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ST STANISLAUS' COLLEGE

BATHURST

Student Policies & Procedures

Intended Audience: College Students

Distribution: College Website, College Policies and Procedures Manual

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| Responsibility for Policy Implementation | Head of College |
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1. Introduction

St Stanislaus' College Bathurst is a day and boarding school for boys in Years 7 to 12. The College seeks to proclaim the gospel in the spirit of St Vincent de Paul through the formation of our students and all associated with the school in a welcoming, caring environment where all our students are supported and challenged to do their best.

As a Catholic school in the Vincentian tradition, education at the College is underpinned by the below College values.



2. Policy Statement

St Stanislaus' College Bathurst is committed to providing education and care to children and young people to assist them to develop into high achieving, supported young adults, positively connected to each other and to the communities in which they live and which they will serve.

All students, staff and visitors have the right to feel safe and to be treated with respect. The College is committed to providing a safe and supportive environment within which students can experience a full range of educational opportunities.

Student wellbeing is a priority and all staff contribute to this. There are some important staff roles that assume particular responsibility for student wellbeing. These include:

- Tutors;
- Pastoral Care Coordinators;
- Academic Care Leaders;
- College Counsellors.

Joining these staff on the Wellbeing Team are the Head of College and Deputy Heads of College.

3. Policy Purpose

The purpose of this policy is to outline student policies and procedures for the College community.

4. Policy Scope

This policy applies to students of the College community.

5. Pastoral Care Processes

Expectations for all students are clear and students are reminded about them on a regular basis. These expectations ensure that all students respond to their responsibilities as members of the College community.

The College places great emphasis on rewarding positive behaviour and progress. As such, a positives reward program has been developed.

The Stannies Awards system is based around four areas: Academic Excellence Awards, Classroom Excellence, Stannies Man Awards and Positives.

Positives can be given at any time by a staff member and can be awarded for a range of reasons through the Student Planner. Academic Classroom Awards are presented by teachers for a student's efforts in course and call work and are allocated to the nine dispositions of the Learning Disposition Wheel. Both Positives and Excellence Awards will generate 10 Award Points to a student's profile in SEQTA. Stannies Man Awards can be presented by a staff member for a student's efforts in meeting one of the College Values – Compassion, Humility, Honour, Leadership, Service and Faith. These may be class related to could occur as a result of any College activity. Stannies Man Awards will generate 20 Award Points to a student's profile in SEQTA.

Outline of Positive Award System

- Positives
 - 10 Positives - when students reach 10 Positives a Tutor must record this event in SEQTA.
 - Student's should be instructed to seek their Pastoral Care Coordinator where they can redeem a Merit Reward Card for their own future use.
 - When students accumulate Positives as set out in the Junior and Senior Award Levels they are eligible for a Bronze, Silver and Gold Award. This entitles the student to further rewards as provided by the College.
- Stannies Man Award Nomination
 - At various times, staff may witness or become aware of students that have made a significant contribution to College life through one of the six House values.
 - These should be celebrated and entered into SEQTA.
 - The Pastoral Care Team will review all awards at the weekly Student Behaviour Committee (SBC) Meeting and appropriate certificates and rewards will be actioned.
- Academic Excellence (High Achievers) or Classroom Excellence (Quiet Achievers) Awards
 - Staff may determine a student is deserving of these Awards based on their efforts within their class or associated assessment work.
 - These should be celebrated and entered into SEQTA.
 - The Pastoral Care Team will review all awards at the weekly Student Behaviour Committee (SBC) Meeting and appropriate certificates and rewards will be actioned.

Award Levels

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| Merit | 10 points | Rewards card |
| Bronze | 50 points | Lunch |
| Silver | 100 points | Lunch |
| Gold | 150 points | Rewards trip |
| NB: students will be deemed ineligible for a silver or gold award if they are on any discipline level other than 0. | | |

Examples of Positives and Awards

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| Charles – Humility | Joseph – Compassion |
| Examples of Positives <ul style="list-style-type: none"> ● Admits mistakes ● Celebrates diversity ● Enhances the learning culture ● Demonstrates patience or listening skills | Examples of Positives <ul style="list-style-type: none"> ● Donations to assist others ● Helpful to others ● Supports the voice of others ● Involvement in social justice awareness |
| Example of Humility Award <ul style="list-style-type: none"> ● Demonstrates graciousness or respect for others | Example of Compassion Award <ul style="list-style-type: none"> ● Demonstrates empathy for others and takes action to assist |
| John – Honour | Justin – Faith |
| Examples of Positives <ul style="list-style-type: none"> ● Wears uniform with pride ● Performs above expectations within the class consistently ● Demonstrates courage through adversity ● Is accountable for their actions ● Sportsmanship | Examples of Positives <ul style="list-style-type: none"> ● Treats others with dignity and respect ● Commitment to the liturgical life of the College ● Demonstrating friendship ● Spreading the ‘Good News’ |
| Example of Honour Award <ul style="list-style-type: none"> ● Demonstrating outstanding self-improvement | Example of Faith Award <ul style="list-style-type: none"> ● Representing the College with distinction |
| Vincent – Service | Xavier – Leadership |
| Examples of Positives <ul style="list-style-type: none"> ● Genuinely volunteers to assist ● Honouring commitments ● Contribution to group work | Examples of Positives <ul style="list-style-type: none"> ● Outstanding performance in sports or the arts ● Using gifts or talents to motivate others ● Being inclusive or assertive ● Involvement in leadership initiatives |
| Example of Service Award <ul style="list-style-type: none"> ● Stewardship of the College and its people | Example of Leadership Award <ul style="list-style-type: none"> ● Ability to positively influence others |

Consequences for breaching College expectations

From time to time, students fail to meet College expectations. As a result, students will face the consequences of relevant disciplinary processes so that they have the opportunity to reflect on their behaviour and work towards being a respectful Stannies Man.

Demerit system

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| Three demerits in a week | Wednesday lunch detention |
| Three demerits in a week in successive weeks | Thursday afternoon detention and a change of behaviour level according to the Discipline Matrix. |
| Six demerits in a week | Thursday afternoon detention and a change of behaviour level according to the Discipline Matrix. |
| Six demerits in a week in successive weeks | Interview with parent, Tutor and Pastoral Care Coordinator to develop a plan for student's re-entry and ongoing return to classes. |

Discipline Levels

| DISCIPLINE LEVEL | BEHAVIOURAL ISSUE | POSSIBLE CONSEQUENCES | RECOMMENDED ACTIONS |
|--|--|---|---|
| Level 0 All students start each year here and should aim to be on this level wherever possible | | | |
| Note Only | <ul style="list-style-type: none"> Low level breach Extenuating circumstances | <ul style="list-style-type: none"> Nil | <ul style="list-style-type: none"> Noted on Year Group Register |
| 1 | <ul style="list-style-type: none"> Low level breach relating to peers, staff, College or academic matters | <ul style="list-style-type: none"> Detention - Wednesday Lunch | <ul style="list-style-type: none"> Discussion with Pastoral Care Coordinator Phone call to family Detention added to SEQTA |
| 2 | <ul style="list-style-type: none"> Mid-level breach relating to peers, staff, College or academic matters | <ul style="list-style-type: none"> Detention - Thursday Afternoon Detention – Wednesday Lunch | <ul style="list-style-type: none"> Discussion with Pastoral Care Coordinator Phone call to carer Detention added to SEQTA |
| 3 | <ul style="list-style-type: none"> High level breach relating to peers, staff, College, law or academic matters | <ul style="list-style-type: none"> Suspension | <ul style="list-style-type: none"> Discussion with Leadership Phone call to family Follow suspension protocols |

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| 4 | Any offence whilst on Level 3 | <ul style="list-style-type: none"> • Student Case Management Process • INABILITY TO ATTEND EVENTS OR REPRESENT THE COLLEGE • Suspension (if applicable) | <ul style="list-style-type: none"> • Discussion with Tutor and Pastoral Care Coordinator • Phone call to parent/carer to organise meeting with Deputy Head of College and others |
| 5 | Any offence whilst on Level 4 | <ul style="list-style-type: none"> • Show Cause Interview • INABILITY TO ATTEND EVENTS OR REPRESENT THE COLLEGE • Suspension (if applicable) | <ul style="list-style-type: none"> • Discussion with Deputy • Phone call to parent/carer to organise meeting with Head of College |

6. Personal Learning Plan

Each student, in consultation with parents/carers or Houseparent for boarding students, completes a Personal Learning Plan within the first four weeks of each Semester. This helps students review progress over the previous Semester and then to set realistic goals for the next two terms. This is recorded in the Student Planner.

7. Student Rights and Responsibilities

| My Rights | My responsibilities which give me these rights | The same thing in Society |
|--|---|---|
| I have the right to be myself and to be treated as an individual. | I have the responsibility to respect others as individuals; not to pick on them, tease them, try to hurt their feelings, or persecute them for being different if their sex, race, customs, language, religion or appearance are different from mine. | Equal opportunity for all, irrespective of race, gender, identity, religion, physical or mental disabilities. |
| I have the right to be treated with respect and politeness. | I have the responsibility to respect the authority of teachers. If necessary, I should be able to disagree without being offensive. | Respect for friends and family. Respect for others and for due process of law. |
| I have the right to expect that schooling will be of benefit to me; that I will obtain benefit from all lessons and classes; that other students will not deprive me of this right by their behaviour. | I have the responsibility to cooperate with teachers and other students to make sure that lessons proceed and that I keep up-to-date with required work. I will not behave so as to interfere with other students' rights to | Reliability and punctuality when employed. Participation in community activities. |

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| | <p>learn.</p> <p>I also have the responsibility to be on time for school, to be on time for class, to attend school regularly and to take part in activities offered at the College.</p> | |
| <p>I have the right to be safe and not feel threatened by danger to my person. I have the right to expect protection through College policies and procedures.</p> | <p>I have the responsibility to help make other people feel safe in the College by not bullying, threatening, hitting or hurting anyone in any way.</p> <p>I have no right to take the law into my own hands nor to swear or use offensive language.</p> | <p>Assault, occasioning bodily harm, even “verbal assault” are criminal offences.</p> <p>The police and courts exist to keep law and order.</p> |
| <p>I have the right to expect my property to be safe at College.</p> | <p>I have the responsibility not to steal, damage, destroy or interfere with the property of other students or the property of the College itself.</p> | <p>Theft and wilful damage are crimes.</p> <p>Hand in lost property.</p> <p>Report theft and vandalism.</p> |
| <p>I have the right to belong to a College with a healthy environment and in which I can keep good health.</p> | <p>I have the responsibility not to smoke, take alcoholic drinks or drugs, or encourage other students to do so. I have the responsibility not to do unhygienic things such as spitting. I should take part in PDHPE and sport.</p> | <p>Smoking is a health hazard. Drunkenness is irresponsible towards others and degrading for the person concerned. Use of prohibited drugs is a criminal offence. Smoking is prohibited in most public places.</p> |
| <p>I have the right to enjoy a clean and attractive College environment and take pleasure in the surroundings.</p> | <p>It is my responsibility to care for the College environment, not to litter the College premises, deface or damage furniture or rooms, or in any way make the environment offensive to others. I should be prepared to keep the College environment neat and clean and to be prepared to remove litter and rubbish.</p> | <p>Litter laws. Vandalism and damage to public property are crimes. Environmental care is encouraged - eg “Tidy Towns Competition”, “Do the right thing”, etc.</p> |
| <p>I have the right to be informed of what is happening in the College.</p> | <p>I have the responsibility to listen attentively at assemblies, to take newsletters and notes home as required, to check material on the Stannies Website and to make it my business to find out</p> | <p>Being an informed citizen means responsibility for accessing available media, following the news and current affairs.</p> |

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| | what I need to know. | |
| I have the right to expect justice and fair treatment. | I have the responsibility of recognising that I am open to consequences if I do the wrong things, as well as expecting praise and recognition for my achievements. | The penal code sets out penalties for crimes. Society acknowledges outstanding services, eg OA, Australia Day Award, local Awards. |
| I have the right to be seen as a useful and worthwhile member of the local community. | I have the responsibility demonstrating to the local community by my out-of-school conduct that the College is a worthwhile place and is developing good citizens for the future. This applies to travel to and from College, work experience and excursions. | Public image of firms. Public relations. The image of Australians abroad. |
| Conclusion: I have all these rights while I am a student at St. Stanislaus' College. | I have the responsibility to protect these rights and those of others by living up to my responsibilities at all times. | Responsible and informed citizens know their rights and respect the rights of others. |

8. Anti-Bullying Expectations

St Stanislaus' College Bathurst is committed to providing education and care to children and young people to assist them to develop into high-achieving, supported young adults, positively connected to each other and to the communities in which they live and which they will serve.

The College understands that there may be students who will be the victims of and/or perpetrators of bullying whilst at the College.

At the College, there is an expectation that each person will seek to maintain positive relationships with one another and to resolve conflict in a respectful manner.

A caring and supportive culture which promotes positive relationships and reflects Gospel teachings is best equipped to prevent and respond to incidents of bullying, inappropriate use of technology and disrespectful behaviour towards others. Bullying and cyber bullying disregard the core values of the College and the Vincentian values of dignity, respect, care and compassion on which the College is founded.

Our College is a place where caring for others is a priority. We want to ensure the wellbeing of all our students is being constantly considered.

What is bullying?

Bullying can take many forms including:

- **Physical** – examples include: hitting, pushing, shoving or intimidating or otherwise physically hurting another person, damaging or stealing their belongings. It includes threats of violence.

- **Verbal/written** – examples include: name-calling or insulting someone about an attribute, quality or personal characteristic.
- **Social** (sometimes called relational or emotional bullying) – examples include: deliberately excluding someone, spreading rumours, sharing information that will have a harmful effect on the other person and/or damaging a person’s social reputation or social acceptance.
- **Cyberbullying** – any form of bullying behaviour that occurs online or via a mobile device. It can be verbal or written, and can include threats of violence as well as images, videos and/or audio.

Bullies will often say they are only ‘joking’ or ‘mucking around’ as a defence for their behaviour. There is no excuse for bullying and it will not be tolerated at the College.

Managing bullying

Proactive anti-bullying strategies are implemented throughout classroom teaching, tutor group discussions, assemblies, professional training for staff and through information communicated via College publications including the Newsletter.

Such strategies seek to ensure that all students and staff can identify bullying behaviours and are aware of the measures available within the College to address bullying behaviours.

Those who witness or experience bullying are advised to report incidents as soon as possible to a staff member who will refer the matter to a Pastoral Care Coordinator, the College Counsellor, Deputy Heads of College or the Head of College.

Those involved in a bullying incident are interviewed and College disciplinary processes are implemented. Counselling is offered to all parties involved in bullying behaviours. Reports of bullying are documented via the College Student Management System, SEQTA, as a pastoral note.

The process for dealing with bullying incidents will vary depending on the circumstances.

Anti-Bullying Strategies and Monitoring

Students at the College are proactively taught about anti-bullying strategies as outlined above in Section 3. In addition to these teachings, students complete a wellbeing survey each term. Students are encouraged to report bullying behaviours as and when they occur, however these surveys act as another tool for the reporting of bullying behaviours. All incidents of bullying reported via these student surveys are followed up.

Students also complete a Pulse Survey weekly (online) which provides important data to the Wellbeing Team to assist in ensuring that members of the College community are safe and supported.

Students are able to report incidents of bullying in a confidential manner by speaking with a trusted staff member, their Tutor, Pastoral Care Coordinator, House Parent (in the case of boarding students), Counsellor or a member of the Leadership Team.

Students and parents may email their son’s Pastoral Care Coordinator or counselling@stannies.com to report issues or concerns regarding student wellbeing and possible bullying incidents.

Harassment

“Harassment” occurs when a person engages in and persists with behaviour intended to annoy or irritate another person.

“Sexual Harassment” refers to any type of unwelcome, unsolicited or unreciprocated behaviour of a sexual nature that a reasonable person would consider offensive, or could offend or intimidate another person. These behaviours may be intentional or unintentional, and would include any of the following:

- Inappropriate actions or comments directed toward any member of the College community;
- Inappropriate jokes or humour;
- Graffiti on buildings, furniture, books or personal equipment;
- Inappropriate pictures or photographs displayed on books and folders, or any public area;
- Annoying or inappropriate phone calls;
- Use of computers to convey inappropriate messages or other material.

A student found to be responsible for any act of harassment is liable to incur at least a demerit. The action could also result in a direct referral to the SBC.

Students continually involved in harassment and having been sanctioned as outlined above or involved in a gross act of harassment will have their enrolment cancelled.

Any student who is subjected to harassment from other students or from any member of the College community should immediately report their concerns to:

- Pastoral Care Coordinators (Day school incidents)
- Head of Boarding (Boarding House incidents)
- College Counsellors;
- Or, in the absence of one of the above to:
 - Deputy Head of College; or
 - Head of College.

9. Alcohol, Tobacco and Illicit Drugs

The College seeks to establish a safe environment in which students and the wider College community are well informed about contemporary drug issues.

NB: The Head of College has the final say in determining the consequences of a student involved in drug related activity to ensure natural justice for all students involved.

Students engaging in the use and misuse of the following substances may attract College imposed sanctions, including expulsion.

- vaporizing devices e.g. e-cigarettes
- tobacco
- alcohol
- prescribed or non-prescribed drugs
- solvents and other chemical agents including CO² canisters
- synthetic drugs
- illegal drugs
- any other substance that has the potential to impact a persons physical or psychological wellbeing.

Students under the influence of foreign substances are at immediate and serious risk to their health and the safety of others. It is expected that students are honest and honourable if questioned about such matters.

St Stanislaus' College prohibits the possession of drug related objects unless medically authorised and the possession, sale, supply, exchange or negotiation in relation to any of the substances listed above. In the case of illicit drugs, the College has a non-negotiable zero tolerance position.

Students using, possessing or engaging in the distribution of such drugs can expect to immediately forfeit their right to be members of the College community.

10. Weapons at School

Students found to have a weapon* or replica of a weapon, or any item that could be used to cause harm in their possession, or use a weapon to threaten or injure, will be subject to disciplinary action in accordance with College processes. Such an offence would carry a Level 3 or higher disciplinary response and may include, but not be limited to, suspension. The College will not tolerate weapons being brought to school or used at school.

These items will be confiscated and will not be returned to students unless a formal request is received by the student's parents/carers.

*A weapon is defined as something designed or used to inflict bodily harm or physical damage.

11. Homework

Homework should be, as a minimum requirement, revision and reinforcement. Assignments and other long-term projects will be given in manageable stages so that all students can manage such work. The first activity in any set of homework should be to review the day's work.

Students will be given homework in all subjects.

- Years 7 and 8: 15 minutes for each subject should result in 1 to 1.5 hours each night during the week.
- Years 9 and 10: 20 minutes for each subject should result in 1 ½ to 2 hours each night.
- Years 11 and 12: 30 minutes for each subject should result in 2 ½ to 3 hours each night, at a minimum.

All homework should be recorded in the College Student Planner. All students should complete this task prior to the end of every lesson.

Homework is an important aspect of learning that should be reported upon. Regular homework records should be kept by teachers. Demerits will be given when homework is not completed. Students will be required to complete missing homework at an appropriate time. It is the student's responsibility to follow up on missed classes and work.

12. Mobile Phones at School

Students and parents/carers are reminded that the use of mobile phones in all teaching spaces is not permitted at the College. No student is to use or to have a mobile phone switched on within the College teaching spaces from the commencement of the school day (Tutor Group) until the conclusion of the school day (end of Period 6). There may be instances when a teacher may direct students to use their phone for classwork. In these instances, use will be for a limited period only.

Any student seen to be using a mobile phone without permission will be requested to give it to his teacher immediately. The phone will be sealed in a designated envelope with the student's name and class noted on the envelope and placed in a locked cabinet in the Pastoral Care Coordinators' office. It will be returned to the student the following day at lunchtime (1.20pm to 1.35pm).

Use of mobile phones during Boarding House timetabled study periods is also banned. There are no exceptions to this rule.

Any boarding student found using his mobile phone during timetabled evening study periods will be requested to hand it immediately to the Boarding Supervisor. This will be placed in an envelope, his details noted on the envelope and it will be locked in the Boarding House safe. He will have this returned the following afternoon at 3.30pm.

All students are expected to have a device for learning: Years 7 to 9 – Chromebook; Years 10 to 12 – Laptop. Mobile phones are not permitted to be used by any student as an alternate device in teaching spaces or in evening Boarding House study.

Parents are welcome to contact College Reception during the school day if they need to leave their son a message or through the Boarding Team Leader phone if they need to leave their son a message during designated evening Boarding House study periods.

13. College Dress and Uniform Requirements

The College uniform is an important part of our efforts to develop pride and self-esteem in our students and our community identity. We always encourage students to wear our uniform correctly and to present themselves in an acceptable way when they are at school and to and from school. The College holds a unique place in the community and, like any large institution, is often judged by its representatives. We are extremely proud of our College and students, and believe that our high expectations in regards to uniform play a critical part in preparing them for the real world after school.

Uniform and Grooming Expectations

- Students are required to dress in clean uniform, neatly arranged. Worn, faded or defaced items must be replaced.
- Students are to be clean-shaven.
- Hair should be clean, tidy in shape, clear of the shirt collar and eyes. Students must have a haircut when directed to do so by College staff. No fancy cuts, mullets, layering, excessive fades, streaking, colouring, man buns, ponytails, etc. Mullet styles – in any guise – are not acceptable. Hair must be the student's natural colour; dyed or bleached hair is not acceptable.
- Jewellery of any kind is not to be worn while students are at school (this includes piercings, earrings, studs, bracelets and chains).
- Day students requiring a rare and temporary exemption to be made regarding their uniform are to produce a note from their parents/carers for their Tutor to sign. Boarding students are to obtain a note from their Houseparent or Head of Boarding or Team Leader.

College Blazers

The College Blazer (appropriate to the class year group) is worn to and from school during Terms 2 and 3. It is expected that Boarding students also wear their blazer to and from their dormitories.

College Winter Jackets

The College Winter Jacket can be worn in Terms 2 and 3, over the College Blazer – not in place of.

College Ties

Please note College ties only are to be worn with the College Uniform. No other tie is acceptable. Non-regulation ties, including College commemorative ties, will be confiscated and not returned.

The Class of 2023 initiated the tradition of a House Tie to recognise each student's connection to the traditions of their College House. From 2024, each student will be gifted one House Tie soon after they commence at the College. Each student will only be gifted a tie once and replacements cannot be purchased. The House Tie may be worn on Fridays only. A House Tie worn on any other day will be confiscated and not returned.

College Summer Uniform (Terms 1 and 4)

NB: Parents are reminded that students in Years 7 to 9 wear the junior uniform and students in Years 10 to 12 wear the senior uniform.

- Navy blue College shorts with bone College walk socks (worn just below the knee) or College grey trousers (senior with belt) with grey socks;
- White shirt;
- College Tie (Junior Tie, Years 7 to 9; Senior Tie, Years 10 to 12);
- College knitted jumper (grey with College crest - Years 7 to 9, or College crested navy blue - Years 10 to 12);
- Black leather shoes (not jogger type or boots).

College Winter Uniform (Terms 2 and 3)

- College grey trousers (Light Grey - Seniors, Dark Grey - Juniors) with grey socks;
- White shirt;
- College Tie (Junior Tie, Years 7 to 9; Senior Tie, Years 10 to 12);
- College knitted jumper (grey with College crest - Years 7 to 9, or College crested navy blue - Years 10 to 12);
- Black leather shoes (not jogger type or boots).

14. Physical Education, Health and Personal Development (PDHPE)

Every student in Years 7 to 10 is required to participate in the practical components of PDHPE. The wearing of the school's physical education uniform is seen to be essential for a number of reasons:

- It helps prevent sporting injury due to unsuitable attire.
- Prevents damage to normal school uniform and helps maintain our school identity
- It promotes good personal hygiene habits amongst our students.
- It prevents social pressures to buy the latest trends in clothing, which could isolate our disadvantaged students.

The College PDHPE Faculty has a set policy which is in line with New South Wales Education Standards Authority (NES) requiring students satisfactorily participate in a minimum of 85% of a course throughout the year. If a student repeatedly neglects to bring their PE uniform without a note or valid reason then a letter will be sent to parents. Continued disregard for the uniform policy may result in a failure to meet course requirements and an N-award issued, which will mean the subject will need to be repeated. The following clothing is required to be worn during a PE lesson:

Summer

- College navy sports polo shirt;
- Navy blue shorts;
- Sports socks;
- Joggers;
- A hat is also strongly recommended during the summer months;
- Sunscreen will be provided for students at the PDHPE staff room;
- When swimming is programmed, swimmers and towel should be brought along with full PE uniform.

Winter

- During the colder months all students are able to wear the College navy hoodie with school logo and navy track pants with school logo in conjunction with their PE Uniform. A College rugby jumper may also be worn underneath if very cold.

The correct gear should be brought to every practical lesson. If for any reason correct uniform is unavailable, then alternative suitable clothing may be brought accompanied by a note on that day from parents/carers or Houseparent. A note is also required if a student is unfit to participate in physical education and boarding students will be required to see the College nurse prior to class commencing if they are ill on any given day. If this is the case, alternative work will be set. If a student is away for an extended period of time or misses an assessment task, he will need a doctor's certificate or a zero mark will be recorded.

15. Arrival and Departure from School

All students are expected to be at school from 8.55am and ready to attend Tutor Group at 9am. Students who arrive after 9am are required to report to College Reception to be signed in. Any student who is absent from Tutor Group will be marked as absent in SEQTA and an absentee SMS will be sent to parents/carers to advise of the absence.

If a student is required to leave early a note signed by a parent/carer must be presented to Reception to facilitate the student's departure. Staff will then record the departure on SEQTA. If a student presents to Reception requesting to leave early and does not present a note, parents/guardians will be contacted via phone prior to the student being permitted to leave. Alternatively, parents/guardians may attend Reception to sign a student out early.

Students arriving by bus are to walk up the surfaced driveway and return the same way of an afternoon. Students are not to cut across any lawns, ovals or grassed banks.

Student entry to the College is via the Library breezeway or the ramp leading from above the pool area. Students are NOT to take short cuts through the school.

Supervision is provided at the College starting at 8.30am on weekday mornings. Students on arrival at the College are expected to remain in the Quad area until the beginning of Tutor Group.

Supervision on College grounds concludes at 3.25pm (although Boarding House staff are involved in the supervision of students after this time). The bus stop at the front of the College is supervised from 3.25pm until 3.50pm (arrival of final afternoon bus).

16. Conduct on Bus Travel

All College expectations apply throughout the entire journey. Students are expected to show full courtesy and manners to the driver of the bus and other passengers who travel on that service.

17. Excursions

Excursions are an integral part of the curriculum and are mandatory in a number of subjects in order to meet syllabus requirements. While on an excursion the following expectations will apply to students:

- Parent permission notes will need to be returned to the organising teacher by the due date, prior to the excursion. NO student will attend an excursion where the appropriate permission note has not been fully completed. This note will detail the activities to be undertaken, dates and times, transport arrangements, costs and contact information.
- While on an excursion students are under the supervision of the staff attending the excursion and are required to follow all directions given.
- In order to assist with supervision on overnight excursions involving larger groups of students, night supervisors will be employed at a cost to those attending the excursion.
- Students should also take care not to bring expensive items with them on excursions, as the College accepts no responsibility for these items if they are lost or damaged. College insurance policies do not cover the belongings of students either at the school or when on excursions. In some instances the parents home contents insurance may cover lost or stolen items.

18. Lunchtime

Fine Weather – lunch, when eaten outside the Refectory, is to be eaten in the Quad. Students are not to be inside buildings during lunch.

Wet weather – lunch is to be eaten in the under cover area of the McMahon Wing and students are to remain there until they have been dismissed by the supervising staff member.

Special care should be taken when using the lower corridors and all the stairwells during wet weather.

Inbound areas include:

- Before school – Quad.
- Recess – Quad, tennis courts, basketball courts, Fitz Oval.
- First half of lunch – Quad.
- Second half of lunch – Quad, tennis courts, basketball courts, Fitz Oval.

19. Out of Bounds Rules within the College

The following areas are out-of-bounds to all students except when they have sufficient reason to be there (eg to keep a specific appointment time with a member of the College staff and so are in possession of a permission note or in an emergency, etc.).

- Boarding office; Marble Hall; administration corridor; staff and visitors toilets;
- Classrooms and corridors (during recreation periods - morning recess, lunch breaks etc);
- Dormitories or the dormitory of another year;
- Refectory and kitchen area;
- Health Centre;
- PAC and IRC.

20. Other areas outside also out of bounds

The following areas come under this heading:

- Area around the Library on the Ag Rooms and oval sides and entrance area when Library is closed;
- Area behind the maintenance shed, P rooms;
- Pool area;
- Area outside the Senior Refectory and crush space visitors toilets;
- Front of the College and the area near parked vehicles;
- Area beyond the Trade Training Centre (ie staff residences, maintenance workshop, and beyond).

Students needing to visit the Health Centre during class time need to have their Student Planner signed by their teacher to present to the College Nurse.

Those students who need to get medication from the College Nurse on a regular basis are to make their way to the Health Centre on their own and return to inbound areas immediately after seeing the nurse.

No student should be in the Health Centre at any time unless actually needing to visit the Health Centre.

Music Corridor

This area is out-of-bounds for all students and is at all times subject to provisions made by the Academic Care Leader - Creative and Performing Arts. The music corridor is only in use during times that the PAC is unavailable for normal practice.

Movement to Class and Study

Students are to move quietly and promptly, without running, to the classroom. Students are to line up outside the classroom for the arrival of their teacher.

Once inside, all are expected to be seated and have their books out on the desks, open and ready for class. Normal courtesy applies namely, students stand upon the arrival of their teacher or other staff member.

21. Student Lockers

Students are able to use a College locker for school and sporting equipment not immediately required.

The College's insurance does not cover the loss, theft or damage of student belongings. Therefore, the College does not accept liability for students' belongings. Students are advised to ensure that any items of value are stored in their locker, or ideally, not to bring expensive items to school.

All electronic devices need to be secured in lockers when not in use. Electronic devices discovered unattended may be collected by staff members for collection from Reception or Pastoral Care Coordinators office.

School Locker Keys

- For lost keys, please see your Pastoral Care Coordinator.
- Keys will only be lent to the LOCKER HIRER.
- Keys are to be returned at the end of the year.

- RIGHT OF INSPECTION - The College retains the right to inspect all student lockers.

Misplaced or Lost Keys

- Each student is responsible for his key/s and if these are misplaced or lost this should be reported as soon as possible.
- If a key has been reported misplaced or lost and a new key has been issued, this extra key must be returned (if the original key is found). There is a cost associated with the replacement key and lock, payable to Reception before issue.

22. Student Vehicles at School

Day Students

- Day students are not permitted to drive or park their vehicles on College grounds.
- Day students are not permitted to depart school in their cars during school hours.
- Day students are only permitted to transport another student in their car with the written permission of both sets of parents/carers, copies of which are to be handed in to the Pastoral Care Coordinators.

Boarding students are not permitted to travel in vehicles driven by day students. Students are expected to act responsibly where the use of motor vehicles is concerned.

Boarding Students

- Boarding students must complete the formal application to be considered by the Head of Boarding.
- Boarding students must park their cars in the designated parking area and leave their keys at the Boarding Centre.
- Boarding students are not to transport any other student – day or boarding – in their cars without the written permission of both sets of parents/carers. A copy of this must be handed in to the College office.

NOTE: In view of the provisions of the Insurance Contracts Act, 1984, parents should ensure that the insurance policy on the motor vehicle driven by the student covers the student passenger in case of an accident.

23. Policies and Procedures

Policies and Procedures are online at stannies.com. They are accessed via the About menu --> Governance page. Scroll down to find the heading "Our Policies & Procedures". Available policies are:

- Alcohol, Tobacco & Illicit Drugs
- Assessment
- Attendance
- Boarding House
- Child Protection
- Complaints & Grievances
- Enrolment
- External Providers for HSC Course
- Fees Management
- Managing Possible Student Misbehaviour
- Overseas Tour
- Parent Code of Conduct
- Pastoral Care

- Privacy Policy
- Scholarships and Bursaries Policy
- Student Anti-Bullying
- Student Policies and Procedures
- Suspension and Termination of Enrolment
- Whistleblower Policy

For information regarding College policies and procedures, please contact the Leader – Governance and Risk during school hours on 6331 4177.