ST MARY'S
CATHOLIC COLLEGE
GATESHEAD

ENROLMENT HANDBOOK



A Year 7-12 Catholic College committed to providing Catholic Education in the finest traditions of the College's founding order, the Sisters of St Joseph.

Ready to Serve

We are Safe – We are Respectful – We are Learners

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Our Josephite History and College Motto

"READY TO SERVE"

St Mary's High School was opened in January 1964 in response to the longings of parishioners who wanted a high school for their daughters to attend. The cooperation of the Sisters of St Joseph who owned the land on which the school was built, enabled their wishes to be realised.

In the early 1980s, the school transitioned into a year 7 to 10 co-educational community enrolling students from the schools in the East Lake Macquarie region. In 2015, following a review into the provision of Catholic Secondary education, diocesan authorities committed to transitioning St Mary's to Years 11-12 in 2018-2019. Children from Catholic Primary Schools in the region - St Paul's Gateshead, St Joseph's Charlestown, St Pius X Windale, St Francis Xavier's Belmont, St Mary's Warners Bay and St Patrick's Swansea are zoned to enrol at St. Mary's.

In 2017 the name of the school changed to St Mary's Catholic College, Gateshead, in preparation for the school's transition to a Year 7 to 12 campus in 2018-2019. The change in name has been accompanied by a change in the school's visual identity with the school crest, colours and uniform changing. It is significant to note that the inclusion of 'Catholic' reflects both our Catholicity and Josephite heritage and the word College reflects our commitment to be a "community of learners".

The College motto is based on the text from St Luke's Gospel *"Behold I am the servant of the Lord*", (Luke 1:38) which was Mary's response to the invitation to become the mother of Jesus. Our translation of the text "Ready to Serve" is at the centre of all we do at St Mary's and all we try to give witness to in our day-to-day relationships with each other.

We honour and strive to uphold the commitment to social justice instilled in the first school community and nurtured during the school's formative years by our founding order, the Sisters of St Joseph.

Our College Feast Day is celebrated each year on March 25th – the Feast of the Annunciation. This is a special day in the annual life of the College. The Feast Day of St Mary MacKillop, the co-founder of the Josephite order of sisters with Fr Tenison Woods, is celebrated on August 8th and this is also a day of celebration honouring our Josephite heritage.

Our Mission and Vision, Mantra and Motto

OUR MISSION

"I come that you may have life and have it to the full"

Jn 10:10

Inspired by the gifts of the Spirit and built on the foundation of the Josephite Sisters, we strive to be a welcoming Catholic College community educating for the fullness of life for all, on the pillars of safety, respect, learning and service.

OUR VISION

"I am the servant of the Lord," Mary answered.

"May your word to me be fulfilled"

Lk 1:38

To be a place of learning, growth and hope centred on and nourished by the love of Jesus Christ.

OUR MANTRA

- Be Safe
- Be Respectful
- Be a learner

OUR MOTTO

"Ready to Serve"

College House System

At St Mary's Catholic College, every student and staff member belongs to a House. The House system is an important part of College life, fostering a sense of belonging, connection, leadership, and community.

Each House is guided by a member of the College Leadership Team, who serves as the House Patron. House Patrons support students and encourage the values and spirit of their House throughout the year.

Student leadership is an important feature of the House system. Each House is represented by:

- A **House Leader** from Year 12, who provides leadership and acts as a role model for younger students.
- Two **Vice House Leaders** from Year 11, who support the House Leader and assist in organising House activities and events.

Students are placed in Homeroom groups according to their House allocation. This allows students from different year groups to build relationships, strengthen House identity, and develop a sense of belonging within the wider College community.

Throughout the year, Houses participate in a range of activities, including faith formation experiences, liturgical celebrations, sporting carnivals, service initiatives, cultural events, and College competitions. These opportunities encourage students to live out the values of their House while developing leadership, teamwork, and school spirit.

The House system reflects our Catholic tradition by promoting community, service, participation, and a commitment to the common good. Through active involvement in their House, students are encouraged to contribute positively to College life and to grow as people of faith, compassion, and leadership.

			
Joseph	Elizabeth	Tenison	MacKillop
Gospel: **Matthew 1:18–25** Joseph's loyalty to the angel's message to serve.	Gospel: **Luke 1:41–45** Elizabeth rejoices and affirms Mary's faith. John leaps with Joy.	Gospel: **Mark 16:15** "Go into all the world and proclaim the Good News to all creation."	Gospel: **Matthew 25:40** "Whatever you did for one of the least of the least of these…you did for me."
Virtue: **Strength**	Virtue: **Joy**	Virtue: **Stewardship**	Virtue: **Perseverance**
Value: **Loyalty**	Value: **Compassion**	Value: **Hope**	Value: **Courage**
Understanding: Joseph trusted God's plan even in uncertainty. He models faithfulness, humility and quiet strength.	Understanding: Elizabeth welcomes Mary with love and faith. Her openness to God's work shows the value of nurturing relationships and community with joy.	Understanding: A scientist, priest, and educator, Julian was a visionary who saw God in nature and education. His courage in mission complements Mary MacKillop.	Understanding: Mary MacKillop faced many trials, including excommunication, yet never gave up on her mission. She trusted in God's providence with steadfast hope.
St Joseph: A man of justice and protector of the weak. He cared for Mary during her pregnancy and at the birth of Jesus. He listened to God in his heart and did what God wanted him to do. During the reign of cruel King Herod, he escaped by night with Mary and Jesus. He did	St Elizabeth: Mother of John the Baptist. She shows us that nothing is impossible with God. St Elizabeth was a woman of deep faith, wisdom and quiet strength. Though she longed for a child for many years and carried the sadness of waiting, she never lost hope in God's promise. In her older	Father Julian Tenison Woods. He said *Have courage that rises with difficulties.* Father Julian, born in London, is a great priest-scientist of Australia. He laboured as bush priest, natural scientist, founder of the Sisters of St Joseph and the Catholic Education system, missionary, educator and	St Mary MacKillop She said *Be kind to one another, bear with one another... God loves best those who help the weak.* St Mary was born in Melbourne. Though her home life was unhappy, she grew up loving God and with a strong loving spirit. Her mother was

not pay back violence with violence but was compassionate and creatively courageous. Jesus grew up under Joseph's guidance; in Joseph's fathering he saw the tender love of God.	age, God blessed her with a son, John the Baptist, who would prepare the way for Jesus.	public speaker. His mission places included Newcastle and the Hunter Valley.	the strength of the family. Her father was not a responsible provider.
St Joseph is the patron saint of families, travellers, immigrants and craftsmen. He is a model for the young, a carer for the poor and for Earth, our common home. We will follow him and act with strength and loyalty to be courageous and work for peace.	Elizabeth is remembered for her humility and her ability to listen to God in the ordinary moments of life. When Mary visited her, Elizabeth recognised the presence of God within her and rejoiced with generosity of heart. In her, we see a woman who trusted God through uncertainty and who celebrated others with sincerity and grace. Like Elizabeth, we will be people of joy and welcome. We will listen deeply with compassion, encourage one another, rejoice in others' gifts, and trust that God is at work in every season of our lives.	He loved God and cared for all, especially those in need, and was greatly loved. He was known for his gentle spirit and confidence in God. He was hard working and at home with people of all different backgrounds. He bore many burdens, including illness, with a cheerful spirit. He died in Sydney aged 56 in 1889. Like Father Julian we will be hopeful, adaptable and caring stewards towards all life.	With Fr Julian in Penola then Adelaide she co-founded the Sisters of St Joseph. She was outstanding in kindness to the Sisters, the children and all she met. As the order spread, she travelled long distances to the Sisters in Australia and New Zealand. She always encouraged them to work together, help each other and be kind to all. She was strong in the trials that came to her. She died in Sydney aged 67 in 1909. Like Mary we will preserver with courage to care for people, be compassionate, show respect for all and foster community.
House Colour: **Red**	**Yellow**	**Green**	**Blue**
Floral Emblem: **Redgum** **(**rooted in country – reaches out)	**Wattle** – yellow Vibrant – new season – joy	**Eucalyptus** **(**shelter - essential presence)	**Banksia** (survivor)
Animal/Totem: **Emu/Bayiibayii** (shared parent role)	**Kookaburra/Wirikada**	**Sea-eagle/Birabaan** (tells the message of the creator – vision)	**Black Swan/Kanbal** (Do not leave anyone on own)

Title:

"The Journey of the Four Guardians" (One Unified Story)

Beginning

In the time of the Dreaming, when the land was new, the Creator Spirit sent four guardians to the people: Bayiibayii the Emu, Wirikada the Kookaburra, Birabaan the Sea-Eagle and Kanbal the Black Swan.

Each carried a flame from the Creator's fire — a light of Strength, Joy, Stewardship, and Perseverance.

The First Flame — Bayiibayii's Strength (St Joseph) When storms came, Bayiibayii stood tall beside the Eucalyptus tree, sheltering the young ones beneath its arms. His loyalty to his purpose brought calm and safety. "Trust in what is placed in your care," whispered the wind. This was the flame of Loyalty and Strength, like Joseph's quiet faith.	**The Second Flame — Wirikada's Joy (St Elizabeth)** At dawn, Wirikada the Kookaburra's laughter filled the land, waking all of life itself. Her song turned sorrow into joy, just as Elizabeth's joy blessed Mary. "When you share joy, you can heal others," sang the Kookaburra. This was the flame of Compassion and Joy, golden as the Wattle bloom.	**The Third Flame — Birabaan's Stewardship (Fr Julian Woods)** High above, Birabaan soared over the sea and trees, crying the Creator's message of hope: "All things live together — you must care for them as one." The Redgum roots drank deeply of the earth, and life flourished. This was the flame of Hope and Stewardship, like Julian's love of all creation.	**The Fourth Flame — Kanbal's Perseverance (St Mary MacKillop)** When fire scarred the land, Kanbal the Black Swan searched the ashes until she found a Banksia pushing up again to life. Her courage kept life alive. "Do not leave anyone behind," she said. "Stand together." This was the flame of Courage and Perseverance, like Mary's steadfast faith.

Ending

When the four guardians met at the meeting place by the lake, their flames joined in one great light.

From that light came four colours — red, yellow, green and blue — shining like the houses of St Mary's College today.

Together they remind us:

- Be strong and loyal like Joseph and Bayiibayii.
- Be joyful and compassionate like Elizabeth and Wirikada.
- Be hopeful caretakers like Julian and Birabaan.
- Be courageous and persevering like Mary and Kanbal.

And as the elders say, "The story continues each time the young ones walk in the light of the four fires."

Awabakal word linked to value/virtue: **Ngarrama —** to listen deeply.	**Winta-winta** — laughter / joy	**Ngarrakul** — earth / land / Country	**Yirran** — to stand / to rise

Pastoral Care and Anti-Bullying

The College aims to provide a safe, secure and supportive environment for all students; an environment where the dignity, worth and wholeness of each child is reverenced, safe-guarded and promoted. It is underpinned by adherence to the principles of Restorative Justice, Procedural Fairness and Positive Behaviour Support. Students are challenged to engage in disciplined behaviour, and this is supported and reinforced by clear behavioural expectations.

Parents in Partnership

Parents are the first educators of their children. At St Mary's we acknowledge and celebrate this! Your children bring to our college community the wonder of their unique gifts and talents, hopes and dreams, questions and longings. Parents/carers, more than anyone else in the lives of their children, know these wonders!

Without the continued involvement of their parents in the challenging years of early adolescence, the child is severely hindered! We encourage and embrace all opportunities for parental contact and involvement.

Family and Community Engagement (FACE)

The Family and Community Engagement (FACE) Forum is the diocesan model for parent engagement, introduced across all Catholic schools in 2025 and designed to foster meaningful partnerships between families, schools and parishes. At St Mary's, FACE Forums are held once per term and provide opportunities for parents and carers to hear updates from College leadership, our Strategic Improvement Plan, parish initiatives, educational guest speakers and our parent Federation Delegates. Unlike a traditional P&F, FACE has no subcommittees or financial responsibilities, and all families are warmly encouraged to attend and contribute.

Retreat Program, Formation Days and Leadership Training

The College provides opportunities for the children to develop their inner lives through involvement in camps, Formation days, the Senior Year 12 retreat and Leadership Training in preparation for leadership. The programs provide for the spiritual and character formation of our students as well as building their confidence and competence as leaders. Students can apply for leadership positions from Year 7 through to Year 12 as part of the College's commitment to student voice, leadership and service. Details of leadership opportunities and pathways are outlined in the Student Leadership Handbook available on the College website.

Parent Information Evenings and Parent-Student-Teacher Conferences

We invite parents to attend information evenings and Parent-Student-Teacher conferences held for particular purposes for each year group. These events are designed to support parents in encouraging their children's educational development.

Commitment to "Earth Stewardship"

During 2004 we began planning for the improvement of our College environment. Parents, staff and students continue to work together on this long-term project with a view to creating and maintaining a place of peace, calm and reflection. We continue to offer a Stage 5 course, "Environmental Sustainability" to our students – a curriculum uniquely designed for our context.

Landcare, Vegetable Garden, Bush Garden and Greenhouse

Students are gifted with wonderful opportunities to care for the earth. The College is a registered Landcare site and enjoys a strong partnership with Lake Macquarie City Council in supporting environmental sustainability initiatives. Our Landcare group has planted thousands of native plants throughout the College grounds and continues to play an active role in the regeneration of the creek and bushland areas that run through and surround the College. The College also supports and participates in Landcare projects beyond the school, fostering a lifelong commitment to stewardship and care for creation.



Environmental initiatives incorporating a vegetable garden, worm farm, frog garden, greenhouse, Landcare and Waterwatch activities have significantly enhanced the College's physical environment and demonstrated our steadfast commitment to "Earth Stewardship". The College's Landcare work has been recognised by Lake Macquarie City Council with the college consistently winning the High School section of their Annual Landcare Awards.

Child Protection and Volunteering at St Mary's

Volunteers play a vital role in the life of St Mary's Catholic College, generously contributing their time and talents to support our canteen, events, excursions and many other aspects of College life. As a community that values partnership and service, we are deeply grateful for the support of our volunteers. To ensure the highest standards of child safety and professional practice, all volunteers are required to complete the Diocesan Volunteer Induction process prior to undertaking volunteer activities at the College. If you would like to volunteer, please complete the application using the link below.

https://www.mn.catholic.org.au/people/volunteer/

Once the application is completed, both the volunteer and the College will be notified when the process has been verified so the volunteer may commence at St Mary's.

Liturgical and Spiritual Life

Each time the College community gathers in assemblies, we acknowledge the traditional owners of the land – the Awabakal People – and we pray together. At St Mary's, we commit ourselves to the development of our inner life.

"We are not threatened by silence. We are completely at home in it. We do not try to hurry things up. We let them follow their natural course – like the seasons."

We gather to celebrate the change in the Seasons of the Church Year, we begin each year with a Liturgy of the Word, and the College celebrates a farewell liturgy.

Creative Arts

The Creative Arts are a vibrant part of life at St Mary's, providing students with numerous opportunities to develop and showcase their talents. Through choirs, bands, ensembles, drama productions, musical and showcase evenings, DioSounds, Aspire, our annual Art Exhibition and Battle of the Bands, students are encouraged to express their creativity, build confidence and celebrate their gifts with the wider community.

Leadership

Students are encouraged to serve others through a range of leadership and service opportunities, including Peer Support Leadership in Year 10, Breakfast Club, Junior Vinnies, the Student Pastoral Council, and elected Student and College Leadership positions. These experiences foster service, responsibility and student voice, reflecting our commitment to developing young people who are Ready to Serve.

Our four houses – Elizabeth, Joseph, MacKillop and Tenison each have four House Leaders (Year 12) and 8 House Vice-Leaders (Year 11) who assist in developing a sense of community and participation through their efforts at community events, carnivals and other events during the year.

Student Pastoral Council

The Student Pastoral Council provides a model of Leadership that reflects and is inspired by our college motto "Ready to Serve". The Council comprises 6 representatives from each year group and the College's 4 elected Student Leaders. Council members respond to a call of service and are provided with opportunities for service within and beyond our College community. The functioning of the Council reinforces the Gospel message that human experience is totally liberated through compassion.

Science & Engineering Challenge

The College has an amazing record of success in the National Science & Engineering Challenge. Involvement in the challenge brings rich rewards for students in terms of the development of vital vocational skills and human qualities.

Breakfast Club

The College's "Ready to Serve" Breakfast Club is run by staff and students who provide a breakfast 'free of charge' four days per week to students requiring it.

"Junior Vinnies"

The College has a junior chapter of St Vincent de Paul. Membership is open to all students who engage in acts of service in support of the needy in our world. Participation in "Junior Vinnies" is a wonderful way of living out the college motto: "Ready to Serve".

Fresh Fruit

Fresh fruit is available for students, free of charge, from the Canteen and Breakfast Club, on most days. This initiative is supported by a member of the local chapter of St Vincent de Paul.

Compass

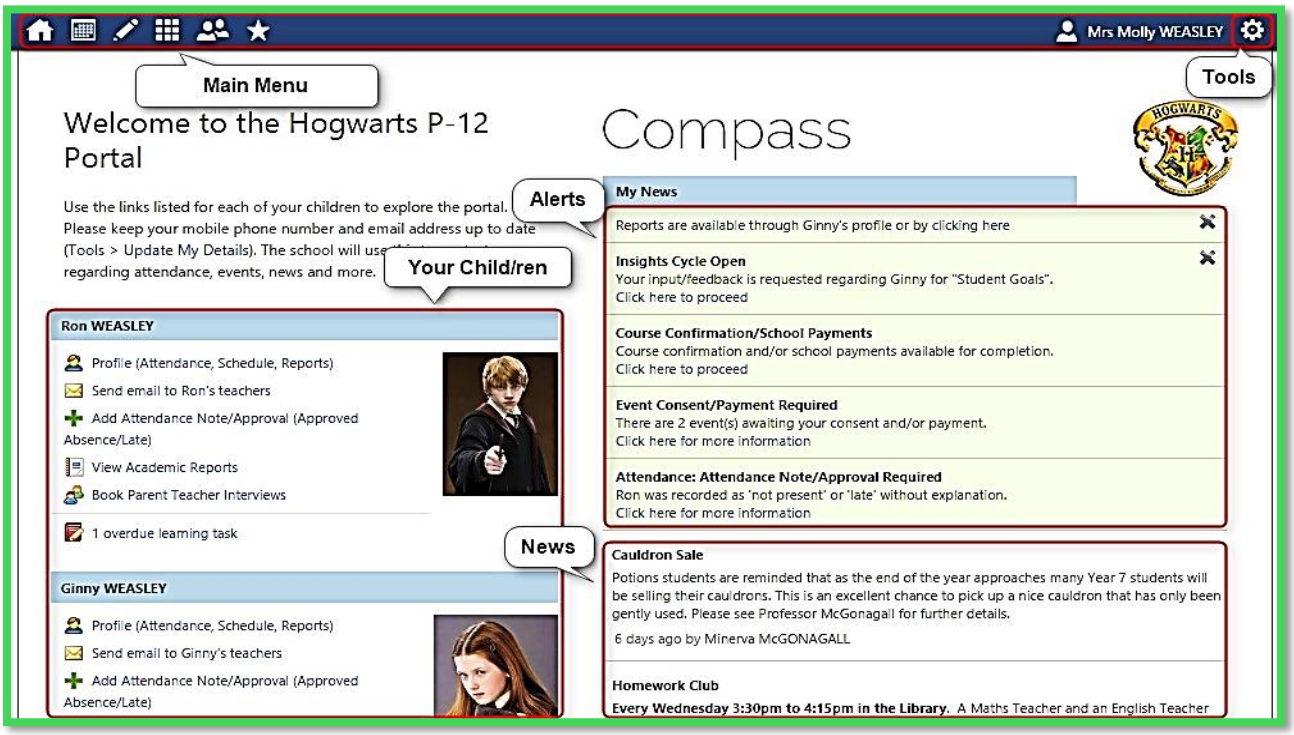
St Mary's Catholic College Gateshead utilises a student information system called Compass. Compass is a comprehensive database enabling the College to effectively manage all information relating to our students. This forms part of a broader implementation of a student information system for the Diocese of Maitland-Newcastle. This solution offers a secure, yet easy connection, to essential information needed by families in relation to their children.

Compass offers features such as the ability to explain student absences, view school alerts, newsletters and student reports. Once the child commences St Mary's Catholic College, every family receives a separate secure login to Compass, which will be provided by the College.

Upon first login, parents/carers will be required to change password details and confirm their email address and mobile phone number. These details may be used by the school for SMS, password recovery and email communication throughout the year.

Homepage

The home screen provides you with relevant alerts and news, as well as quick access to your child's profile.



Further information and assistance regarding Compass can be found in the Compass User Guide from the link below:

http://www.gatesheadsm.catholic.edu.au/files/Compass%20Parent%20Handbook.pdf

This information can also be found on St Mary's website.

Uniform

Enforcing Uniform Requirements

St Mary's is very proud of its school uniform. There is meaning behind the change between the Junior and Senior Uniforms, the colours and the representations of student badges and college emblems.

It is a requirement of attendance at the College that students wear the full school uniform and wear it correctly, **at all times**. When a student is not in uniform, she/he is expected to have a note of explanation. The note must be shown to their roll-call teacher. It must be signed by the parent/guardian, dated and indicate why and for how long the student will be out of uniform.

If a student does not have a note of explanation, then she/he may be issued with a community service note and a "Uniform Infringement" entry will be recorded on Compass. We ask for parent support to ensure that the situation is rectified promptly. In situations of financial hardship and where a prompt response is difficult, appropriate support will be provided once the school is made aware of the situation.

There must be no 'mixing and matching' of uniform items, especially when transitioning to and from winter season. We appreciate your total support for the efforts of the staff in gaining students complete compliance with uniform requirements.

UNIFORM REQUIREMENTS

Information can be located on Compass regarding Uniform requirements. This information can also be found on the College website –

https://www.gatesheadsm.catholic.edu.au/media/4apgv2hp/uniform-policy-02-04-2026.pdf

The Uniform shop trading hours are:

Tuesday from 8.30am to 10.30am

Wednesday 8.30 to 10.30am (Terms 1 & 4 only)

Thursday from 12.45pm to 3.30pm

If you have any uniform purchase queries, please contact Kylie, Uniform Shop Manager on 0435 954 372.

If you have any questions in relation to the wearing of the Uniform, please contact the College.

St Mary's Catholic College
Uniform Fitting Information

ST MARY'S CATHOLIC COLLEGE GATESHEAD

Welcome to St Mary's Catholic College. We look forward to meeting you for your uniform fitting.

All new students are required to book a fitting appointment during Term 4. **We would encourage you to schedule your appointment as soon as possible to avoid disappointment.** Appointments will be available to book online from September.

Online Shopping is available 24/7 through our website. Determine your size before ordering by using the size charts and size videos available on our website. Orders are available for collection or home delivery despatch during the Uniform Shop's opening hours.



Register

Visit www.alintaapparel.com.au
Select 'Uniform Shop' and register or sign in.



Book your Fitting

To book your fitting appointment, sign into your account and select 'Appointment' or contact the Uniform Shop during opening hours.
To cancel or reschedule your appointment, sign into your account and go to 'My Account' then 'Appointments Calendar'.



Regular and Extended Trading Hours

Sign in to your account and select 'Home'.
The Uniform Shop will be open extended hours for uniform fittings during Term 4 and January.



Location

Uniform fittings take place in the Uniform Shop located on the School Campus.



Flexible Payments & Policies

Cash, Credit Card and Layby (available with a 20% deposit).
For policy on returns and exchanges, sign into your account and select 'Home'.



Custom Sizing Available

Any student that may require custom sizing is required to be fitted and an order placed by October. Please call the shop phone number to arrange an appointment.



0435 954 372



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ALINTA

Everyday College Procedures

Please ensure that you and your child are aware of the following to ensure a smooth transition into St Mary's:

Student ID Card

College photo day usually occurs shortly after the start of Term One. Each student will have their photo taken regardless of whether they will be purchasing photos or not. This photo will then be used to create a Student ID Card that is used for borrowing from the Library and personal ID purposes. Students should carry their ID card with then at all times. For lost or damaged Student ID cards, students will need to pay $3.50 at the Finance Office for a replacement.

Monitoring Student Attendance

St Mary's uses the Compass Admin/Wellbeing program to monitor student attendance throughout the day. It is important that members of our community are aware of what to do if they are absent, attend College late or need to leave early.

Log-in details for parents/carers are emailed at the beginning of the new academic year or when a new student commences at the College. If you have not received your email stating your user-name and log in details and your Compass account is still inactive, please contact the College and we will arrange for another email to be sent to you. Please see the notes below for your information:

- Please take a moment to familiarise yourself with the information contained in Compass by accessing the "Parent Portal – Compass: User Guide" from the College website or from the link on page 7.
- Parents/carers will have the capability through Compass to reset their password in the event they have forgotten it or want to change it. If you have any difficulties, please contact the Front Office.
- Parents/carers have access to the Compass Parent Portal. Each user will require separate email addresses for separate Compass accounts – an email address shared between two people is regarded as a Compass security breach and will not allow access to the account.
- New users when logging on to Compass are given the opportunity to update their details. Mobile phone number updates should be done using the following format - XXXX XXX XXX.
- Reminder! PLEASE ONLY EXPLAIN WHOLE DAY ABSENCES – PLEASE DO NOT REPORT PARTIAL ABSENCES through the Compass App. Reporting partial absences may cause inconsistences with your child's attendance. Please telephone Student Services to explain partial absences.
- SMSs are sent to parents of students who are absent at 9.40am each morning. You will receive a text message if your child was not present during Home Room and/or Period 1. Please enter an Explained Absence via Compass or phone Student Services. Please do not respond by text, the Compass system does not accept them.

- If you notify the College beforehand that your child is going to arrive after 9.40am, you will still receive an SMS. The arrival time of a student will not be amended in Compass until the student has signed in via Student Services. An explained absence will then be added.

- On occasion you may be sent a text message even though your child is in attendance at school, this may be because they have arrived late and have not signed in at Student Services. Please kindly remind your child that they must report to Student Services if they arrive late to school (8.50am or later) so that their attendance is recorded, otherwise they may continue to be marked as absent. In the event you receive a communication from the school inadvertently, please call the Student Services (4944 4800) and this will be investigated.

In line with Government legislation, please ensure your child's absence is explained within 7 days of the absence date otherwise the absence is recorded as unexplained and will remain unexplained even if a note is later received.

Absent from College

Each day the college sends SMS messages to the parents/carers of students who have been recorded with an unexplained absence. All absences must be recorded within seven days; please account for each absence on the day the SMS is received by recording your child's FULL DAY absence directly through Compass. Please do not record partial absences as this may cause an inconsistency with your child's attendance.

Students Arriving Late to College

Students arriving late are required to report to Student Services upon arrival. We ask for your support in reminding your child of this procedure. A note must be provided to the college to explain your child's late arrival.

Students Leaving Early

A student requesting to leave early must be signed out in person, by their parent/carer or emergency contact, at Reception. Providing prior permission has been received, senior students who drive can leave early by signing out at Student Services.

Extenuating circumstances and permanent Early-Leaver passes will continue to be considered by writing to the Principal with your reason. We do request that Early Leaver passes are renewed on a term-by-term basis, a letter of consideration will be required each time.

Extended Leave

In 2012, the Government introduced new non-attendance requirements in all NSW schools. The following information was provided for parents at that time and is again provided as a reminder of the attendance responsibilities to be addressed by parents and students, specifically for extended leave:

If your family holiday of more than ten days is during school time you MUST complete an Application Form for Extended Leave (available from Student Services or from the School Documents file from your Compass app. If the leave is approved, the Certificate of Extended Leave is authorised by the Leader of Curriculum and communicated to you via email. You will be required to carry a signed copy during the entirety of the leave period, in the event you are asked about your child's non-attendance at school.

In the event that your leave request is denied, the leave – should the students still take it - will be recorded as 'unjustified'.

We would request, wherever possible, that you do not withdraw your children from school for family holidays.

Students who are Unwell

If a student is feeling unwell in class - please tell the teacher! The teacher will call Student Services to inform them. The student will then be directed to Sick Bay. If it is necessary for the student to go home, Student Services will ring the parent or contact person and request the student be collected from the college.

As per the Mobile Device Policy, students must not use their mobile phone to ring their parents/carers directly. We have a responsibility to ensure that students are being cared for whilst they are unwell and that our attendance rolls accurately reflect students' attendance at college. When the student is collected from Student Services they will be "scanned-out" by Administration staff and the parent/carer must sign them out authorising the early departure.

Taking prescribed medication at the college:

Parents/Carers are requested to complete a medical information form (available during enrolment process or from Student Services). This will indicate whether the student needs to take regular medication during college hours. It is not allowable for students to carry prescribed medication whilst at college other than an Epipen. **Please bring medication to Student Services for safekeeping and for Student Services staff to administer.**

Panadol

Students are not to carry their own Panadol. If a student presents to sick bay requesting Panadol, the parent/carer will be contacted for written permission for their child to receive it.

Epipens/Medical Requirements

A student requiring an Epipen should always carry one with them. Parents/carers may also leave a spare Epipen for their child at Student Services. Please note that Student Services have spare Epipens.

The College should be kept aware of changes to student medical needs.

If Students are anxious or need support:

There are some days when students need to have someone to listen to them. Sometimes things get piled up and students feel snowed under; sometimes there are sad things that happen to students, sometimes students can feel pretty lonely and need someone other than their friends to listen to them and help them work their way through things. There are many people available for students to talk with. Their **Leader of Wellbeing**, **College Counsellor, "Beyond the Gates" Social Worker,** their **Home Room Teacher**, **Learning Support Coordinator**, **Ministry Coordinator**, **Aboriginal Education Teacher**, **Careers Advisor**, **Year 11/12 Mentors**, **Administration Coordinator**, either **Assistant Principal** and **Principal** - anyone who the student feels is the right person to talk to. If a student has a worry about a particular subject, the **Leader of Learning** is there for you as well. Sometimes just finding the words to describe what is worrying a student and speaking them out is all it takes to start getting things sorted!

Qkr! App – see help-sheet on Page

This easy-to-use phone app gives you the flexibility to place orders from the Cafeteria directly from your phone at any time of day, up to two weeks in advance. It also reduces the need for your child to bring cash to school. Please remember to amend your child's year group on the Qkr! app each year to aid the timely collection of their order.

Parents are reminded, as per the College Mobile Device Usage Policy that students will not be permitted to use their mobile phones during school hours for Cafeteria orders.

Ordering Lunch

The College Cafeteria is open before roll call when recess and lunch orders can to be placed. No lollies will be sold prior to the commencement of the school day. There is always a teacher on supervision at the Cafeteria to make sure that students line up in an orderly manner. We ask students to avoid the long wait by ordering your lunch through Qkr! Remember, our cafeteria is staffed by volunteers, good manners are appreciated.

Student Handbook

All Students are issued with a digital Student Handbook at the commencement of each academic year containing orientation information, processes and procedures.

Student Book Packs and Calculators

Student Book Packs can be ordered and paid for through Stuart & Dunn. Alternatively, families can purchase their own stationery requirements from the list supplied by St Mary's. Further information to be provided at final enrolment meeting and Orientation Evening for incoming Year 7's.

Specific Scientific Calculators are to be purchased from the Finance Office at St Mary's. These are not to be purchased from stationery suppliers.

Parking In, Entering and Leaving College Grounds

Please note the following important information:

- All visitors must report to Reception on arrival.
- The vehicular entrance to the College from the Pacific Highway is one way only. All vehicles using this entry must exit the campus via Alvestor Close at the rear of the College or by driving underneath the new Administration building through the car park back onto the Pacific Highway.
- Alvestor Close is not to be used as an entry point.
- Open from 6:45am – 9:15am and from 2:50pm – 5:00pm Monday to Friday. For access outside these times please telephone the College (4944 4800). These times are subject to change.
- A "kiss and ride" section is established on the internal road between The Josephite Centre (Hall) and main buildings of the College
- The "kiss and ride" sections are not parking areas and are only to be used to drop off students.

When entering the campus, please be aware that student safety is our priority. Please observe the above procedures, reduce your speed (10km/h), and take every precaution to ensure the safety of pedestrians.

Please be aware of the pedestrian crossing on the service road between the College and the Josephite Centre and demountable classrooms.

Finally, please do not park in St Paul's Primary School car park, the right-hand side of Alvestor Close as you exit College grounds, or across our neighbours' driveways. Your support is appreciated.

Students Who Drive

Students must not park on school premises. Students should be mindful of our neighbours when parking in adjoining streets.

Opal Bus Passes

Student Travel using Opal cards
Please see information sheet on next page.

Bus Pass Use for School Excursions
Should your child attend a school excursion where an Opal card is required, they are not to use their Student Bus Travel card. They must obtain a separate Opal card for these journeys (together with the concession card if 16 or over).

Bus Pass Concession Cards for students 16 years and over
Students 16 years of age or older require a concession card in order to obtain a concession fare on public transport. If your child requires a concession card, please see Student Services.

The School Opal card

The School Opal card gives eligible students free or discounted travel between home and school using metro, train, bus, ferry and light rail services you nominate in your application.

Who can apply?

To be eligible for a School Opal card, students may need to live a minimum distance from their school:

Years K-2 (Infants)

There is no minimum distance.

Years 3-6 (Primary)

More than 1.6km straight line distance or at least 2.3km walking.

Years 7-12 (Secondary)

More than 2.0km straight line distance or at least 2.9km walking.

If you live too close to be eligible for free travel, you may still qualify for a School Term Bus Pass, which offers travel on buses between home and school at a discounted rate for the whole school term.

Who needs to apply

A new application is only required if the student has not had a School Opal card before.

If the student already has a School Opal card and is changing schools, campuses or home address, you will need to update their Opal card for the new school year before mid-December at **apps.transport.nsw.gov.au/ssts**

How to apply

Applications for next year open at the start of Term 4 this year.

Step 1

Once the new school has confirmed your child's enrolment, complete the application at **apps.transport.nsw.gov.au/ssts**

Step 2

The school endorses your application.

Step 3

Once Transport for NSW has approved the application, a School Opal card will be sent to the address provided on the application.

A parent or guardian must apply for students 15 years and under. Students 16 years and over can apply for themselves.



Better together

The School Opal card is only for travel to and from school. So it's a good idea to get a Child/Youth Opal card for travel after hours, on weekends or during school holidays.

Child/Youth Opal card benefits

- Concession fares across the Opal network
- Half-price travel after eight paid journeys each week*
- $1 transfer discount for every transfer between modes (metro/train, ferry, bus or light rail) as part of one journey within 60 minutes from the last tap off†
- Set auto top up and link it to your credit or debit card so there's always enough value on the card to travel.

Find out more at **transportnsw.info/opal** or pick one up from an Opal retailer. To find a retailer in your area visit **transportnsw.info/opal-retailers**

Secondary students aged 16 and over can travel with a Child/Youth Opal card when carrying a NSW/ACT Senior Secondary Student Concession Card, available from school offices.

* Excluding Sydney Airport station access fee.

† The Opal Transfer Discount doesn't apply when transferring between light rail and Sydney Ferries.

Privacy

For information on how we handle personal information please refer to the Opal Privacy Policy at **transportnsw.info/tickets-opal/opal/opal-privacy-policy** and the School Pass Terms **apps.transport.nsw.gov.au/ssts/#/termsAndConditions**

NSW GOVERNMENT | Transport

Bus Routes

Families are requested to check the Newcastle Transport Website to reacquaint yourselves with relevant bus routes:

Bus Route Instructions

- In Chrome (not Internet Explorer), type in "Newcastle Buses plan your trip" (if you scroll down this page and type in the school name, it downloads a map and a PDF bus stop list – only limited stops are displayed)

OR:

- Under the Plan your trip tab click on Trip Planner
- Type in pick up point – ie St Mary's Catholic College, Gateshead
- Destination – eg. Swansea (or vice versa depending on AM or PM)
- Click on Leaving now and type in the approximate leaving time eg. 15:00
- Click on Refine
- Click on School Bus
- Click on Fewest Changes
- You should now have a list of school bus numbers (make note of these numbers as when you leave this page you can't get back to it without following the previous 6 steps)
- Under the Plan tab - Click on Routes and Timetables
- Type in the bus number – here you can print out pdf timetables

Finally, please ensure that your child has a Student Opal card and they are reminded to Tap On and Tap Off. The data collated from the use of Opal Cards is the primary determiner in having additional services put on our network.

St Mary's Catholic College BYOD Program

St Mary's Catholic College is a BYOD (Bring Your Own Device) school, where all students are expected to have a laptop with them each day. This device should be charged and fully functional to support teaching and learning and help the College provide the best learning outcomes for every student. Technology is integrated into learning across the College, and access to a suitable device enables students to participate fully in classroom activities and online learning.

Further information about BYOD, including minimum device specifications, can be found here: https://www.mn.catholic.edu.au/learning-wellbeing/digital-innovation-learning/bring-your-own-device/

To assist families**,** St Mary's Catholic College has partnered with Next Technologies to provide an optional purchasing portal offering devices that meet school requirements. The portal includes a range of high-quality, commercial-grade devices suitable for students across all year levels.

Devices purchased through the portal include a range of benefits, such as:

- 3 years of accidental damage protection
- 3-year manufacturer's warranty
- School-ready configuration
- Durable devices designed for student use
- Repair and technical support
- Flexible payment options

School Purchasing Portal: https://mn.byod.shop/home

Please note that purchasing through this portal is entirely optional. Families are welcome to purchase a device from any retailer, provided it meets the minimum device specifications.

Managed BYOD Program

The Diocese also offers an optional **Managed BYOD** program. The benefits include:

- Easier device setup
- Fewer technical issues
- Automatic installation of apps to support learning and relevant updates
- Enhanced security and safe internet access
- Consistent experience across schools – one sign up with easy transitions from Primary to Secondary

More information about the Managed BYOD program is available here: https://www.mn.catholic.edu.au/wp-content/uploads/2026/07/BYOD_FAQ_2026.pdf

BYOD – Frequently Asked Questions

What is managed BYOD and what are the benefits?

Managed BYOD is an optional program where student devices are partially managed by the Diocese. This allows for better technical support, easier access to school resources, and improved security.

Benefits include:

- Easier device setup
- Fewer technical issues
- Automatic installation of apps to support learning and relevant updates
- Enhanced security and safe internet access
- Consistent experience across schools - one sign up with easy transitions from Primary to Secondary
- No extra cost for families

Further information, is available on the Catholic Schools BYOD website:
https://www.mn.catholic.edu.au/learning-wellbeing/digital-innovation-learning/bring-your-own-device/

How do I choose a device?

Families may purchase a device through the CSMN BYOD Purchasing Portal (recommended) or from a retailer of their choice, provided the device meets the minimum specifications.

> View minimum device requirements: https://www.mn.catholic.edu.au/learning-wellbeing/digital-innovation-learning/bring-your-own-device/diocesan-byod-minimum-specifications/
>
> Access the CSMN BYOD Purchasing Portal: https://mn.byod.shop/home

Can I use an Apple MacBook?

The recommended device is a Windows laptop. Apple Mac devices can connect to the College network and may be used for BYOD; however, they do not meet the recommended specifications and support is limited. If you already own a MacBook, it will be suitable for use in the BYOD program. Please note that MacBooks are not supported under the **Managed** BYOD program.

Who is responsible for the security/ virus protection of the device?

Students are responsible for ensuring their laptop is protected from viruses and malware. As devices may be used for personal purposes and connect to home or public networks, appropriate security measures should be maintained to help protect both the device and the College network.

Must my child have a device?

All students enrolled at St Mary's Catholic College must have a device that meets the minimum standards outlined. Chromebooks and iPads **do not** meet the minimum specifications.

Who is responsible for damages/repairs to the device?

Parents/ students will be responsible for the repair of their own device.

How and where will my child access the internet?

Students have access to filtered and monitored Wi-Fi while at school. Use of home or public Wi-Fi networks is not monitored or filtered by the College.

To safeguard your child's safety and security at home, you may like to consider:

- Adjusting your Wi-Fi settings to block access to specific websites.
- Using parental controls and content filtering.
- Use Microsoft Family Safety to monitor and manage device usage.

Students are reminded that random audits may take place, and any inappropriate downloads or site access will be detected.

Will the device be used in every lesson?

No. The amount of use will vary between faculties and staff. A significant amount of staff training has occurred in recent years in preparation for greater integration of technology in the learning process.

How will my child charge their device?

Students must ensure their device is fully charged before arriving at school each day. Charging facilities are not provided, and devices should have sufficient battery life to last the school day.

Is there somewhere where my child can safely leave their device?

No. Students are responsible for their device at all times and must not leave it unattended in classrooms during breaks or overnight.

Will my child's files be backed up on the college network?

Students are responsible for backing up their own files. The College is not responsible for data loss due to device faults, resets, or re-imaging. Students are encouraged to save their work to OneDrive using their student Microsoft account.

Can the college request to view a child's hard drive or external memory device?

Audits of student's devices can be requested at any time. The student will be notified and be present during the inspection. Internet access will be strictly monitored, and sanctions applied for inappropriate use.

Curriculum Overview

Stage 4 (Years 7–8)

Stage 4 provides students with a broad and balanced curriculum that establishes the knowledge, skills and dispositions required for success throughout secondary schooling. In accordance with NESA requirements, students undertake approximately 2,400 indicative hours of study across Years 7 and 8.

At St Mary's, all students study the mandatory courses of:

- Religious Studies
- English
- Mathematics
- Science
- Human Society and Its Environment (History and Geography)
- Personal Development, Health and Physical Education (PDHPE)
- Creative Arts (Visual Arts and Music)
- Languages
- Technology (Mandatory)

The Technology Mandatory course is delivered through a rotational program, providing students with learning experiences across a range of technologies. These include:

- Materials and Production Processes
- Food and Agricultural Practices
- Engineering Technologies and Systems
- Digital and Communication Technologies

This broad curriculum enables students to discover their strengths and interests while developing the foundational knowledge and skills that prepare them for Stage 5 and future learning pathways.

Stage 5 (Years 9–10)

Stage 5 is an important period where students begin to personalise their learning while continuing to meet the requirements for the Record of School Achievement (RoSA). Students complete approximately 1,200 indicative hours of study across Years 9 & 10.

All students continue to study the mandatory courses of:

- Religious Studies
- English

- Mathematics
- Science
- Australian History
- Australian Geography
- Personal Development, Health and Physical Education (PDHPE)

In addition to these mandatory courses, students select two, three or four Additional Courses of Study that align with their interests, strengths and future aspirations. While every effort is made to offer all elective courses, the final range of courses available is subject to sufficient student demand, staffing and timetabling considerations.

St Mary's offers a broad range of RoSA credentialed elective courses, together with a number of College-developed and third-party Non-RoSA courses. These courses have been designed to provide meaningful learning experiences, maintain academic rigour and formal assessment, and broaden the educational opportunities available to our students.

The RoSA recognises a student's highest level of academic achievement prior to the completion of the Higher School Certificate and provides an important foundation for Stage 6 studies.

Stage 6 (Years 11–12)

The transition to Stage 6 marks the beginning of senior secondary education and provides students with the opportunity to pursue courses that align with their interests, abilities and post-school aspirations. Students complete a minimum of 12 units in Year 11 and 10 units in Year 12, including the mandatory 2-unit English course and Studies in Catholic Thought at St Mary's.

Each 2-unit course requires approximately 120 indicative hours of study in both the Year 11 (Preliminary) and Year 12 (HSC) courses. Extension courses require additional indicative hours as prescribed by NESA.

Stage 6 offers pathways to university, vocational education and training, apprenticeships, traineeships and employment. Students may choose from Board Developed, Board Endorsed and Vocational Education and Training (VET) courses, allowing them to tailor a program that best supports their goals.

Selecting Stage 6 courses is one of the most significant decisions students make during their secondary education. We encourage students to carefully consider their interests, strengths and future aspirations, seek advice from parents, teachers, Leaders of Learning, the Careers Adviser and the VET Coordinator, and engage fully in the subject selection process.

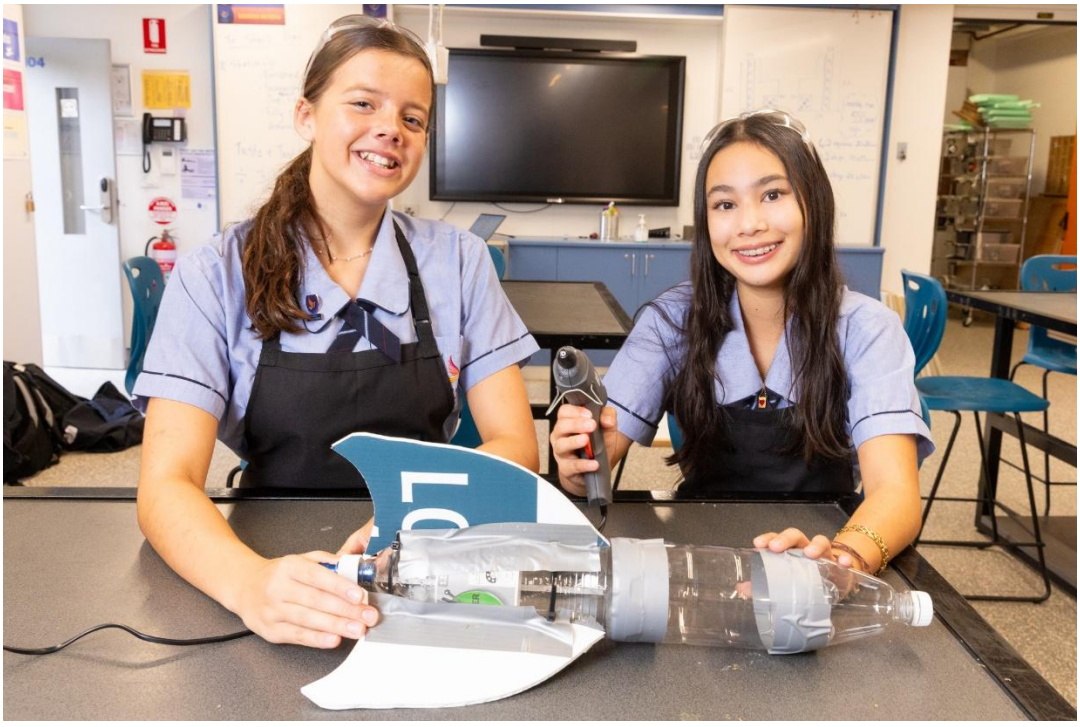
We encourage every student to embrace this exciting stage of learning with confidence and purpose, choosing courses that will challenge them, nurture their passions and provide opportunities to flourish as learners and young adults.

Overview of the Curriculum Stage 4 (Years 7 and 8)

KEY LEARNING AREA	Stage 4	
	Year 7	Year 8
Religious Studies	✓	✓
English	✓	✓
Mathematics	✓	✓
Science	✓	✓
HSIE - Australian History & Geography	✓	✓
Languages		Japanese
Creative Arts	Music	Art
TAS	Technologies • Materials and Production Processes • Food and Agricultural Practices • Engineering Technologies and Systems • Digital and Communication Technologies	
PDHPE	✓	✓

Overview of the Curriculum Stage 5 (Years 9 and 10)

<table>
<tr><th>Creative Arts</th><th>HSIE</th><th>TAS</th><th>Non-RoSA Courses</th></tr>
<tr><td>• Music
• Photographic & Digital Media
• Visual Arts</td><td>• Commerce
• Elective History
• Elective Geography</td><td rowspan="2">• Food Technology
• Textiles Technology
• Industrial Technology:
- Timber
- Building & Construction
- Multimedia Studies
• Computing Technology
• Engineering Technology</td><td rowspan="2">• Big History
• Critical Thinking
• Environmental Sustainability
• ISTEM (Integrated Skills, Technology, Engineering and Mechanics)</td></tr>
<tr><th>Languages</th><th>PDHPE</th></tr>
<tr><td>• Japanese</td><td>• Physical Activity & Sports Studies
• Child Studies
• PDHPE</td></tr>
</table>



Overview of the Curriculum Stage 6 (Years 11 and 12)

RELIGIOUS STUDIES	ENGLISH	MATHEMATICS	SCIENCE	HSIE	CREATIVE ARTS	LANGUAGES	PDHPE	TAS	VET
Studies of Religion 1U	English Advanced	Mathematics Advanced	Biology	Aboriginal Studies	Drama	Japanese Beginners	Community & Family Studies	Design & Technology	Business Services (Cert III)
								Engineering Studies	Construction (Cert II)
Studies of Religion 2U	English Standard	Mathematics Standard	Chemistry	Ancient History	Music 1	Japanese Continuers	Exploring Early Childhood	Enterprise Computing	Hospitality (Cert II)
									Skills for Work and Vocational Pathways (Cert II)
Studies in Catholic Thought 1U	English Studies	Mathematics Extension	Earth & Environmental Science	Business Studies	Music 2		Health and Movement Science	Food Technology	
Studies in Catholic Thought 2U	English Extension 1	Numeracy	Investigating Science	Economics	Photography, Video & Digital Imaging		Sport, Lifestyle & Recreation	Industrial Technology: Timber	
	English Extension 2 (Year 12 only)	Mathematics Extension 2 (Year 12 only)	Physics	Geography	Visual Arts			Industrial Technology: Graphics	
			Science Extension (Year 12 only)	Legal Studies	Dance (Diocesan Class)			Industrial Technology: Multimedia	
				Modern History				Software Engineering	
				Society & Culture				Textiles & Design	
								Marine Studies	
COMPULSORY COURSES									

Unique Student Identifier (USI) - Years 11 - 12

Australian Government

- Unique Student Identifier (USI) is a reference number made up of numbers and letters.
- Creating a USI is free.
- It creates a secure online record of your nationally recognised training that you can access anytime and anywhere, and it's yours for life.
- ALL Years 11 – 12 students are to present a USI reference number as part of the enrolment process and will be required to enter this on the Student Acknowledgement Forms online submission.
- All students applying for a university degree, must have a USI.

Steps to create your USI

1. Before you start you must have a form of identification such as:
   - Australian Passport
   - Non-Australian Passport (with Australian Visa)
   - Australian Birth Certificate
   - Australian Driver's Licence
   - Medicare Card
   - Certificate of Registration by Descent
   - Centrelink Concession Cards
   - Citizenship Certificate
   - ImmiCard
2. LOG onto www.usi.gov.au
3. Click on '**Create a Student USI'**
4. Follow the prompts to complete USI

Examination Provisions

Any student considering applying for these provisions should discuss their eligibility with Mr Stephens, Learning Support Coordinator. The closing date for applications is the last day of Term 1. Please note that SMCC does not make decisions about applications. The NSW Government Education Standards Authority (NESA) make determinations based on evidence supplied in applications.



Student/Parent Acknowledgement Agreements and Information

During the Enrolment Interview, parents/carers will be requested to sign the Student/Parent Acknowledgement of Enrolment (2026) Agreements and Information sheet to confirm their understanding, agreement and authorisation.

- Religious Education Agreement
- Statement of Understanding
- Cybersafety Agreement
- The Secondary Schools Cybersafety User Agreement is now located within Compass Insights and is distributed at a Diocesan level at the beginning of the year. More information will be forwarded once it becomes available.
- Personal Technology Device – Acceptable Use Policy
- Parent Declaration for Social Media Involvement
- Permission Slip for Off-site Activities
- Personal Protective Equipment



Religious Education Agreement – Years 7 to 12

Religious Education is the foundation of our existence as a College. Academic studies in Religion comprise a compulsory and core aspect of the curriculum. These courses are designed to engage students in a deeper understanding of the role of religion in our society.

Further to these studies, our College is also committed to the moral, spiritual and faith development of our students. This is achieved by involving students in social justice activities, Catholic liturgy and by maintaining an atmosphere of respect based on the model of Jesus Christ.

With Christ as our light and guide, we live the values of the Gospel and encourage our students to become active, engaged members of the Catholic community. Our prayer, liturgy, formation camps, retreat, and social justice programs are all essential elements of our life at the College and the development of our students.

All students are expected to engage in this study of Religious Education and participate in our liturgical programs as members of our College community.

It is mandatory for students at St Mary's Catholic College

to participate in the Year 12 Retreat

Attendance is Compulsory

Parent/Carer/Student Declaration

As indicated on the Year 7 2027 Parent Carer and Student Acknowledgement form on Compass Insights, we confirm we have read and discussed the St Mary's Religious Education Agreement.

Statement of Understanding – Years 7 to 12

Students will accept the offer of enrolment at St Mary's Catholic College and give an undertaking to abide by the following conditions.

1. I recognise and accept the aims of the College as a Catholic school and will support its religious practices and programs. I will attend and participate fully in all RE classes and College liturgies.

2. I understand that my attendance and participation at Year 12 retreat is mandatory. Only the principal can provide an exemption from this activity.

3. I will accept the rules and discipline and will abide by the directions given for the good management of the College. In particular I agree that I shall:

    - Respect the rights of all people in the College community and their property.
    - Be polite and courteous at all times.
    - Be punctual to all my commitments.
    - Wear my designated College uniform correctly at all times.
    - Be well groomed.
    - Remain on the College premises unless I have approved leave.
    - Strive to behave in a manner that will be a credit to myself and the College in any activity, attending excursions, and especially when travelling to and from the College.

4. Realising that the six years of secondary education will require my best efforts, I will accept the conditions of study, which include attendance at all classes, and the work involved in such studies, as prescribed by the College and the NSW Education Standards Authority (NESA). I understand that academic commitments normally take precedence over casual employment and external sporting involvement.

5. Realising the harmful nature of vaping and tobacco products, alcohol and illegal drugs, I agree to abide by the regulations which forbid their use and / or possession:

    - On my way to and from the College
    - At the College
    - On excursions, retreats, socials or any College associated activity

6. I will use social media in a positive way.

7. I will take an active part in College activities and will try to foster a sense of community spirit in the College.

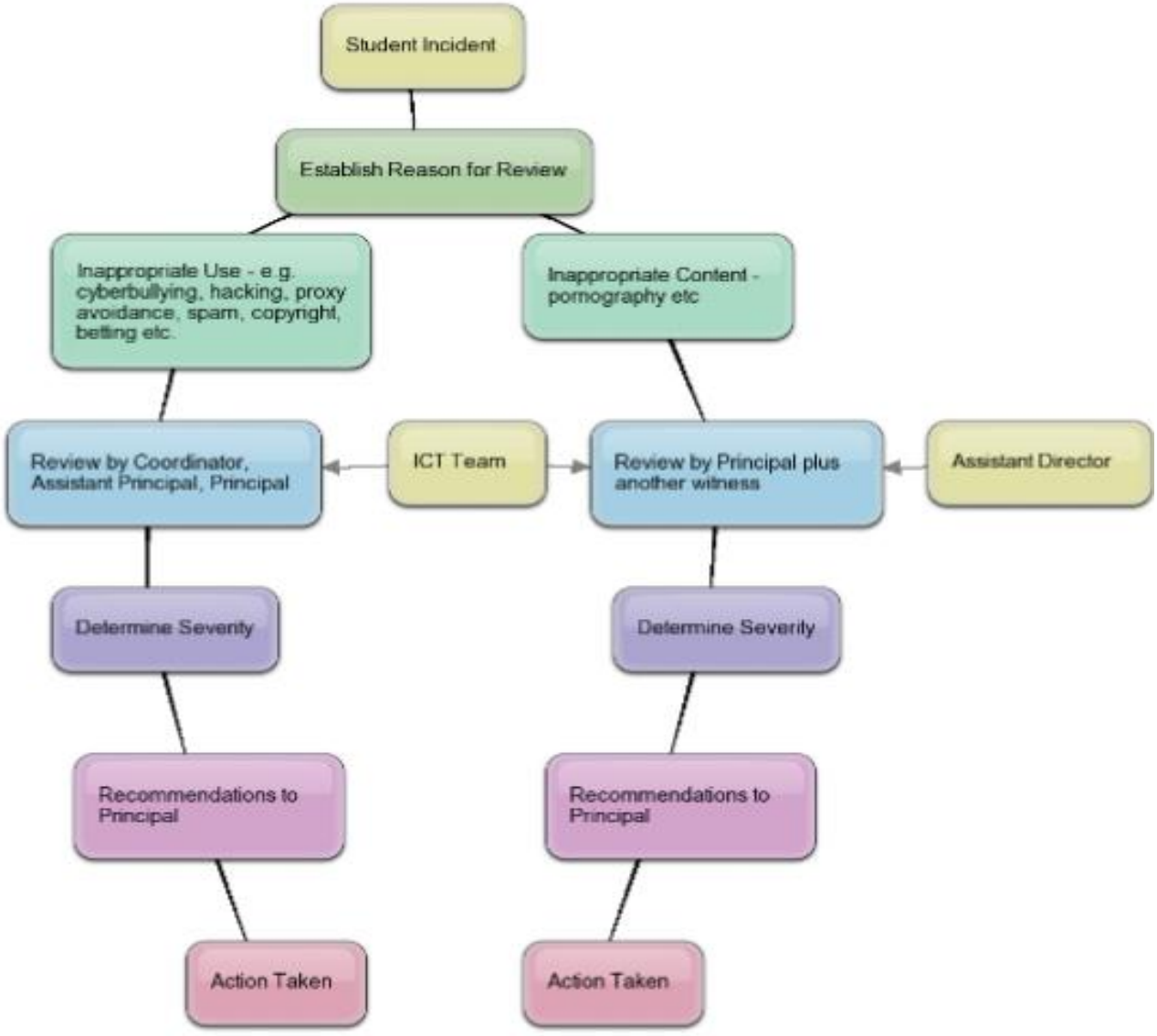
8. I will not advertise or organise any activity which contradicts the values that the College upholds, and I will not use the College's name in association with any social function without the approval of the principal.

Parent/Carer/Student Declaration

As indicated on the Year 7 2027 Parent Carer and Student Acknowledgement form on Compass Insights, we confirm we have read and discussed the St Mary's Statement of Understanding

Student Incident Report Flowchart

Workplace Internet, Email and Network usage



Personal Technology Device (PTD) – Acceptable Use Policy

APPLICABLE TO	All Students and Parents of St Mary's Catholic College
DOCUMENT OWNER	St Mary's Catholic College Leadership Team – AP Wellbeing & Engagement
APPROVAL DATE	18 December 2023
APPROVED BY	St Mary's Catholic College Leadership Team
LAST REVIEW DATE/S	January 2016
NEXT REVIEW DATE	1 December 2027
RELATED DOCUMENTS	Anti-Bullying Policy for Students Policy 2019 Suspension, Expulsion and Exclusion Procedures 2019 Complaints Resolution Diocesan Procedure 2022 Student Wellbeing and Pastoral Care Policy 2022 Students Wellbeing and Pastoral Care Framework 2022 Cyber Safety Agreement

Rationale

The St Mary's Catholic College community is guided by the mantra of learning, safety, and respect. This policy is in support of St Mary's as a safe and respectful learning community and in response to growing evidence of the negative effects of excessive mobile phone use on young people. We wish to nurture healthy social connections between all students in our care and encourage each to develop a positive and balanced relationship with evolving technology. In this policy, a Personal Technology Device (PTD) will be defined as both a mobile phone, smartwatch, and earphones/pods used for voice, video, photo or text messages as well as music, gaming, social media, and other applications.

Aim

- To optimise student learning experiences in class.
- To provide opportunities for students to experience and develop quality interpersonal relationship skills.
- To address the concerns that students are developing unhealthy habits in regard to the use of personal technology devices and related applications.
- To develop an awareness in all students that respect for others in their learning environment is paramount.
- To encourage responsible use of personal technology devices.
- To avoid classroom interruptions and behavioural issues that are caused by personal technology devices.
- To provide consistency in policy and procedure across the College that is clearly understood, agreed upon and followed by staff, students and parents.

Rights and Responsibilities

Students and parents are to adhere to the following expectations about and around the use of personal technology devices (PTD).

Students

2.1 Students have the right to own and carry PTD to the College.

2.2 Upon arrival to the College to 3.05 pm including roll call, lesson periods, meal breaks, transition between classes, assemblies, liturgies, sporting activities, study periods, and bathroom breaks; PTD are not to be used and should be switched off and securely placed in the student's bag.

2.3 Students have sole responsibility for the safe storage of PTDs brought onto College grounds.

2.4 Students are expected to check class schedules and notices via Compass on their laptops before the commencement of period 1 each day.

2.5 If a student is sick, injured, or distressed they must notify a teacher, who will take the necessary care of the student. The student will be escorted to Student Services where contact will be made with the parent or carer.

2.6 Students needing to contact parents/carers should do so via Student Services.

2.7 If a student is found accessing a PTD during the school day they will comply with staff direction to log the PTD at Student Services for the remainder of the day.

Parents / Carers

3.1 Parents/carers are asked to support the College in its attempt to provide classroom environments conducive to maximum learning opportunities.

3.2 Parents/carers are advised to contact Student Services if communication with their child is required during the school day.

3.3 If parents/carers need to collect their child/children at any time during the school day, they are asked to make contact via Student Services.

3.4 Parents/carers are asked to provide a method of payment for their children other than PTD for canteen and Café purchases.

3.5 Parents/carers are asked to support the College policy and collect PTDs from Student Services if repeated [3] confiscations occur.

Procedure

4.1 Students will place their PTD in their bags for the duration of the school day [Arrival - 3:05 pm] including SPORT and all offsite school activities.

4.2 Students observed accessing their PTD during the school day will be directed by staff to hand their device in at Student Services for the remainder of the school day. Students can sign out and collect their property at the conclusion of the school day.

4.3 A confiscation register will be kept with Student Services. Repeat confiscations [3] within an academic year will require a parent/carer to collect the device from Student Services.

4.4 Repeated [2] parent/carer collection will result in a student, parent/carer, LoWE conference.

4.5 The College accepts no responsibility for lost, stolen, or damaged personal technology devices brought onto College grounds.

Parent/Carer/Student Declaration

As indicated on the Year 7 2027 Parent Carer and Student Acknowledgement form on Compass Insights, we confirm we have read and discussed the St Mary's Personal Technology Device Acceptable Use policy.

Parent Declaration for Social Media Involvement: Years 7 to 12

Our school social media pages are available to all, providing families with the latest information regarding happenings at our school. The pages allow the school to give quick reminders of events and update any last-minute changes when a note to the whole school is not possible. The school can also share some of the achievements or highlights of school events.

It is important to note that this will not replace any of the school's existing forms of communication so there is no disadvantage in not having access to online social media pages. It will just be another means of communication for anyone who is interested.

In line with the CSO's Social Media Acceptable Community Use and Content Policy parents are asked to follow these important guidelines when using the school's official social media pages.

Please read these carefully.

- The school's social media pages are designed to give up-to-date information to members of the school community. It is not a space to vent frustrations or name and shame anyone in our community. Parents wishing to make a complaint should refer to the CSO's Complaints and Grievances Resolution Policy (2013) and the accompanying support documents.
- Parents are asked not to share information, photos, videos, etc. of any individual other than themselves without clearly expressed permission prior to publication.

Parent/Carer/Student Declaration

As indicated on the Year 7 2027 Parent Carer and Student Acknowledgement form on Compass Insights, we confirm we have read and discussed the Catholic Schools Parent Declaration for Social Media Involvement.

Permission for Off Site Activities: Years 7 to 12

In order to provide our students with increased teaching and learning opportunities it is essential that permission be granted for each student to leave the College campus to conduct such activities at surrounding facilities within the local area and surrounding suburbs.

In the event that an activity is held 'off site' it would be beneficial that students receive annual permission to travel to and from venues situated within a 5km radius of the College. Such permission would allow students to make their way to and from the venue safely and respectfully. Information regarding such activities will still be made available via Compass.

Parent/Carer/Student Declaration

As indicated on the Year 7 2027 Parent Carer and Student Acknowledgement form on Compass Insights, we confirm we have agreed to grant permission for our child to attend off-site facilities.

Personal Protective Equipment - WHS Requirements in Technology Classes – Years 7 to 12

To ensure students meet Work, Health and Safety requirements in Technology lessons at St Mary's Catholic College, students are required to comply with the current Work Health and Safety guidelines. Please ensure that your child meets all the necessary requirements as explained in detail below. Once read, could you please sign and return the tear off slip to the Technology teacher. Feel free to contact Mr Clint Crispin, Leader of Learning TAS, if you need clarification.

Hair: All students are to have their hair fully contained during all practical lessons. If hair exceeds collar length or a long fringe, students do have several options:

1. Wear hair in a bun or tied back
2. Wear a hair net, bandana, or disposable cap.



Option 1



Option2



Option3



Option 4

<u>Shoes:</u> Students must have fully enclosed solid leather shoes with a leather tongue, as per the College uniform policy. If students have PDHPE that day, students have the option of changing their sport shoes into the correct footwear prior to class. Shoes are ***not*** to have air holes and are **NOT** to be swapped with another student.

If a student is unable to wear correct footwear they will be **excluded from the practical class** for the duration of the lesson and given an alternate activity which reinforces their understanding of the requirements of the WH&S Act. If a student is unable to meet the footwear requirement on three occasions, a warning letter will be sent home.



Correct footwear for use with main school uniform – **shoes must be black polishable leather**. **The leather must cover the whole upper foot for safety.** Suede shoes, boots, joggers, and sneakers are not permitted. See example photographs following of appropriate shoes:

<u>Safety Glasses:</u> Students must always wear Safety glasses in the practical workshop. Each student will be provided with a pair of safety glasses for use during lessons.



VET Hospitality

As a requirement of Work Health and Safety, students of Hospitality are required to wear a full chef's uniform with their covered, black leather school shoes for practical classes and in some cases, for Work Placement.

B & B Total Supplies have arranged a compliant uniform package for all students at St Mary's. The students will be fitted for correct sizing of the uniform and will be delivered to the college in time for commencement of practical lessons. The cost of this uniform (approx. $90) will be added onto school fees.

Allergies, Intolerances and Food Sensitivities

Parents of students who commence a Food Technology Course will be requested to provide up to date information regarding food allergies, intolerances and/or food sensitivities. Correspondence will be sent home with your child, please complete and have your child return to their teacher, when requested.

Parent/Carer/Student Declaration

As indicated on the Year 7 2027 Parent Carer and Student Acknowledgement form on Compass Insights, we confirm we have read and discussed the St Mary's WHS Requirements in Technology Lessons.

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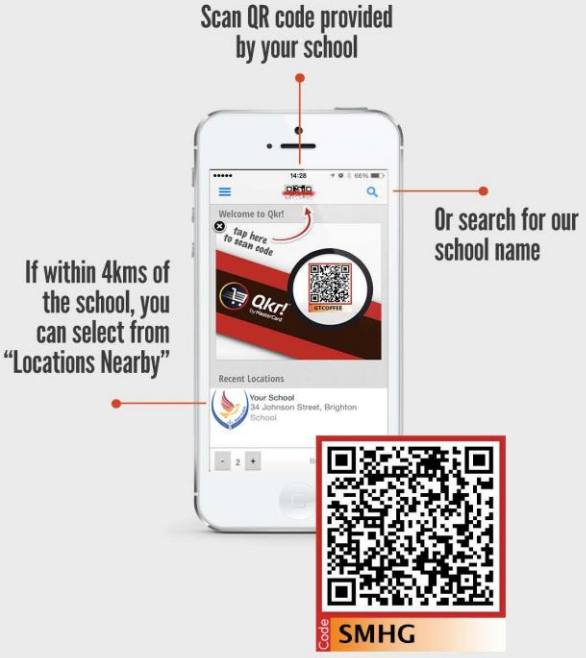
Select your Country of Residence as 'Australia' and follow the steps to register

Step 3 Find our school

Scan the QR code or search for our school name. Our school will also appear in "Locations Nearby" if you are within 4kms of the school

Step 4 Register your children

When first accessing your school menu, you will be prompted to register your child. This allows you to make school orders on their behalf.



Now you're ready to order and pay for meals and other items...

ST MARY'S
CATHOLIC COLLEGE
GATESHEAD

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