



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

YEARS 8 - 12

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.

Tuition Fees for the year are charged annually and are payable in full by December 31 each year. Payments can be made weekly, fortnightly, monthly or annually and the preferred method of payment is Direct Debit.

The Proposed Tuition Fees for 2022 are:

PER FAMILY	ANNUAL
ONE STUDENT	\$5,990
TWO STUDENTS	\$10,690
THREE STUDENTS	\$11,990
FOUR STUDENTS	\$11,990

PER STUDENT	
1st Child	\$5,990
2nd Child	\$4,700
3rd Child	\$1,300
4th Child+	No charge

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

The College reviews tuition fees on an annual basis and we endeavour to keep the fees as low as possible as the College understands the impact that tuition fees can have on the family budget. The tuition fees at our College also include costs for subject materials, excursions, camps, student laptop, ICT levy, digital texts and any capital levy.

Examples of the type of Non-Tuition charges that may be applicable are:

- * Laptop Damage;
- * Marist Sports Carnivals;
- * Year 11 Central Australia Tour, Japan Tour etc;
- * School Property Damage etc.

Please note that the fees from Year 7 to Year 12 are consistent. It is advised that you consider the total cost from Year 7 to Year 12 when comparing our fees with those at other schools. Our Tuition Fee Policy can be located on the College website

<https://www.mscw.vic.edu.au/enrolment/college-fees/>

The 2022 Tuition Fees Schedule and Policy will be emailed to all families in December 2021.

Fee Remission

The Fees Remission Program provides assistance to families who are experiencing financial difficulties. The College Fees Committee determines all Fee Remissions and all applications are considered in the strictest confidential manner. The program requires the family to provide detailed information and documentation to demonstrate their financial and personal circumstances in order for the Fees Committee to make a proper and fair assessment of the family's ability to pay fees.

To capture any change in circumstances, the College requires a new application to be submitted each year. All financial details must be completed in an accurate and detailed manner in order for the application to be processed.









Please contact the Finance Manager on 03 5623 5944 or fees@mscw.vic.edu.au for an application form or further information.



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 15 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.

Tuesday Sport for Year 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 no have played before. Students wear their full sports uniform on this day, with their House coloured polo shirt.

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*

2021: *Charlie and the Chocolate Factory*

2017: *Mary Poppins*

2018: *Seussical*

2019: *Bye Bye Birdie*

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/guardian/carer/s.

Cafe

This facility is open at Recess and Lunch times for students. Orders can be placed online at <https://www.flexischools.com.au/>



Absences

To avoid students having UNEXPLAINED ABSENCES, Parents/Guardians/Carers 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. During School hours if a student needs to leave the College they must sign out at Reception in the company of a parent/guardian/carer.

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 organisation.

Library (Louise Humann Library)

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

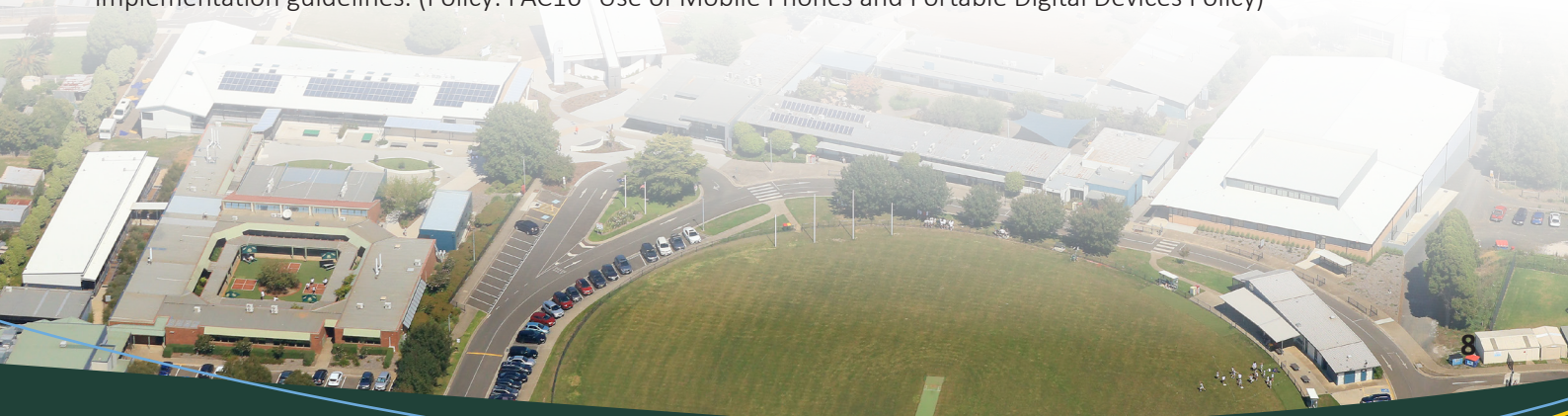
Student lockers are arranged in House groups. These buildings are opened before school and locked after the end of the School day. It is the responsibility of all students to ensure their locker is locked using either the College provided combination or key locks.

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

Personal mobile phones and portable digital devices must not be used at Marist-Sion College during school hours, unless an exception has been granted. All external communication during the day should be through Student Reception, Please refer to the College Policy for detailed information, including exceptions, exclusions, secure storage and policy implementation guidelines. (Policy: PAC16- Use of Mobile Phones and Portable Digital Devices Policy)



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 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.



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/Guardians/Carers 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/Guardians/Carers through PAM as required.

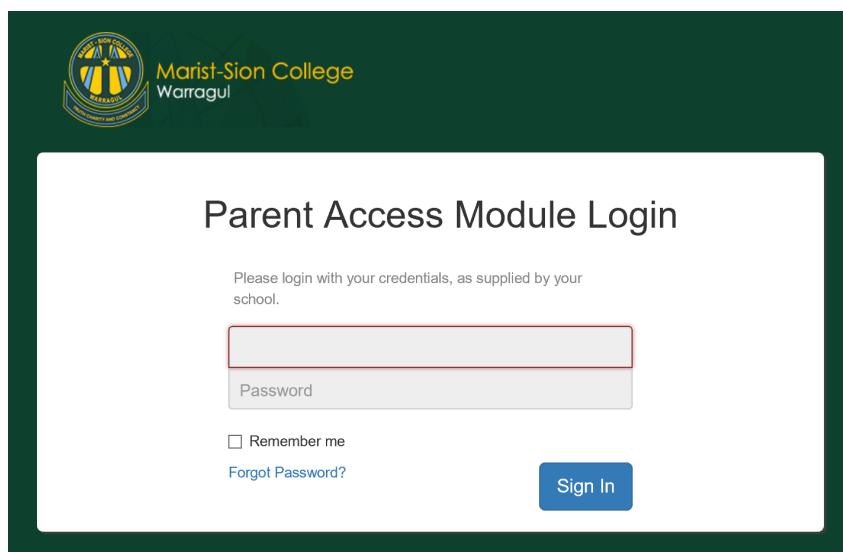
Parents/Guardians/Carers can easily book Parent Teacher Interviews through PAM. Once bookings are made, booked times can be easily altered if required and a summary report of bookings can be generated.

Parents/Guardians/Carers 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.

The screenshot shows the login interface for the Parent Access Module. At the top left is the Marist-Sion College Warragul logo. The main heading is "Parent Access Module Login". Below this, a message states: "Please login with your credentials, as supplied by your school." There are two input fields: a username field and a password field labeled "Password". Below the password field is a checkbox for "Remember me" and a link for "Forgot Password?". A blue "Sign In" button is located at the bottom right of the login area.

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/Student/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, written and signed by a parent/guardian/carer, must be presented at Tutor Group in the morning. Alternatively, parents/guardians/carers may send an email to the Tutor.
3. **School-bags:** Only approved College bags are permitted. (Green College bag with Logo).
4. **Socks:** All socks must cover the ankle. Students must wear the approved College socks with the Summer and Winter uniform. Sports socks are to be plain white (no logos) or the approved College Sports Socks with the MSCW logo.
5. **Boys and Girls Winter Shirts:** These must always be tucked in. Ties are to be correctly adjusted, ie they are not to be below the collar.
6. **Blazer / Soft Shell Jacket:** The College Blazer must be worn to all formal College events including all Masses, Assemblies, Information Evenings, etc.
 - During Terms 1 and 4, either the College Blazer or the Soft Shell Jacket may be worn as the outer garment with the Summer uniform when traveling to and from the College and during the school day.
 - During Terms 2 and 3, either the Blazer and Soft Shell Jacket must be worn as the outer garment with the Winter uniform when traveling to and from the College.
 - The Soft Shell Jacket may be worn with the Summer, Winter and Sports Uniforms.
7. **Jumper:** The jumper is never to be worn to and from school as the outer garment. The College Blazer OR the Soft Shell Jacket is to be worn as the outer garment when traveling to and from school and during the school day during Terms 1-4. On hot days the jumper is unnecessary.
8. **Green 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. The Rain Jacket will be phased out in favour of the optional College Soft Shell Jacket.
9. **Trousers and Shorts:** If a belt is worn, it must be a plain black belt
10. **T-shirts Under the Uniform:** A plain white T-shirt may be worn under school shirts for warmth.
11. **Make-up, Jewellery and Grooming:** The College reserves the right to set the norms of acceptability in regards to general appearance and personal presentation.
 - All students need to be neatly presented whenever they are wearing their uniform.
 - Long hair needs to be kept away from the face.
 - Students need to have natural hair colouring only and have no extremes of colour or style - dreadlocks and extremely short hair styles (no.1 clipper level) are not permitted.
 - Students are not to wear excessive makeup.
 - Nail polish may be worn if in natural tones of nude or pink. If other coloured nail polish is worn, students will be requested to remove with nail polish remover.
 - Students may only wear one flat ring, one plain bracelet and/or a small Christian symbol on a chain. A maximum of two earrings may be worn in each pierced ear but must be small plain sleepers or plain studs.
 - The only facial jewellery that is permitted is a pin head sized stud in the nose.
 - Young men must be clean shaven.

College Uniform continued...

12. **Shoes:** Shoes are to be of a substantial nature and must be of a style approved by the College. These must be closed toe, plain black leather uppers which can be polished and must have a heel. They must lace up for the boys and either lace up or buckles for the girls. T Bars are being phased out and are not permitted for Year 7 and 8 students and students in Year 9 and above enrolled in Materials Technology subjects. They are to be kept clean! When shoes wear out, they must be replaced immediately by another pair approved by the College, even if this occurs late in Term 4. Black sneakers, boots and other alternatives are not acceptable footwear.
13. **Hats:** The College sunhat is compulsory for all students. The hat must be worn during all PE classes, excursions and outdoor activities to comply with our Sun Smart Policy. Hats are also to be worn during morning and afternoon breaks where students are in the sun for an extended period. (Policy: PAC06- Sun Smart Policy)
14. **Sports Uniform:** The correct sports uniform is required for all House and Inter-School sporting activities and PE classes.

Consequences

1. **For Not Wearing Correct Uniform at School:** Repeated neglect of proper uniform will be brought to the notice of the parent/guardian/carers 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 their uniform incorrectly beyond the school boundary will be given a detention for the first occasion. This reflects the importance of each student representing the College in public.
3. **Within the School Grounds:** Students who wear their uniform inappropriately at school, e.g. having the winter shirt out at assemblies and formal school occasions or blazers not worn, will be given an immediate lunchtime detention, as determined by their Head of House, Deputy Principals or Principal.
4. **Jewellery:** Excess jewellery will be confiscated and passed to the student's Head of House.
 - On the first occasion, it will be returned to the student the next school day
 - On the second occasion, it will be returned at the end of the school week after the parent/guardian/carers have been notified.
 - On the third occasion, it will be returned at the end of the Term after the parent/guardian/carers have been notified.



Uniform Requirements

BOYS UNIFORM	
SUMMER UNIFORM Term 1 and Term 4	College Blazer (compulsory for all formal College Events) College Blazer OR optional College Soft Shell Jacket College Short-sleeved, monogrammed White Shirt College Taupe Dress Shorts (From 2022, College dark grey dress shorts and trousers will be compulsory for all Year 7&8 and optional for Years 9-12 students) College Jumper College Socks (grey) Shoes/Plain closed toe, black leather with uppers, heel and laces College Hat (approved) Black Belt
WINTER UNIFORM Term 2 and Term 3	College Blazer (compulsory for all formal College Events) College Blazer OR optional College Soft Shell Jacket Taupe permanent press Trousers (From 2022, College dark grey dress shorts and trousers will be compulsory for all Year 7&8 and optional for Years 9-12 students) Long sleeved White Collared Shirt College Jumper College Tie College Grey Socks Shoes/Plain closed toe, black leather with uppers, heel and laces College Green or Grey Scarf College Beanie Black Belt
GIRLS UNIFORM	
SUMMER UNIFORM Term 1 and Term 4	College Blazer (compulsory for all formal College Events) College Blazer OR optional College Soft Shell Jacket College Dress College Jumper Plain White Socks Shoes/Plain closed toe, black leather with uppers, heel and laces College Hat (approved)
WINTER UNIFORM Term 2 and Term 3	College Blazer (compulsory for all formal College Events) College Blazer OR optional College Soft Shell Jacket College Tartan skirt or Pants College Jumper Long sleeved White Collared Shirt College Tie College Grey Socks or Grey Tights Shoes/Plain closed toe, black leather with uppers, heel and laces College Green or Grey Scarf College Beanie
SPORTS UNIFORM	
SPORTS UNIFORM Boys and Girls	College Sport Polo Shirt College Tracksuit Pants College Sports Shorts Plain White Socks (no logos) or the College Sport Socks with the MSCW logo Suitable Sports Shoes House T-Shirt College Hat (approved)



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/Gaurdian/Carer 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)
- ☐ **Fully completed Additional Enrolment Information Sheet**
(ensuring all areas of the form are completed)
- ☐ **Student Birth Certificate/Extract**
- ☐ **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)
- ☐ **Latest school report and/or reference from previous school**
- ☐ **Parent A & Parent B Identification Sighted and Copied**
People nominated on page 14 of the enrolment application need to provide a copy of photo identification, ie: Driver's License, Passport etc
- ☐ **Payment of the Application for Enrolment Fee (Years 8-12 \$150)**





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