and respect all, and build bridges wherever disagreement, disappointment, loss or discouragement are found.

Through Mary's intercession, may we fulfill the dreams of our founders, Saint Marcellin and Father Theodore, to make Jesus known and loved, to work for justice, reconciliation and peace and to live lives of Truth, Charity and Constancy.

Amen.

School Wide Expectations

Whole School Approach to Positive Behaviour: School Wide Expectations are a list of specific, positively stated behaviours that focus on respectful relationships at Marist-Sion College.

1. **Be Respectful** | *Present Simplicity* | To Self, To Others, To Our Environment
2. **Be Responsible** | *Love of Work, Family Spirit* | To Self, To Others, To Our Environment
3. **Be Safe** | To Self, To Others, To Our Environment

Tuition Fee Schedule

Tuition Fees are an important component of the Marist-Sion College funding as they enable our College to provide resources, facilities and activities that assist and support our teaching staff to provide a high quality education to all our students.

The tuition fees also include costs for subject materials, excursions, camps, student laptop, ICT levy, digital texts and capital levy.

Non tuition charges are invoiced separately and may be applicable for laptop and property damage, sports carnivals and tours (Year 11 Central Australia, Japan, Academic Enrichment Program, etc) and any other charges.

Tuition Fees are invoiced in January of each year and are payable in full by 31 December each year. Payments can be made Annually, Weekly, Fortnightly or Monthly and the preferred method of payment is Direct Debit.

Note: All fees are proposed and are subject to final approval by the Diocese of Sale Catholic Education Limited.

| PER FAMILY | ANNUAL | PER WEEK | PER FORTNIGHT | PER MONTH |
|----------------|----------|----------|---------------|-----------|
| ONE STUDENT | \$5,790 | \$144.75 | \$289.50 | \$579 |
| TWO STUDENTS | \$10,390 | \$259.75 | \$519.50 | \$1,039 |
| THREE STUDENTS | \$11,990 | \$299.75 | \$599.50 | \$1,199 |
| FOUR STUDENTS | \$11,990 | \$299.75 | \$599.50 | \$1,199 |

| PER STUDENT | |
|-------------|-----------|
| 1st Child | \$5,790 |
| 2nd Child | \$4,600 |
| 3rd Child | \$1,600 |
| 4th Child+ | No charge |

Please Note:

Families experiencing difficulties meeting their fee obligation are encouraged to contact the College Finance Manager or Fees Officer on (03) 5623 5944 or fees@mscw.vic.edu.au as soon as possible to discuss suitable arrangements.

The College offers a Fee Remission program that provides assistance to families who are experiencing financial difficulties.

A copy of the Tuition Policy is available at mscw.vic.edu.au







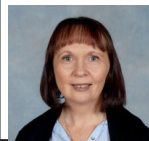



Year 7 | Rock & Water

As part of the Colleges Pastoral Care Program, the Rock and Water program is an experience that provides young people and adults a pathway to self-awareness, increased self-confidence and social functioning. **WHAT IS ROCK AND WATER?** Each participant of the Rock and Water Program undergoes a journey of self-awareness as they learn about responding to life with either a "Rock" or a "Water" attitude. The Program is an excellent tool to support young people in finding their grounding, learning how to centre oneself and learning how to self-manage in social settings. Topics covered in the program include: intuition, body language, mental strength, empathic feeling, positive feeling, positive thinking and positive visualising. Discussion topics include bullying, sexual harassment, homophobia, life goals, desires and following an inner compass.

Participants will play many Rock & Water games that involve options, strategies and exercises that can teach young people: Verbal and emotional expression; Identity development; Physical boundaries and personal safety; Emotional and behavioural regulation; Skills required to respond to and manage aggressive tendencies in both themselves and others. **Rock and Water is ALL about PHYSICAL, SOCIAL and EMOTIONAL AWARENESS. It is based around the key themes of being FOCUSED, CENTRED and GROUNDED.**

House/Tutor System

Marist-Sion enjoys a fine reputation for our commitment to the pastoral care of our students. Each child is seen as a unique gift of God and as such we have established a House and Tutor System that ensures each student has one staff member to act as their Tutor for successive years at the College. There are eight Houses operating at the College and students meet in their Tutor Groups on a daily basis. House-based activities include Inter-House Sports, Masses, House Assemblies and a range of co-curricular activities. Parents meet with Tutors each Semester at Parent/Student/Teacher Interviews. Structure of the Pastoral Care system is shown and explained below:

| | Champagnat | Jericho | Joseph | Loreto | Lourdes | MacKillop | Marcellin | Sion |
|----|---|---|---|---|---|--|---|---|
| | Head of House | Head of House | Head of House | Head of House | Head of House | Head of House | Head of House | Head of House |
| |  |  |  |  |  |  |  |  |
| YR | | | | | | | | |
| 12 | | | | | | | | |
| 11 | | | | | | | | |
| 10 | | | | | | | | |
| 9 | | | | | | | | |
| 8 | | | | | | | | |
| 7 | | | | | | | | |

Each house consists of 5 Tutor Groups (represented above by a coloured square). Each House is overseen by the respective 'Head of House'. Students are placed in to one of those 5 Tutor Groups within their allocated House, each Tutor Group is in the care of a 'Tutor'. Each Tutor Group is made up of approximately 5 students from each year level. Students will stay in the same House and Tutor Group throughout their schooling at Marist-Sion College. Tutor Groups meet every morning for 10 minutes. This is an opportunity for students to check in with their Tutor, their peers and other members of their Tutor Group, read their emails from teachers, check the Student Bulletin for important notices and reflect in Prayer before the day commences. **Tutor Group is a compulsory part of our school day. This is where the attendance roll is taken for the first time during the day.**

Production

Each year in July, Marist-Sion stages a full scale College Production. Students are encouraged to be involved and are invited to attend the auditions held in Term 1. Both on stage and off stage roles are available.

Past Productions include:

2014: *Wizard of Oz*

2015: *Oliver*

2016: *Anything Goes*

2017: *Mary Poppins*

2018: *Seussical*

2019: *Bye Bye Birdie*

Music Program

In Year 7 students will learn one of the six instruments below. This is a great opportunity for students to try an instrument without families incurring the high cost to purchase the instrument.

- *Flute*
- *Tenor Saxophone*
- *Trumpet*
- *Clarinet*
- *Trombone*
- *Alto Saxophone*

Instrumental Lessons

Lessons are available for most instruments (piano, drums, guitar, violin, voice, saxophone, clarinet, flute) and many more. These lessons are provided at the College but payment is direct from the family to the Instrumental Teacher. Payment is not included in the College Tuition Fee.

Emmaus (Newsletter)

Emmaus is the College's Fortnightly Newsletter. This is emailed to all families every second Wednesday. Emmaus is used to convey what has been happening and what is coming up within our school and our wider school community. Sometimes, Emmaus will be the only platform in which we will communicate some things to you, it is advised to read this publication to keep well informed of what is happening. Please ensure the College has an up to date and active email address on record for both parent/s and or guardian/s.

Cafe

This facility is open at Recess and Lunch times for students. Orders can be placed online at flexischools.com.au

Tuesday Sport for Years 7 & 8

Each Tuesday the Year 7 and 8 students compete in House Sports. This is a great opportunity for students to experience sports that they may not have played before. Students wear their full sports uniform on this day, with their House coloured polo shirt.



Absences

To avoid students having UNEXPLAINED ABSENCES, Parents/Guardians are reminded to inform the College by 9.30am via PAM, text (0428 249 254) or phone 5622 6295. Please provide the student's name and reason for absence.

Daily Bulletin

All students should regularly check SIMON on their computers for possible class and room changes. Students are also encouraged to check the Daily Bulletin on a regular basis to be informed about daily life in the College.

Green Team

The College Environmental Awareness Team. All students are invited to become members of this College group.

Library (Louise Humann Resource Centre)

Our Library is open before and after school and during all daily breaks. Hours are Monday to Thursday until 6.00pm and Friday until 4.00pm.

Lockers

Student lockers are arranged in House groups. These buildings are opened before school and locked after the end of the College day. Students who forget their code can obtain it from their Head of House.

Mindfulness/Minute of Gratitude

Each day the College participates in a Minute of Gratitude which is signalled by a chime. This is a chance to focus on the blessings of our lives and is a companion activity to the College Mindfulness Program.

Mobile Phones

Mobile phones are not permitted in the yard or in the classroom during the school day. They should be stored in locked lockers, students are able to check their phones during first and second break. All external communication during school hours should be through Student Reception.

Photocopying & Printing

Students have access to photocopying and printing via machines around the College, by using their Student ID Card. Replacement Student ID Cards can be purchased at Reception. Funds can be added to their card by visiting the Louise Humann Resource Centre (Library).

Seasons Magazine

This is the Marist-Sion official annual magazine which chronicles College life. It is published at the end of each school year.

SRC (Student Representative Council)

The College has two SRC Captains who are responsible for co-ordinating and leading the school student agenda. These two Captains, ordinarily, are from Year 11. Membership to the SRC is open to all students in Years 7 to 11.

Timetable

The timetable has 5 lessons per day. Students are expected at school no later than 8.45am. Tutor Group commences at 8.55am (15 mins). Bells are rung at the start and end of each lesson. Lesson 1: 9.15am, Lesson 2: 10.15am, Recess: 11.10am (25 mins), Lesson 3: 11.35am, Lesson 4: 12.40pm, Lunch: 1.35pm (40 mins), Lesson 5: 2.20pm. The official school day then concludes at 3.20pm.

Booklists

The Online Lamont Booklists detail your child's requirements for each subject for their year level for the upcoming school year. Books and other materials listed are compulsory items. Booklists will be distributed to all families via email, early to mid November. Families will notice that in a number of subjects there is the comment, 'Digital text – Cost included in College fees'. As all students use a laptop in their studies across the curriculum, the College has taken steps to provide a digital alternative to the hard copy text where possible. Apart from believing that a digital text is a better educational alternative in this digital age, this decision has also been made to assist families by reducing costs, and to reduce the weight of students' school bags. As is clear in the comment, the cost of these texts will be covered by College School Fees and so they do not need to be purchased on the Booklist.

SIMON

The College Student Management and Daily Organisation platform. More detail about SIMON will available in our Student Laptop Program/Acceptable Use Policy and Agreement Handbook, distributed in November.



Parent Access Module (PAM)

What is PAM?

The Parent Access Module, or PAM is a secure web environment providing real time access to information about their children's progress, important dates and messages.

Assessment tasks in SIMON (the portal is used by staff and students) can be published to PAM allowing parents to easily see due dates, task details, electronically submitted work and teacher feedback in real time.

Formal reports can also be accessed through PAM, allowing parents to view all reports for their child in the one location. Relevant resources; documents, web resources and calendar events entered into SIMON can be easily flagged to display to parents through PAM as required.

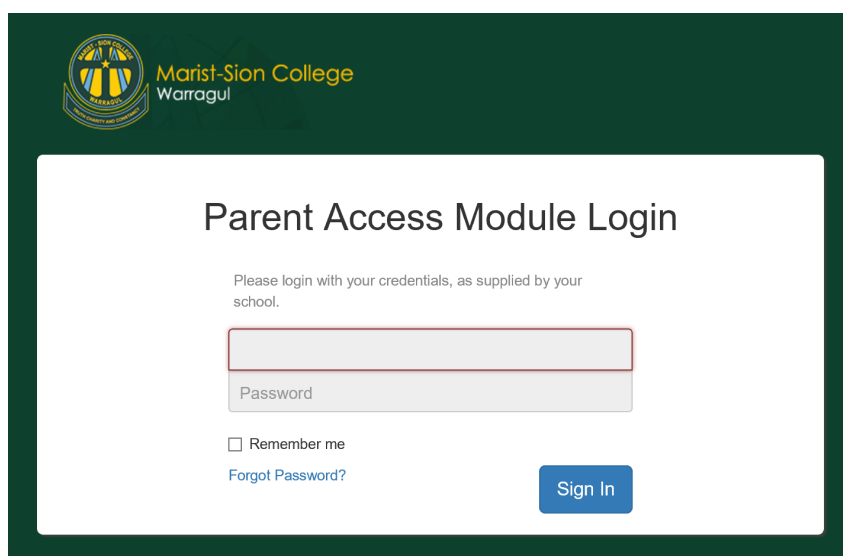
Parents can easily book Parent Teacher Interviews through PAM. Once bookings are made, booked times can be easily altered if required and a summary report of bookings can be generated.

Parents can record and update student's Medical Data and upload any current action plans.

Permissions and information for Student Activities (Camps and Excursions) can be viewed and approved for your child.

Accessing PAM

You will receive a username and password for PAM from the College, this will be emailed to you. To begin logging in, please go to <https://pam.mscw.vic.edu.au> enter your username and password.



Navigating PAM

A 'how to guide' will be emailed to you for the following:

- *Accessing Student Summative and Progressive Reports*
- *Updating Student Medical Profile (medicare card number, doctor's name contact number etc)*
- *Giving Permission for Student Activities (Camps and Excursions etc)*
- *Booking Parent/Teacher Interviews*

College Uniform

At Marist-Sion, we expect all our students to wear the College uniform appropriately, both in and out of school. Since all students reap the benefits of the College's reputation, each student is required to act in a manner which protects our good name. The standards expected by a school are on display whenever the uniform is worn, and if worn correctly, it clearly says to all: 'This is the school I belong to and I am proud of where I belong'.

Key Points:

1. **Wearing the Uniform in Public:** Whenever Marist-Sion College students are to be seen in public, even during late night shopping with parents, they must wear the entire uniform properly or else change completely into alternative clothes. Wearing part of the uniform with other clothes is not acceptable.
2. **Students Unable to Wear Correct Uniform:** Where a discrepancy in uniform needs to occur for a short period of time (eg due to shoes being repaired), a note dated, signed and written by a parent/guardian, must be presented at Tutor Group in the morning so that the Tutor can date and sign it. Students must then keep the note with them until they are again in full uniform.
3. **School-bags:** Only approved College bags are permitted. (Green College bag with Logo).
4. **Socks:** All socks must cover the ankle. Boys must wear College grey, not white or black socks. Sports socks are only to be worn with the Sports Uniform.
5. **Boys Summer Shirts:** The monogrammed Summer Shirt is compulsory for all boys. During Term 1 and Term 4, boys are to wear (monogrammed) short-sleeved white shirts without ties. The white shirt need not be tucked in provided it sits at waist length; otherwise it must be tucked in at all times. Boys have the option of wearing shorts or long trousers with the Summer Shirt.
6. **Boys and Girls Winter Shirts:** These must always be tucked in. Ties are to be correctly adjusted, i.e. they are not to be below the collar.
7. **Blazers:** It is compulsory for students to wear the Blazer both to and from school, regardless of what the mode of transport is. It is the only outer garment that may be worn in Terms 2 and 3. In Terms 1 and 4 students may choose to come and go in their Summer Uniform, minus the blazer. If it is raining, students may wear their College Rain Jacket. However, Blazers must still be brought to school on these days. When wearing Winter Uniform, Blazers must also be worn to Tutor Group each day. It is also compulsory that Blazers be worn as the outer garment on all formal College occasions, including Masses and Assemblies, unless otherwise notified.
8. **Jumpers:** The jumper is never to be worn to and from school as the outer garment.
9. **College Rain Jacket:** The College Rain Jacket is only to be worn as the outer garment, at school and to and from school, when it is raining. It must be removed when indoors. It is not to be worn at any other time.
10. **College Sports Jacket:** The College Sports Jacket is only to worn with the College Sports Uniform. It is not a rain jacket and cannot/should not be worn over the College Blazer.
11. Trousers and Shorts: Are to be worn with a plain, black belt.
12. **T-shirts Under the Uniform:** Only plain white T-shirts may be worn under school shirts. Coloured T-shirts, or those with bold graphic decoration, are not permitted.
13. **Make-up, Jewellery and Grooming:** The College reserves the right to set the norms of acceptability in regard to general appearance and grooming.
 - All students need to be neatly groomed whenever they are wearing their uniform.
 - Long hair needs to be kept away from the face – all types of hair accessories must be subtle and must be plain black.
 - Students' hair should have no extremes of colour or style – dreadlocks and extremely short styles (No. 1 clipper level) are not permitted.

College Uniform continued...

13. **Make-up, Jewellery and Grooming:**
 - Students are not permitted to wear excessive make-up.
 - Students may wear only one flat ring, one plain bracelet, a small Christian symbol on a chain and a single small plain sleeper (no larger than a 5¢ piece) or plain stud for each pierced ear.
 - The only facial jewellery that is permitted is a pin head sized stud in the nose.
 - Young men must be clean shaven.
14. **School Shoes:** Are to be of a substantial nature and must be of a style approved by the College. These must have plain black leather uppers which can be polished and must have a heel. Boys' shoes must be lace-up and girls' shoes must be either lace-up (strongly recommended) or have buckles. They are to be kept clean! When shoes wear out they must be replaced immediately even if this occurs late in Term 4. Sneakers, boots and other alternatives are not acceptable footwear.
15. **Hats:** The College sunhat is compulsory for all students. The hat policy is operational from October to May. The hat must be worn during Morning and Afternoon Breaks, all PE classes, excursions and outdoor activities, at this time of the year.
16. **Sports Uniform:** The correct Sports Uniform is required for all House and Inter-school sporting activities and PE classes. Sports Shoes – must be suitable, lace-up sports shoes.

Consequences

1. **For Not Wearing Correct Uniform at School:** Students who wear their uniform inappropriately, (eg wearing in correct shoes, or Winter Shirt is not tucked in for class, assemblies and formal school occasions), will be given an opportunity to rectify this at the discretion of the Head of House. Persistent refusal to wear the College Uniform in the correct manner will be brought to the notice of parents, who may be asked to collect students to return home until they have complied with the Uniform Policy.
2. **For Not Wearing Correct Uniform in the Public Domain:** A student who wears the uniform incorrectly beyond the school boundary will be given an After School Detention on the first occasion. This reflects the importance of students' representation of the College in public.
3. **For Wearing Inappropriate Jewellery:** Inappropriate and excess jewellery will be confiscated and passed to the student's Head of House.
 - On the first occasion, the student will be asked to remove the item.
 - On the second occasion, it will be returned after one week.
 - On the third occasion, it will be returned at the end of the term.

Uniform Requirements

| BOYS UNIFORM | |
|--|---|
| SUMMER UNIFORM Term 1 and Term 4 | College Blazer College Short-sleeved, monogrammed White Shirt College Taupe Dress Shorts College Jumper College Socks (grey) Shoes /plain Black Leather Lace-up College Hat College Black Belt (optional) |
| WINTER UNIFORM Term 2 and Term 3 | College Blazer Taupe permanent press Trousers Long sleeved White Collared Shirt College Jumper College Tie College Grey Socks (no black socks) Shoes/plain Black Leather Lace-up College Black Belt (optional) |
| GIRLS UNIFORM | |
| SUMMER UNIFORM Term 1 and Term 4 | College Blazer College Dress Blouse Short Sleeve Tailored or Pleat Front Shorts (grey) College Jumper Plain White Socks Shoes/plain Black Leather Lace-up (strongly recommended) or Buckle College Hat |
| WINTER UNIFORM Term 2 and Term 3 | College Blazer College Tartan skirt or Pants (Grey Pinhead) College Jumper Long sleeved White Collared Shirt College Tie College Grey Socks or Grey Tights (no black socks) Shoes/plain Black Leather Lace-up (strongly recommended) or Buckle College Green Scarf (optional) College Black Belt (optional) |
| SPORTS UNIFORM | |
| SPORTS UNIFORM Boys and Girls | College Monogrammed Polo Shirt College Tracksuit Pants College Rugby Top (optional) Plain Blue Monogrammed Shorts Plain White Socks Sports Shoes/Lace-up House Polo Shirt College Hat |

Hats and Being Sun Smart

The College Hat is a compulsory uniform item for all students during Term 1 and Term 4 to ensure students are safe, as the UV rays increase.

When do I need my hat?

During break times:

- The hat is to be carried by all students (after going to lockers from class, and until they go to lockers after the warning bell); and
- The hat is to be worn by students during breaks when they are in the sun.

During all Sport and Physical Education classes:

- The use of indoor and shade facilities is to be maximised where possible; and
- At any other time when you are likely to be exposed to ultra-violet rays for prolonged periods, such as when outdoors on excursions/camps etc.

What else can I do to protect my skin?

- Regularly applying SPF30+ (or higher) broad spectrum, water resistant sunscreen; sunscreen is also available in the Sick Bay.
- Seek shade at times when the UV Index is 3 or greater.
- Act on the encouragement to monitor the UV index via the SIMON Homepage and/or by downloading the SunSmart App for Android or iPhone.

What about our teachers and staff members?

- Members of staff are to wear suitable hats whilst involved in outdoor activities and yard supervision, to model Sun Smart practices to students.
- Where can I find out more information about our College's Sun Smart Policy? Our Sun Smart Policy can be found on our College Website under the Student Wellbeing tab.

Laptop Program FAQ's

Do I need to pay for my child's laptop?

No payment is required. A laptop and case will be provided by Marist-Sion College for students to use for educational purposes.

Will my child be expected to bring his/her laptop to school every day?

Yes. Teachers at Marist-Sion College are adapting the way they teach to support a blended learning environment both in and out of the classroom. The laptop will be an essential tool to provide a learning environment that facilitates the integration of technology into a broader curriculum.

Will an internet filter be installed on the laptops?

The College uses an Internet filter that will apply to all students who are connected to the school's network. This will restrict access to certain sites, such as YouTube and Facebook, at school. At home, parents need to monitor their child's Internet access. More information can be found at www.netsmartz.org

Will my child be expected to carry his/her laptop and text books to each class?

With more digital texts being written and developed by publishers it is envisioned that the carrying of text books and other resources will gradually reduce with availability.

Will my child receive a replacement laptop if their laptop is being repaired?

Students may be issued with a borrowed laptop if their laptop is being repaired for faults under warranty. All data saved on the Marist-Sion College Network can be accessed on the borrowed laptop. A replacement laptop will not be provided if the laptop has suffered accidental or deliberate damage, i.e. a damaged LCD screen.

What is the expected period for laptop repair?

Laptop repair times will depend on the type of repair and the availability of parts. In most cases laptops will be repaired in one to seven days.

What happens if the laptop is accidentally damaged?

In the event of accidental damage such as a broken LCD screen, an excess of \$200 will be charged to the family to repair the damaged laptop.

Can my child hand back his/her laptop after one year and receive a new model for the following year?

No. The laptop provided to your child is the most appropriate laptop available at the time of purchase. Your child will use and be responsible for their laptop throughout the 3 year warranty period.

Will the IT Department assist me with home internet settings and connectivity problems?

No. You will need to contact a computer technician or your home Internet Service Provider (ISP).

Is there a secure area where my child can leave his/her laptop when it is not required?

It is expected that students will have their laptops with them during class at all times except under special circumstances such as College Assemblies and sporting activities. During the school day when the laptop is not in, students will use their locker which is provided by the College. It is the student's responsibility to ensure the security of the laptop at all times.

Is a wireless connectivity available at the College?

Yes. Wireless connectivity is available throughout the College and will provide student access to the school's Learning Management System – SIMON, school software, student data and the Internet.

Can my child install their own computer games and other personal software?

No. The laptop has been provided to students by Marist-Sion College as a learning tool. The laptop is to be used primarily for educational purposes. Students will be unable to install any software other than the educational software and tools that are supported by the College.

What material/data is deemed inappropriate?

Illegal pirated software, music, non-school related pictures or videos, any software not purchased by the student and any content that is not suitable to be viewed by persons under the age of 18.

What software is installed on the laptop?

The laptop will have Windows 7, Microsoft Office 2010, Adobe Master Collection CS5 and antivirus programs installed in addition to standard Windows 7 programs.

If a student's laptop is infected with a virus, can it spread to the network?

Each laptop will have its own antivirus software installed which will ensure that most intrusions will be blocked and removed from the laptop. The school network also has an antivirus network system to protect against possible viruses. All precautions are taken against malicious software on the network but 100% protection cannot be guaranteed.

Will restoring the laptops image delete all files?

Yes. A restoration will delete all files apart from those stored in the documents folder, which is periodically backed up on the school network. Students must assume ultimate responsibility for their own data files and should back them up regularly onto a personal USB drive.



Parent, Guardian and Carer Code of Conduct

Introduction

At Marist-Sion College (the College), we are committed to nurturing respectful relationships and active partnerships with you as parents, guardians or carers. We believe that your child's learning journeys are enriched through positive and reciprocal home and school relationships.

As parents, guardians or carers, you act as one of the most influential role models in your child's life. We therefore seek your support in promoting and upholding the core values of the school community and its culture of respectful relationships.

This Code of Conduct is intended to guide you in your dealings with staff, other parents, guardians, carers, students and the wider College community. It articulates the College's key expectations of both staff and parents, guardians and carers with regard to respectful relationships and behaviours. It also specifies the School's position with regard to unacceptable behaviours that breach our culture of respect.

This Code of Conduct is to be read in conjunction with the policies, as varied or replaced from time to time outlined in the Enrolment Handbook and available from the School and Diocese of Sale Catholic Education Limited (DOSCEL) website. The following additional policies should also be read in conjunction with this Code of Conduct:

- Enrolment Policy
- Child Protection Policies
- Complaints resolution Policy

Our Culture of Respectful Relationships

Among students, staff and parents, guardians and carers we strive to develop the following:

- a respect for the innate dignity and worth of every person
- an ability to understand the situation of others
- a cooperative attitude in working with others
- open, positive and honest communication
- the ability to work respectfully with other people
- trusting relationships
- responsible actions.

In promoting and upholding this culture, we expect that parents, guardians and carers will:

- support the College's Catholic ethos, traditions and practices
- support the College in its efforts to maintain a positive teaching and learning environment
- understand the importance of healthy parent, guardian or carer/teacher/child relationships and strive to build these relationships
- adhere to the College and DOSCEL policies, as outlined on the College and/or DOSCEL websites
- treat staff and other parents, guardians and carers with respect and courtesy.

In promoting and upholding this culture, we expect that staff will:

- communicate with you regularly regarding your child's learning, development and wellbeing
- provide opportunities for involvement in your child's learning
- maintain confidentiality over sensitive issues
- relate with and respond to you in a respectful and professional manner
- ensure a timely response to any concerns raised by you.

Raising Concerns and Resolving Conflict

In raising concerns on behalf of your child, or making a complaint about the college's practices or treatment of your child, we expect that you will:

- listen to your child, but remember that a different 'reality' may exist elsewhere
- observe the college's stated procedures for raising and resolving a grievance/complaint
- follow specified protocol for communication with staff members, including making appointments at a mutually convenient time and communicating your concerns in a constructive and positive manner
- refrain from approaching another student and taking the matter into your own hands. Refer the matter directly to your child's teacher, Tutor or Head of House for follow-up and investigation by the College.

In responding to your concerns or a complain, we expect that staff will:

- observe confidentiality and a respect for sensitive issues
- ensure your views and opinions are heard and understood
- communicate and respond in ways that are constructive, fair and respectful
- ensure a timely response to your concerns/complaint
- strive for resolutions and outcomes that are satisfactory to all parties.

If you are not satisfied with the manner in which a complaint has been treated by the College, or your complaint is about the Principal of the College, contact should be made with the Executive Manager: Industrial Relations / Human Resources, DOSCEL.

Contact:

Executive Manager: Industrial Relations / Human Resources
Diocese of Sale Catholic Education Limited
Email: complaints@ceosale.catholic.edu.au

All concerns and complaints lodged with DOSCEL about a Catholic school in the Diocese of Sale will be addressed in accordance with the DOSCEL Complaints and Grievances Management Policy.

Staff Safety and Wellbeing

The school places high value and priority on maintaining a safe and respectful working environment for our staff. We regard certain behaviours as harmful and unacceptable insofar as they compromise the safety and professional wellbeing of our staff. These behaviours include, but are not limited to:

- shouting or swearing, either in person or on the telephone
- physical or verbal intimidation
- aggressive hand gestures
- writing rude, defamatory, aggressive or abusive comments to/about a staff member (including via email or social media)
- use of language which would be considered racist, sexist, homophobic or discriminatory on religious or gender grounds
- damage or violation of possessions/property.

When a parent behaves in such unacceptable ways, the principal or a senior staff member will seek to resolve the situation and repair relationships through discussion and/or mediation.

Where a parent's behaviour is deemed likely to cause ongoing harm, distress or danger to a staff member or others, the School and/or DOSCEL may exercise our legal right to impose a temporary or permanent ban from the parent entering the school premises. In an extreme act of violence that causes physical harm to the staff member and his/her property, the matter may be reported to the police for investigation.

Student Code of Conduct

Introduction

Marist-Sion College is committed to providing a respectful learning environment that is safe, positive and supportive for all students of the School.

This Code of Conduct applies to all students of Marist-Sion College, (the College) at all times of attendance, including during school activities and events. It also applies when representing or acting on behalf of the College.

Expected Student Behaviours and Conduct

It is expected that each student will:

- Uphold the College's Catholic ethos, traditions and practices
- Uphold the College's School Wide Expectations to Be Respectful, Be Responsible and Be Safe
- Behave in a respectful and courteous manner towards other students, teachers, staff and all members of the College community, including visitors
- Resolve conflict respectfully, calmly and fairly
- Respect College property and the property of other students, teachers, staff, and visitors
- Behave in a manner that is safe and does not endanger the health, safety and wellbeing of themselves or others
- Responsibly adhere to all College policies and procedures at all times, including during College activities and events or when representing or acting on behalf of the College.
- Be punctual to lessons and prepared with all learning materials including the College Laptop and Student Planner
- Actively participate in learning by completing learning tasks and activities set by teachers promptly and to the best of their ability
- Refrain from behaviour which would interrupt the work of any class or hinder the learning opportunities of other students
- Responsibly and safely use all College Technology and Computer Resources
- Wear the College uniform appropriately both in and out of school as required
- Value the interests, ability and culture of others
- Communicate with other students, teachers, staff and members of the College community, including visitors, in an open, positive and honest manner
- Students are expected to attend school on each school day. Besides attendance at normal classes, it is compulsory for students to attend whole College and House events including but not limited to Masses, Inter House Carnivals, and Heritage Day in addition to Retreats and Year Level Camps
- Remain on College grounds at all times. All students are to be signed in late or signed out early from Reception with a parent, guardian or carer present. Only exception are Yr 12 students with prior written parental consent approved by the Head of House and Deputy Principal-Pastoral Care

Unacceptable Student Behaviours and Conduct

Unacceptable student behaviour includes, but are not limited to:

- Shouting or swearing at other student(s), teacher(s), staff or members of the College community, including visitors
- Any form of physical or verbal violence or intimidation
- Writing rude, defamatory, aggressive or abusive comments to/about another student, teacher, staff member or visitor (including via email or social media)
- Language or conduct which is likely to offend, harass, bully or unfairly discriminate against any student, teacher, staff member or visitor
- Theft, vandalism or damaging property or possessions that belong to the College, another student, teachers or staff or member of the College community, including visitors
- Bringing or using a potentially dangerous item on College grounds which compromises the safety of students, staff and visitors
- Bringing or using alcohol/tobacco/unauthorised drugs which compromises the safety of students, staff and visitors.

Parent Checklist

Please use the checklist below to ensure that all required forms are included when lodging your Application for Enrolment, incomplete applications will not be processed.

- Fully completed Application for Enrolment**
(ensuring all areas of the form are completed and any supporting identification supplied)
- Student Birth Certificate/Extract**
(unless already supplied)
- Student Baptismal Certificate, Reconciliation, Eucharist & Confirmation Certificates**
(all Catholic students unless already supplied)
- Immunisation History Statement**
- Asthma Action Plan**
(if applicable)
- Anaphylaxis Management Plan**
(if applicable)
- Other relevant medical/and or special needs information**
(including assessments & documentation from appropriate medical & allied health professionals)
- VISA Documentation**
(if applicable)
- Relevant Family Court Orders**
(such as Intervention Orders, Family/Court Federal Circuit Court Orders)
- NAPLAN Report**
(Grade 5, 2018)
- Bus Application Form**
(if required)
- Unique Student Identifier Number**
- Fully completed Additional Enrolment Information Sheet**
(ensuring all areas of the form are completed)
- Latest school report and/or reference from previous school**
(applications for students in Year 8 to Year 12 only)



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