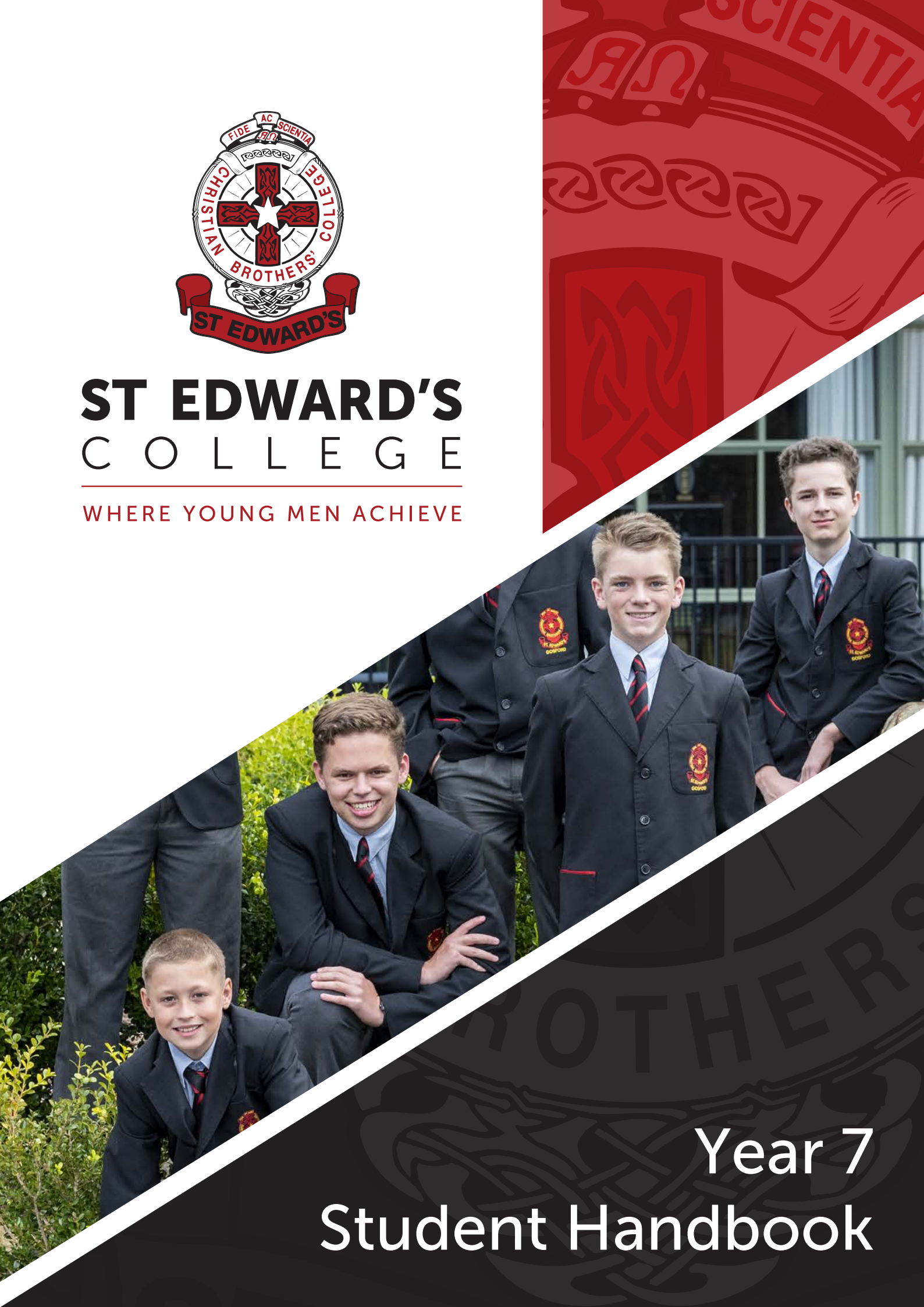




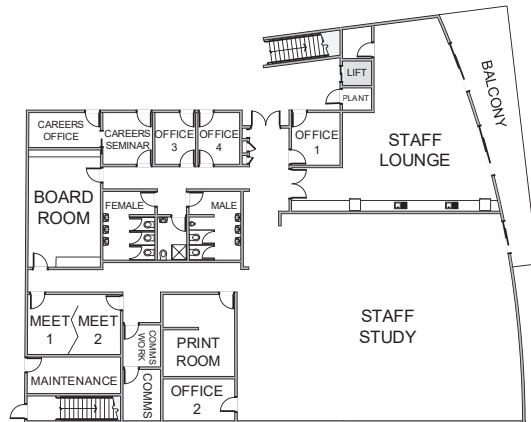
ST EDWARD'S COLLEGE

WHERE YOUNG MEN ACHIEVE

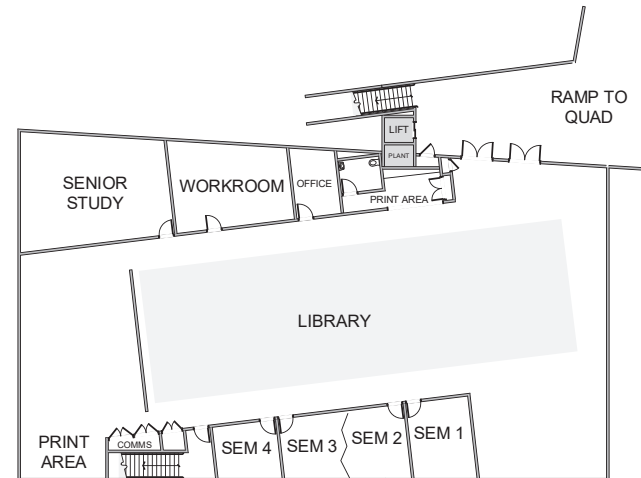


Year 7
Student Handbook

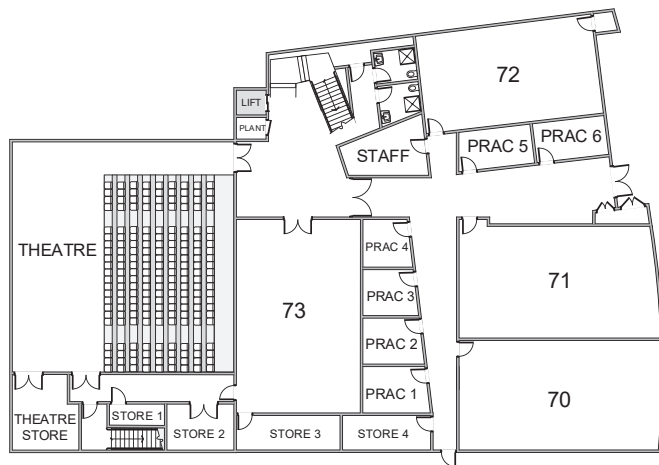
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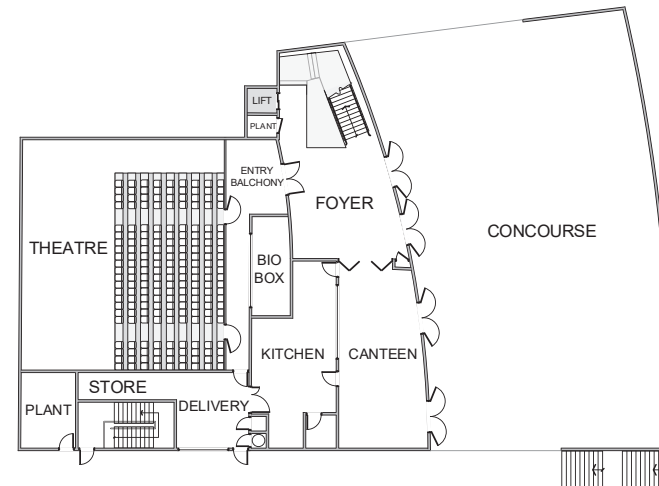
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Level 2

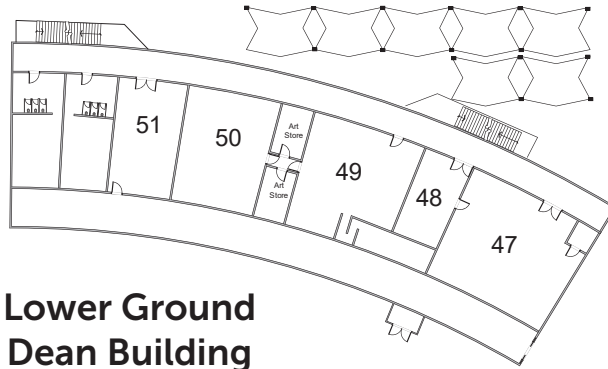


Lower Ground

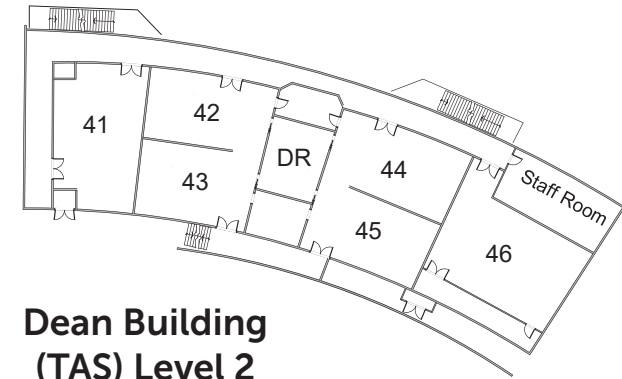
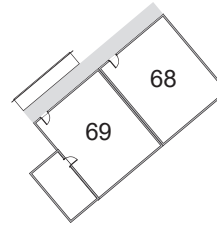


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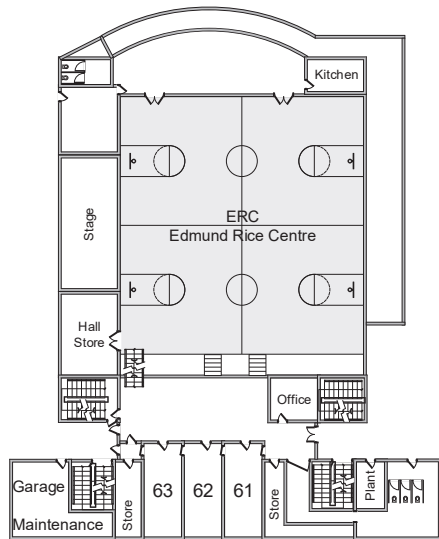




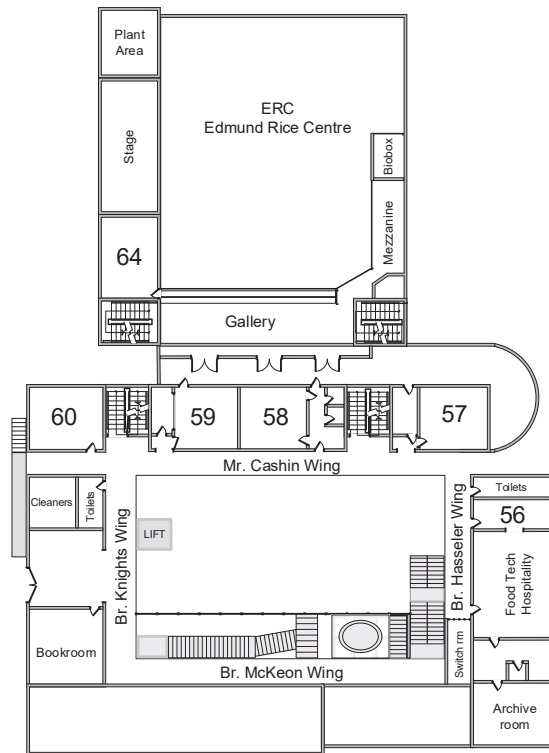
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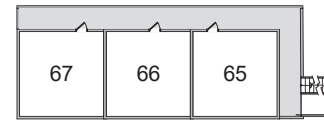
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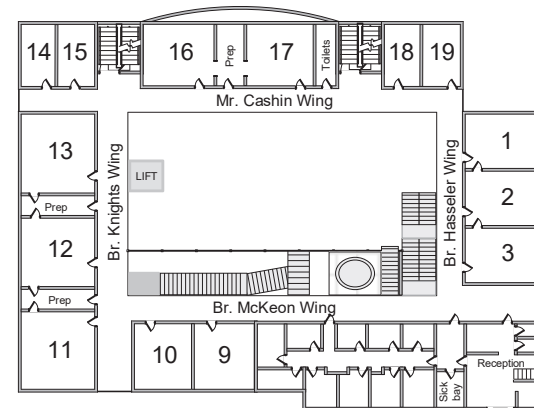
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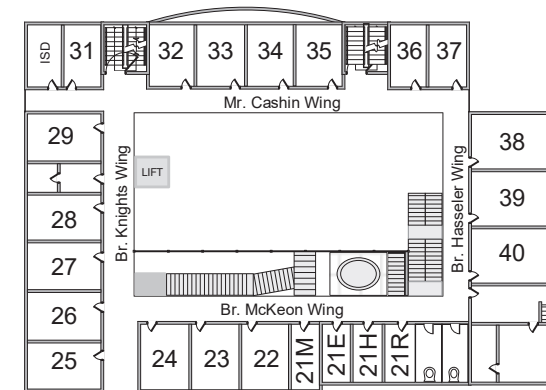
Level 2



Br Grovenor Building Level 1



Level 3



Level 4



**ST EDWARD'S
COLLEGE**
WHERE YOUNG MEN ACHIEVE

Room Location Map



EDMUND RICE EDUCATION
AUSTRALIA

Year 7 Student Handbook

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Message from the Principal

St Edward's College is a Catholic school which is governed by Edmund Rice Education Australia (EREA). The College was founded by the Christian Brothers and has been educating boys on the Central Coast since 1953. The College provides a wonderfully rich education which is authentic to the values which underpin the touchstones for schools conducted in the traditions of Blessed Edmund Rice the founder of Christian Brothers schools worldwide. The touchstones being: *Liberating Education, Gospel Spirituality, Inclusive Community and Justice and Solidarity.*



St Edward's first and foremost is a Catholic college which provides students with relevant and engaging opportunities to deepen their faith and spirituality. Students are encouraged to look beyond themselves putting their faith into action. Through involvement in our social justice program students are challenged to become socially conscious, countercultural in their thinking and empowered to contribute positively to society through the promotion of inclusivity, justice and solidarity.

The College is a learning community which provides a contemporary, holistic and liberating education that challenges, nurtures and inspires young men in years 7-12 to be aspirational regarding their future. Students are encouraged to strive to achieve their personal best, developing the necessary knowledge, skills and attitudes to flourish in an ever-changing world.

St Edward's acknowledges that the pastoral care and well-being of students is paramount to the promotion of quality learning. The development of positive relationships, between teachers, students and families remains a focus, to ensure that a nurturing environment, in which all students feel safe and supported in their learning is promoted.

St Edward's is a comprehensive school, providing a diverse range of learning experiences in the classroom through the broad range of subjects offered. These learning experiences are supported by a diverse selection of extra-curricular, sporting, cultural and religious experiences, allowing all boys to demonstrate their talents in a variety of ways.

I welcome all Year 7 students and their families to the St Edward's community and encourage the boys to grasp every opportunity to immerse themselves into the life of the College. In doing so I trust that their learning, religious, social, sporting and other extra-curricular experiences will be enjoyable and memorable ones.

Mark Bonnici
Principal

Edmund Rice Education Australia

Edmund Rice Education Australia (EREA) is the body of schools, entities and offices offering a Catholic education in the tradition of Blessed Edmund Rice.

EREA schools strive to offer a liberating education, based on a gospel spirituality, within an inclusive community committed to justice and solidarity.

Established by the Christian Brothers in 2007, EREA now governs the schools owned by the Brothers at that time. With the addition of schools established since 2007 there are 48 schools in 2014 enrolling over 35,000 students, through all states and territories of Australia. As part of their mission within the Church and inspired by the charism of Blessed Edmund Rice, schools offer an education guided by the Charter for Catholic Schools in the Edmund Rice Tradition.

EREA has its own canonical and civil identity but remains closely connected to the Christian Brothers and their ongoing ministry. Schools operate in dioceses with the mandate of the Bishop of the diocese and work closely with local Diocesan education authorities.

The opportunity for EREA is to reinforce the distinctive values of Edmund Rice Education through a national and unified network of Australian schools and educational entities.

Touchstones



Inclusive Community

Our community is accepting and welcoming



Liberating Education

Opening hearts and minds through quality teaching



Justice & Solidarity

We stand in solidarity with those who are marginalised



Gospel Spirituality

We invite all people into the story of Jesus

As a Catholic school in the Edmund Rice tradition, we aspire to be faithful to these touchstones

College Crest

Our Crest takes the form of:

Circle

The circle signifies God in whom we live and have our being and eternity, which is our ultimate goal

Cross

The cross stands for faith and endurance

Star

The star signifies Mary, Star of the Sea, our guiding light

Open Book

The open book with the first and last letters of the Greek alphabet represents learning, whether it is from books or experience

Latin Motto

'Fide ac Scientia' means 'By Faith and Knowledge'

Faith in ourselves, ones ideals and the future are essential. Based on this faith, knowledge and skills in physical, intellectual and spiritual fields, help us to attain the ideal of the College, The Educated Christian Gentleman.



College Houses



Sporting Teams and other Opportunities

The College has a long tradition of sporting competition with many successes. A comprehensive range of sporting activities and opportunities are offered to students. Each Friday, time is allocated for students to participate in a variety of sports and activities. This time may also be used to prepare teams for some of the above competitions.

College song

We'll ring out three cheers to St Edward's,
school of our hopes and our dreams.
And over the Brisbane Water,
We will remain supreme.

Chorus:

St Edward's gateway to knowledge
True sign of Christ our head.
The spirit of St Edward's
through Edmund Rice we are led.
St Edward's gateway to knowledge
True sign of Christ our head
The spirit of St Edward',
Forever the black and red.

Here's to the friendship that

brightens the morning of our lives.
And to the faith that guides us.
To love and serve in Christ.

Chorus:

St Edward's gateway to knowledge
True sign of Christ our head.
The spirit of St Edward's
through Edmund Rice we are led.
St Edward's gateway to knowledge
True sign of Christ our head
The spirit of St Edward',
Forever the black and red.



College Timetable

2021 Term Dates

Year 7 students commence on **Friday, 29 January 2021**. This is an orientation day where only Years 7, 11 and 12 are present.

Students will meet their Home Room teacher, be shown around the College by senior students and eased into how the College operates, including the Canteen. This first day allows the boys a chance to find their way around without Years 8 to 10 in attendance. They will also be assisted at the end of the day to ensure they catch the correct bus.

Term 1 (10 Weeks Duration) Friday 29 January 2021 to Thursday 1 April 2021

Staff Day 1 Wednesday 27 January 2021
Staff Day 2 Thursday 28 January 2021
Year's 7, 11 & 12 Friday 29 January 2021
Term 1 concludes Thursday 1 April 2021

Term 2 (10 Weeks Duration) Monday 19 April 2021 to Friday 25 June 2021

All students return Monday 19 April 2021
Term 2 concludes Friday 25 June 2021

Term 3 (10 Weeks Duration) Monday 12 July 2021 to Friday 17 September 2021

All students return Monday 12 July 2021
Term 2 concludes Friday 17 September 2021

Term 4 (10 Weeks Duration) Tuesday 5 October 2021 to Friday 11 December 2021

All students return Tuesday 5 October 2021
Last day for students Thursday 10 December 2021
Term 4 concludes Friday 11 December 2021

Order of the Day

The College timetable follows a ten-day cycle with five, 60-minute periods Monday to Thursday and three, 60-minute periods on Friday, due to afternoon sport/activities.

The College always commences every year with the Week A timetable, followed by the Week B timetable. Weeks A and B continue to alternate for the remainder of the year.

Monday to Thursday		Friday		
8.45-9.00	Home Room	8.45am-9.20am	Assembly	
9.00am-10.00am	Period 1	9.20am-10.20am	Period 1	
10.00am-11.00am	Period 2	10.20am-11.20am	Period 2	
11.00am-11.20am	Recess	11.20am-11.40am	Recess	
11.20am-12.20pm	Period 3	11.40am-12.40pm	Period 3	
12.20pm-1.20pm	Period 4	12.40pm-1.20pm	Lunch	
1.20pm-2.00pm	Lunch	1.20pm-2.00pm	Period 4	SPORT/ACTIVITIES Years 7-10
2.00pm-3.00pm	Period 5	2.00pm-3.00pm	Period 5	



Home Room

Home Room groups consist of approximately 27 students made up from Years 7 to 12. In most cases, students will remain in the same group throughout their time at the College.

Senior students are given the opportunity to care for and help younger students; they in turn get to know older students in a friendly and supportive atmosphere. The inter-relationship helps promote a positive spirit throughout the College.

Each day commences with Home Room, the attendance roll is marked, and students are informed of any important notices, this includes notifying students of opportunities to represent the College in sporting or other activities. Any unexplained absences will be followed up via an SMS message. Parents are then asked to email, text or call informing the College of their son's absence. If parents choose not to respond using any of these options, an absentee note will need to be provided on the student's first day of return.

Liberating Education

College Staff

Staff Member	Position
Executive Staff	
Mark Bonnici	Principal
Jay Sutton	Deputy Principal
Ron Featherston	Business Manager
Anthony Beacroft	Director of Mission and Identity
Jodie Connor	Director of Professional Learning
Jackson English	Director of Administration
Paul English	Director of Pastoral Care
Craig Friend	Manager Information Technology
Chris Millar	Director of Enrolments and Marketing
Carolina Murdoch	Director of Teaching and Learning
Gerard Summerhayes	Director of Curriculum
Pastoral Care Team	
Paul English	Director of Pastoral Care
Heidi Englund	Year 7 Pastoral Leader
Robert Speziale	Year 8 Pastoral Leader
Paul Sullivan	Year 9 Pastoral Leader
Scott Beattie	Year 10 Pastoral Leader
Alex Powell	Year 11 Pastoral Leader
Eammon McCauley	Year 12 Pastoral Leader
Anthea Pearson	Wellbeing Leader
Terase Killin	College Counsellor
Marcus Missio-Spiteri	College Counsellor

Leaders of Learning	
Mark Austin	TAS
Elissa Bailey	Literacy Integrator
Lachlan Butt	Mathematics
Jason Carpenter	Sport
Patrick Dell	Social Justice
Juliana Dignam	Careers/VET
Sarah Evans	Visual Arts
Trent Foster	Science
Greg Hannelly	HSIE
Vanessa Henderson	PDHPE
Betty Kiekebosch	Diverse Learning
Anne McDonald	Food Technology
Michelle McDonald	English
Sarah Moulton	Library
Elsa Ribal-Vigneau	Language
Paul Toole	Music
Fran Toomey	Religious Education
Matthew Young	Information Technology

College Facilities

Mona Vale	Finance
Wellbeing Centre	Enrolments Pastoral Care Counsellors
Administration Centre	Reception
Edmund Rice Centre	Sports Complex Function Foyer
Br M D Shanahan Learning Centre	Library Theatre Music
Trade Training Centre	Metal and Engineering Construction Compound Commercial Kitchen
Quadrangle	General Learning Area's Science Laboratories Food Technology/Hospitality Facility

Brother M D Shanahan Learning Centre

The Shanahan Learning Centre is central to implementing, enriching and supporting the teaching and learning programs within the College. It is proactive in developing information literate students and supporting an information literate community. To this end, it offers a lot more than just books as we have adapted to the demands of innovation and digital literacy in the accessing of information and recording of information.

Within the Centre, students are encouraged to think deeply, find information, evaluate it and then decide on the best platform for this to be shared. The students are taught how to access digital resources and to develop their personal research techniques. In their recreational time in the Centre, students are encouraged to undertake research for assessment tasks using our digital databases, Libguides and online encyclopaedias as well as borrow books for leisurely reading. They are also encouraged to attend various clubs such as coding and use iPads for making moving movies and book trailers. The Library is open every day from 8am and closes at 4pm. Students are also supported in the morning with teacher assistance for homework and assessment tasks.

Sporting Facilities

The College has considerable grounds, including:

- 1 rugby league/union oval
- 1 football/soccer combination oval
- 1 cricket oval with synthetic turf wicket
- 2 cricket training nets with synthetic turf wickets
- 2 outdoor asphalt basketball courts
- 2 long jump pits
- 2 concrete discus/shot-put circles
- Undercover tiered grandstand
- Shade structure for sport spectators
- Undercover bus shelter area
- Central quadrangle with 6 handball courts and shade structures for shelter



Code for Learning

The College Code for learning is designed to provide clear guidelines of the behavioural and performance expectations of students at St Edward's College. This code was established in 2010 through a process of student lead consultation and provides clear guidelines for students in relation to their application and effort in relations to all aspect of their study. Students are provided with opportunities throughout the year to establish learning goals, which are aligned with these expectations and are guided by their teachers on ways in which they can work to achieve these goals.

Parents are provided with an indication of student performance in relation to the Code for learning in the Interim and Semester Reports. Parents are encouraged to engage in conversations with their son on the information provided in these reports and their learning goals for the year.

At St Edward's we encourage all students to strive to achieve their personal best in all endeavours and the Code for learning and associated goal setting advice is designed to encourage students to take greater responsibility for their learning. Student application and effort in class is of prime importance at St Edward's and participation in all extra-curricular activities that the College offers is dependent on each student's efforts in this regard. Students wishing to represent the College in any sporting teams or attend excursions and camps must ensure that their focus in the classroom is meeting the expectations outlined in the Code for learning. Student's whose application and effort does not meet these expectations will be provided with advice and guidance on how to bring about the required improvement.

I respect learning by valuing:	I show commitment to learning through:
Organisation	<ul style="list-style-type: none">• Being prepared and punctual• Managing my time effectively• Meeting my deadlines
Cooperation	<ul style="list-style-type: none">• Following instruction• Working cooperatively with teachers and other students• Helping others
The right to learn	<ul style="list-style-type: none">• Paying attention• Not disturbing others• Not being disrupted by others
Participation	<ul style="list-style-type: none">• Being actively involved• Asking and answering questions• Listening and completing assigned work
Independent study	<ul style="list-style-type: none">• Developing an effective study routine• Completing my homework• Researching, reading and revising regularly
Academic excellence	<ul style="list-style-type: none">• Doing my personal best• Showing pride in my work• Setting and trying to achieve goals

Subjects Studied

Throughout Years of 7 to 10, students at St Edward's College are provided with a balanced program of study. While the courses in Years 7 and 8 are compulsory for all students, the program of study in Years 9 and 10 allows for some choice of courses.

Students in Year 7 study the following subjects:

- Religious Education
- English
- Mathematics
- Science
- History
- Geography
- Technology
- Music
- Visual Arts
- Personal Development, Health and Physical Education

Students in Year 8 study the above subjects as well as French.

All students in Years 9 and 10 study the following subjects:

- Religious Education
- English
- Mathematics
- Science
- History, Geography, Civics and Citizenship
- Personal Development, Health and Physical Education

In addition, students choose two other subjects from those offered in any given year. In recent years students have been asked to choose to study two subjects from Commerce, Industrial Technology (Timber and Metal), Graphics Technology, Design and Technology, French, Music, PE and PASS (Physical Activity and Sport Studies), Food Technology, Drama, Information and Software Technology, Construction, Marine Studies, Visual Arts, Photographic and Digital Media. Classes are formed each year in most of these subjects although, from time to time, a subject does not attract sufficient numbers to be offered.

Textbooks

All textbooks are supplied by the College, as required. It is expected that all textbooks are returned at the end of each year (or as requested) in a condition that reflects normal wear and tear. Textbooks that are lost or damaged will need to be repaired or replaced at the cost of the student.

Personal Learning Device

St Edward's College is committed to provide learning environments that will engage our students and give them some independence and flexibility in their learning.

Since 2018, the Personal Learning Device program (PLD) was introduced providing every Year 7 student access to their own laptop computer in a wireless environment. From 2021, students across Year 7 to 12 will have access to their own laptop computer.

The College's aim is to enable students to learn in teams, collaboratively, as a class, a whole community or individually. This allows them to share learning experiences with other students and/or the wider community.

In particular, students use their personal devices to research, complete homework, problem-solve, email, academic coursework and be involved in team projects. At the same time, they gain valuable skills that will be beneficial throughout their lives and careers. For example, a touch-typing tutor will be installed on each laptop and students will set and work towards targets throughout the year. Activities involving handwriting will still form part of their learning process.

Stationery

Year 7 students will be issued with a stationery pack on their first day. This pack will include:

- A4 exercise books
- Grid mathematics book
- A4 display folders
- Highlighters
- Lead pencils
- Coloured pencils
- Geometry set
- Glue stick
- Ruler
- Eraser
- Scissors
- Sharpener
- Pens
- Calculator
- Headphones
- TAS apron
- TAS safety glasses

Home Study

Homework refers to all work teachers expect students to do out of College hours, i.e. assignments, daily homework, preparation for tests, reading of set texts, and study for examinations. Educational research indicates that homework has an important role to play in the learning process. The amount of homework set will vary from teacher to teacher and subject to subject. It will also range from work to be completed in one night, work to be completed over a few nights to longer assignments requiring two or more weeks to complete.

Assistance is offered Monday to Friday from 8am to 8.45am in the library to support students with their homework and assessment tasks.

Aims of Homework

Homework at St Edward's College has the below goals:

- to reinforce, consolidate and improve skills taught in class
- to encourage good study habits
- to develop self-discipline and independent learning, and
- to extend students beyond the work normally taught in class

Non-completion of Homework

If students consistently fail to complete homework, teachers will usually contact parents by letter, phone or a note in the student's book. Prior to contacting parents, teachers use a variety of techniques to encourage students to complete homework. For example, providing time in College hours (e.g. at lunch) where some or all homework can be completed or imposing a College service penalty on the student.

Assessment Policy

If an assessment task is submitted late, the penalty is a deduction of 10% of the initially available marks per day. Weekends count as two days.

If a student is off site such as an excursion, camp or sporting event on the day an Assessment task is due, it is the student's responsibility to make arrangements for the task to be submitted on time, or prior to the due date.

Unjustified leave: If a student is travelling during the term, it is the student's responsibility to make arrangements for the task to be submitted on time, or prior to the due date. For assessments submitted late due to unjustified leave, the penalty is a deduction of 10% of the initially available marks per day. If a student is absent due to unjustified leave during an exam period, the student will receive a 0 for this assessment.

Gospel Spirituality

Six-Year Formation of Students

St Edward's College adopted the theme "Where Young Men Achieve" under the guidance of the then Principal Br Peter Hester. The six-tiered formation process is designed to give substance to this theme. The formation process links, from year to year, the development and growth of students. They enter as boys, fresh from seven years of primary education, and leave six years later as educated young men who are ready to be active within the wider community, displaying a strong sense of purpose.

The six themes are based around concepts of growth and awareness, so students appreciate that they belong to a community which is rich in history and strong in values. Ultimately, when students finish their six years at the College, they are prepared academically and socially to enter the workforce as young men who are willing to contribute to the community.

The formation process has the following themes:

- Year 7 - Belonging
- Year 8 - Values and Service
- Year 9 - Men of Honour
- Year 10 - Leadership and Involvement
- Year 11 - Owning the Responsibility
- Year 12 - Young Men with Purpose

Year 7 welcomes the students into the community of St Edward's. It is based around the recognition of belonging to the College community. It incorporates teaching the students the history of Blessed Edmund Rice and the story of the Christian Brothers. It is here that we introduce the touchstones which are integral to all EREA schools in our region. We also recognise the St Edward's College 'Code for Learning' which incorporates the everyday activities of our College.

Year 8 introduces the Waterford Project which instills values of service and acceptance. Bullying issues within the College and the wider community are presented in classes and educating boys in 'right versus wrong' is incorporated into daily teaching.

Year 9 promotes the idea of being gentlemen within society. Boys have a strong sense of justice at this age, however we encourage them to extend their horizons beyond their own personal space. Standing up for injustice, recognising cultural diversity and acknowledging the equality of the sexes in our society are major issues that will be profiled.

Year 10 introduces the leadership program and highlights the transition into the Senior College. Involvement in Leadership Prefect portfolios is encouraged, and leadership is acknowledged through the badging of the College Leaders in the second semester.

Involvement will be mandatory for those students who have ambitions of being a Prefect in their final years. Leadership is seen both in and out of the classroom and involvement in all facets of College life can be developed weekly.

Year 11 focuses on owning the responsibility of the Senior years at the College. The process of goal setting for individual pathways is closely linked to leadership. Boys are encouraged to set personal standards in behaviour and a strong presence around the College is expected. Owning responsibility and consequences that come with emerging self-identity are developed. Academic and career choices will be the focus, as will continued involvement in Prefect Leadership Portfolios.

Year 12 is the final step in our formation process. Leadership can be handed over and focus can be on individual pathways and academia. Young Men with Purpose is the theme for Year 12 and purpose is defined as "with intention and determination". All facets of College life are undertaken with intention and determination. It is here the boys graduate as young men who have achieved to the best of their ability during their time at the College.

Outdoor Education

Camp Program

St Edward's College camps program is designed to complement the College's education programs and provide students with further opportunities to develop their learning and social skills. These opportunities aim to develop deeper learning, confidence, independence, responsibility and a sense of community within the context of our Catholic principles and values. Camps are an integral part of the curriculum, and, in general all students are expected to attend.

Aims

- reinforce, complement and extend learning opportunities beyond the classroom
- provide Years 7 to 10 students the opportunity to participate in a sequential camp program
- develop social and emotional skills
- provide programs that promote self-esteem, resourcefulness, independence, leadership, judgement, cooperation and tolerance
- develop an awareness of and pride in the natural environment
- broaden students' concept and experience of different environments
- develop skills and competence in various activities associated with outdoor education



Destinations

- Year 7 - Outdoor Education Experience
- Year 8 - Outdoor Education Experience
- Year 9 - Outdoor Education Experience
- Year 10 - Active Learning Initiatives

Retreats

The focus of the retreat program is to bring to life the Religious Education that is taught in the classroom. In combination with the Social Justice program students are able to call upon what is taught and link it to the real world.

It is an expectation of every senior student at the College that they participate fully in the Religious Education program of the College. This includes lessons, liturgies, excursions and retreats.

The Year 11 and Year 12 retreats form an integral part of the College curriculum and are, therefore, compulsory for each senior student.

Year 12 Retreat

This retreat provides our Year 12 students with an opportunity to reflect on their personal journey at a significant time in their life. The students will be taken to a country setting, the Christian Brothers Retreat Centre at Mulgoa, where they will work with a retreat team. The team will facilitate an experience that will consist of group activities, discussion, personal thinking time and prayer. These activities are designed to enable the students to look at where their life is at present and where they might be headed in the not too distant future. They will be guided by the team to reflect on their relationships with others and with God. There will be time set aside for recreation, relaxation and/or study. One of the main features of the retreat is that this will be a shared and unique experience in their final year at St Edward's College. It should prove to be a memorable and rewarding experience for each student.

Year 11 Retreat

This retreat provides our Year 11 students with a unique opportunity to witness practical Christianity in action. The students will stay in Sydney and will see many social justice initiatives of the Catholic Church and other Christian organisations in and around the heart of the city. They will meet people involved in organisations such as the Matthew Talbot Hostel, The Wayside Chapel, Youth of the Streets, The Jewish Holocaust Museum and those who work with Aboriginal people, drug and alcohol addicted people, and the homeless.

The aim of this retreat is to enable the students to experience, first hand, the heart of Christianity. We want students to understand what our College, through its traditional links with Blessed Edmund Rice and the Christian Brothers, stands for and is attempting to teach in our Religious Education program.

Year 10 Retreat

The Year 10 retreat is a one-day event usually held at one of the local surf clubs. The focus of this day is to assess the many relationships the boys are involved in, with a particular emphasis on their relationship with a significant male.



Inclusive Community

Pastoral Care

The Touchstones form the values of our Blessed Edmund Rice College and are the foundation of our pastoral care approach.

Pastoral Care encompasses all members of our College community, ensuring they are valued, respected and encouraged to realise their potential through development as individuals.

It is based on the following:

- Each person is created in the image of an all loving God.
- Each person is inherently good.
- The role of teachers is to help our students to grow and develop as responsible people.
- Each person is unique, possessing special gifts.
- Each person's way of thinking is considered.
- Each person needs to experience security and belonging.
- Members of the College community are open to, and supportive of each other.

For the program to be effective, students need to experience an atmosphere of respect, love and support, which is communicated through a variety of inter-personal contacts where the members of the College community take a personal interest in each other. As caring adults, we are real to our students so as to help them in their personal growth, without abandoning our own identity. It will involve offering guidance and correction to enhance the best interests of the individual and the College community.

The College has adopted a philosophy in Pastoral Care of Restorative Justice, which provides the College with a framework of management that moves away from the traditional punitive response. While still providing limits and consequences, Restorative Justice looks for ways to repair damaged relationships and improve existing relationships within the structure of the College.

All members of the community are called to exercise Pastoral Care to each other. Students are known and treated as individuals but are well known by at least one staff member who helps them in their personal growth.

Pastoral Care Team



Paul English
Director Pastoral Care

T. 4321 6405



Heidi Englund
Year 7 Pastoral Leader

T. 4321 6409



Robert Speziale
Year 8 Pastoral Leader

T. 4321 6410



Paul Sullivan
Year 9 Pastoral Leader

T. 4321 6407



Scott Beattie
Year 10 Pastoral Leader

T. 4321 6413



Alex Powell
Year 11 Pastoral Leader

T. 4321 6408



Eamonn McCauley
Year 12 Pastoral Leader

T. 4321 6406



Anthea Pearson
Wellbeing Leader

T. 4321 6416



Terasa Killin
Counsellor

T. 4321 6411



Marcus Missio-Spiteri
Counsellor

T. 4321 6412

Students can make an appointment with a Counsellor directly or by speaking with Year Pastoral Leader, or the Director of Pastoral Care. Additionally, parents/caregivers can phone the Counsellors directly to refer their child if they have concerns or, alternatively can speak with the Director of Pastoral Care or Year Pastoral Leader.

Students are urged to report any wellbeing concerns, this can be verbally or by sending an email to wellbeing@stedwards.nsw.edu.au. This inbox is administered by the Director of Pastoral Care

Parent Connection

The College encourages open communication and interaction with families. Our Community Liaison, Mrs Kellie Atkinson, is available to assist parents whenever they are unsure of who to direct a query to. Kellie can be contacted on 4321 6420 or katkinson@stedwards.nsw.edu.au

The College hosts key parenting information sessions on topical issues to support parents and their sons, and from time to time will also call on parental support to assist in the organisation of events such as College disco's.

This role is designed to provide ongoing support to our families and continue some of the work that was previously completed by the Parents and Friends Association, which due to long term declining numbers is no longer functioning.

College Portal

The portal provides students and parents with valuable information that enhances the connection with the St Edward's College community.

Once provided with log in details, students and parents will be able to view the following:

- timetable, access to student email account, forms, daily notices, resource links
- Absence history
- Homework and assessment tasks
- Academic reports
- Contact details can be updated

For assistance, please contact our Communications Administrator, Kerry Friend on 4321 6421 or email kfriend@stedwards.nsw.edu.au

Mobile App

The St Edward's College mobile app is available for download from the Apple App Store and via Google Play for Android devices.



St Edward's College
St Edward's College, East G.

Features:

- Notifications – this system allows instant communication and will feature messages including excursion return times, reminders and general information, users may select class tags to ensure they only get information relevant to their son/s or they may choose to receive all notifications
- News – will show all news items featured on our Website
- Calendar – the calendar features our 'new look' calendar on the Website (please note that additional information is available e.g. permission notes and further details on dates with an arrow feature)
- Publications – featuring St Edward's College Newsletters
- Galleries – featuring the photo galleries from the Website
- Contact – will enable contact via phone or email to the College
- Website – a direct link to the College Website
- Social – a direct link to the College social media applications
- Setting – will enable personal settings to be made including Notification settings

Justice and Solidarity

Rules for everyday College life

Respect for Ourselves

- Work to the best of my ability and hand in all work on time
- Be in the right place at the right time
- Be punctual and attend all classes/activities
- Have all necessary equipment, including a diary and PE uniform
- Wear the correct uniform at all times

Respect for Others

- Be well mannered at all times
- Solve differences without abuse, either verbal or physical
- Do not prevent others from learning
- Move around the College in a quiet, safe and orderly manner

Respect for Property and the Environment

- Do not litter, steal or vandalise
- Do not eat or drink in the classroom

Out of bounds

Some areas of the College have been declared as 'out of bounds' and students are not permitted in these areas.

- A classroom without a teacher
- Stairwells and verandahs (in wet weather the verandahs may be used)
- The area around Mona Vale, in front of the ERC, all roads, doors/stairwells or other areas marked with a yellow line
- The oval and basketball courts before and after school
- The bush area around the ovals

Personal Property

Valuable items, including large sums of money, should be handed into the College Office. Wallets should be carried on one's person and not left in bags. The following are banned from the College:

- Jewellery (except watches)
- Chewing gum
- Cigarettes, matches, lighters
- Alcohol or drugs (except prescribed medication)
- Knives, blades or other dangerous items
- Graffiti or its implements
- Skateboards/scooters
- The College does not take responsibility for loss or damage of mobile phone, laptops, tablets etc.

Games

Games are only to be played on the Oval or Basketball courts, except handball, which may be played in the Quadrangle. All games are non-contact. Food is not permitted on the Oval.

Mobile Phones

Procedures

- Students are permitted to bring their mobile device to school.
- Students bringing their mobile device to school, do so at their own risk. The College will not be responsible for lost or damaged devices; however, the Pastoral Leader will assist in identifying if a phone has been stolen, with appropriate action following.
- Students must adhere to the rules outlined below in relation to the use of mobile devices.
- Mobile devices must not be used to by-pass school procedures in relation to school/parent contact. Boys are not permitted to contact their parents directly from their mobile phone throughout the day without the express permission of their Pastoral Leader. Parents are encouraged to support this, by not attempting to contact your son on his device throughout the day. In situations where contact with your son is required, we ask that you do so via the College Office on 4321 6400
- Students can use their devices, appropriately, before 8:45 am and after the final bell at 3:02 pm.

Inappropriate Use:

- Mobile devices must not be used to invade the privacy of others or breach the law.
- Students who use a mobile device either by a direct phone call, text message or other function to bully, harass, threaten, abuse, vilify or embarrass other students or staff, will face disciplinary action which may lead to police involvement.
- Taking pictures or videos of someone else without their permission is illegal.
- Students are required to keep devices in their lockers between 8:45am and 3:00pm.

- Students must have their mobile devices switched to silent during the school hours.
- At times mobile devices can be used for educational purposes, but students may only use their devices in classrooms under the direct instruction of a teacher (eg: elective music, multi-media et al).

Procedures for Non-Compliance to the Policy

- First Occurrence: Student hands device in to the office staff who place in an envelope, which will be securely stored until collected by the student at the end of the day.
- Second Occurrence: Student hands device in to the office staff who place in an envelope, which will be securely stored until collected by the student at the end of the day. Parents/ carers will be notified by the appropriate Pastoral Leader that it is the second occurrence.
- Third Occurrence: Student hands device in to the office staff and parents/carers are contacted with a request to collect the device from the office. Student and parents/carers will be asked to meet with the Pastoral Care Coordinator to discuss their refusal to comply with the College's Policy.
- Refusal to hand in device to office: Student and parents/carers will be asked to meet with the Pastoral Care Coordinator to discuss their refusal to comply with this College Policy.

Social Justice Program

Justice and Peace is a central part of College life, we seek to engage every student in programs of Awareness, Advocacy and Action which will become a life-long commitment to the values of service and outreach to the marginalised in our world. The College has a close connection with the Edmund Rice Centre for Justice Sydney and with Phil Glendenning who is the Director and a leader in international social justice.

Immersion Opportunities

St Edward's College offers an immersion program designed to connect students with a range of Social Justice issues. All Year 11 students take part in a Sydney street retreat titled 'Step Out of Your Comfort Zone'. It deals with issues of homelessness, Indigenous Australians and drug education. Other immersion opportunities include St Edward's College ongoing relationship with the Edmund Rice Centre for Justice, Sydney where some senior students are given opportunity to travel to isolated towns such as Walgett and Uluru and to engage in issues of Reconciliation with our Indigenous people.

Waterford Project

Social Justice is taught across a wide range of subject areas within the College. The Waterford Project is a compulsory requirement for students in Years 8 to 11. It requires each student to complete a minimum of 20 hours of service to others. Students can achieve this in a variety of ways. By supporting people in their own lives who are in need, students can progress to develop their role in the local community and wider world. Some examples of how students can provide support and service to others include: serving at Coast Shelter; participating in the Kings Cross Exposure Program; through immersions to Walgett, Uluru and Africa;

by providing peer-modelling at the Juvenile Justice Centre at Kariong; through visits to local nursing homes and disability support centres. Students who achieve 100 hours of service within a year, receive a special award of Edmund Rice Honours. A number of our students have also been awarded the Order of Australia Commendation Medal for Outstanding Social Justice by the Governor of NSW.

Indigenous Community

Reconciliation with our Aboriginal and Torres Strait Islander people continues to be a high priority for our St Edward's community. St Edward's College has a number of Aboriginal and Torres Strait Islander students who, throughout the year, have the opportunity to participate in events and immersions to build cultural awareness and to connect to University, TAFE and workforce organisations. The College community also takes part in special events including Reconciliation Week as we stand alongside our Aboriginal and Torres Strait Islander people.



College Life

Absenteeism and Late Arrival

Students are expected to be on time for school. Attendance rolls are taken in Tutor at the commencement of each school day. If a student is late, they must bring a note explaining the reason for their lateness and hand it in at the office where they will be issued with a Late Pass to be shown to their class teacher. **All late students must sign in at Student Reception before going to class. Students that are late to class more than three times per term may receive a Thursday after school detention.**

The College uses a text message facility to notify a parent/carer of student absenteeism. If parents are unaware of their son's absence, they should contact the College immediately. When a student is absent, he should bring an absentee note on the day of his return and give it to his Tutor teacher. Parents/carers are also able to phone or email the College to explain the absence. This must occur within seven days of the date of absence, otherwise it will be recorded as an 'Unexplained Absence'.

Leaving Early

Students, who need to leave the College due to an appointment, must provide a letter of explanation from a parent/carer and present it to the Pastoral Care Coordinator **before** Tutor. The Pastoral Care Coordinator will issue the student with a pass which must be presented to Student Reception when signing out early.

Sport Early Leavers Pass

At the completion of Activities on Friday, students who are on Behaviour Levels 1 and 2 only and who attend Activities away from the College are permitted to travel home directly from the venue. Eligible students must complete the form which can be downloaded from the student portal before they will be permitted to leave their activity. Students without a Sport Early Leavers Pass **must** return to the College and attend Tutor.

Medication and Sickbay

The College does not administer or take responsibility for any medication for students. Where appropriate, students are responsible for carrying their own medication i.e. Antihistamine, Ventolin, EpiPen, etc.

If a student is feeling unwell, he needs to present himself to Student Reception for appropriate assessment. If it is determined that a student needs to go home, Student Reception will notify the parent/carer.

Transport

Afternoon and morning bus services are shared with the students from St Joseph's College. Students are to assemble on the basketball courts to catch the afternoon buses. When their bus arrives, students should line up in the appropriate lines where teachers will supervise boarding. Students are not permitted to leave this area while waiting for buses. Timetables can be found via <https://www.stedwards.nsw.edu.au/parent-community/parent-transport-information/>

Applying or re-applying for an Opal Card

Students with an existing Opal Card will need to re-apply with change of school details (a new card WILL NOT be issued. Details can be changed via. <https://apps.transport.nsw.gov.au/ssts/#/updateDetails>

Applications need to be submitted before 31 December 2020 to ensure student entitlements are updated and their current entitlement/card is not cancelled. If their application is submitted after 31 December 2020, the system will automatically cancel a card and a new one will need to be issued.

Students applying for an Opal card for the first time will need to apply online via the Transport NSW website at <https://apps.transport.nsw.gov.au/ssts/#/howToApply>. Transport NSW will post Opal cards to the nominated postal address.

Canteen

The College canteen operates five days a week at recess and lunch. The canteen operates cashless through Flexischools. After students have been issued their student ID card, parents can setup an account, set daily limits and view transactions online. More information about this system can be found at <https://www.stedwards.nsw.edu.au/parent-community/parent-canteen/> Students should collect their own lunch order at the beginning of lunch from the canteen

College Uniform

The College uniform is designed to present a positive image of the College to the wider community. The uniform should foster a sense of belonging and pride and the way it is worn in public, displays a level of support and respect for the College.

The responsibility of wearing the uniform properly does not end at the College gates and it is important that the St Edward's College uniform is worn correctly to and from the College.

The College uniform can only be purchased from Cowan and Lewis which is operated by the independent company. The shop is located Unit 3, 6 Bowen Crescent, West Gosford, and can be contacted via SALES@COWANLEWIS.COM.AU or (02) 9449 9777.

Summer Uniform

Summer uniform is to be worn Terms one and four.

Years 7 to 10

- College short sleeve blue shirt with Crest on pocket
- College grey shorts or long grey trousers
- College grey pullover
- College short socks
- College cap
- Black lace up leather shoes may be purchased from a retail store, but shoes must be able to be polished. Strictly no joggers, skate shoes or desert boots

Years 11 to 12

- College short sleeve white shirt with Crest on pocket
- College grey shorts or long grey trousers
- College grey pullover
- College short socks
- College cap
- Black lace up leather shoes may be purchased from a retail store, but shoes must be able to be polished. Strictly no joggers, skate shoes or desert boots

Winter Uniform

Winter uniform is to be worn Terms two and three.

Years 7 to 10

- College short sleeve blue shirt with Crest on pocket (or optional long sleeve blue shirt with crest on pocket ordered through Uniform Shop)
- College tie
- College long grey trousers
- College grey pullover
- College blazer
- College short socks
- Black lace up leather shoes may be purchased from a retail store, but shoes must be able to be polished. Strictly no joggers, skate shoes or desert boots

Years 11 to 12

- College short or long sleeve white shirt with Crest on pocket (collar must be large enough to accommodate a tie neatly)
- College Senior tie
- College long grey trousers
- College grey pullover
- College blazer or Year 12 Leavers Jackets (jackets organised by Year Pastoral Leader)
- College short socks
- Black lace up leather shoes may be purchased from a retail store, but shoes must be able to be polished. Strictly no joggers, skate shoes or desert boots

Belts worn with either shorts or pants must be plain grey or black with a simple buckle. Patterned belts or those with logos are not appropriate. Suitable belts can be purchased from the College Uniform Shop.

Sport Uniform

Years 7 to 12

- College polo shirt
- College black shorts with College Crest
- College tracksuit
- Joggers with white or black sport socks (no skate or sand shoes)
- College cap

The full sports uniform should be worn on Fridays for all students in Years 7 to 10. For cold weather the College tracksuit or College pullover should be worn, no other jumpers/shirts are acceptable.

Any Year 7-12 students who is chosen to represent the College in any sport will be required to wear the Sports Uniform both to and from the activity.

PDHPE teachers will inform students when they are required to bring their sports uniform for practical lessons. On these occasions' sports uniforms are worn only for that period.

College Bags

All students in Years 7 to 10 are required to purchase the College bag from the College Uniform Shop. College bags must always be used including Friday sport days. Bags should be free of graffiti and be kept clean and in good repair.

Students in Years 11 and 12 may use an appropriate backpack, predominately black or grey in colour.

Hair and Grooming

Students are expected to keep their hair well-groomed. Hair is to be clean and neatly cut, off the collar, of natural colour, of even grade and all extremes of style avoided. Styles are expected to be reasonably conservative and guided by common sense. Examples of unacceptable styles include what are known as "undercuts", "layers", "steps", "lines", No. 1", and "No. 2" grades, pony tails, marked contrasts of length, for example, rat's tails, Mohawk style cuts or shape, long fringes and excessive gel. This list is not exhaustive.

Ultimately the College Executive will determine if a cut is acceptable for the appropriate image that the College wishes to present to the community. Action will follow against those boys who are not complying with College rules and no correspondence will be entered into. If there is any doubt in the student's mind concerning style of cut, they should consult the College before they have their hair cut. The judgement of the Deputy Principal and the Pastoral Care Coordinator is final.

Students are always expected to be clean shaven. If unshaven, the Deputy Principal or Pastoral Care Coordinator may insist that your son shaves at the College with supplied shaving equipment. Sideburns should not extend past the lobe of the ear. Spray on deodorants are not permitted at the College, but boys are encouraged to bring roll-on deodorants to their sports and PDHPE classes.

Students, who choose to have tattoos, must keep them covered while in College uniform.

Jewellery

The College rule is that no jewellery is to be worn other than a watch. Rings, bracelets, necklaces (other than a discrete Catholic image such as a small crucifix) are not allowed. Studs in piercings are not acceptable, nor are placing band-aids over piercings.



Junior Summer Uniform



Senior Summer Uniform



College Pullover



College Sports Uniform



Junior Winter Uniform



Senior Winter Uniform



College Tracksuit



College Bag and Hat

 	 	 
<p>The above shoes are NOT acceptable under OH&S regulations for a variety of reasons as they do not support the arch of the foot. Skate style shoes are not permitted.</p>		<p>Shoes like the above are acceptable. These shoes meet OH&S regulations. They are lace up, able to be polished and provide good arch support. No zipper shoes are permitted.</p>
 	 	 
<p>The above shoes are NOT acceptable. Soft canvas and shoes without laces are not acceptable. Sport shoes must have arch support and be suitable for vigorous physical activity.</p>		<p>The above shoes are acceptable. They have arch support and meet the OH&S regulations.</p>

Further Information including College Policies

Further information regarding St Edward's College including the Pastoral Care Policy can be found by visiting our website www.stedwards.nsw.edu.au

The College can be contacted by calling Reception on 4321 6400 or email info@stedwards.nsw.edu.au

