



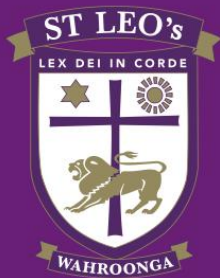
NEW STUDENT INFORMATION **HANDBOOK**

Year 7 2023

Welcome to



St Leo's CATHOLIC
COLLEGE



Lex Dei in Corde

'God's Law in the Heart'

LEX DEI IN CORDE

Mission

With Christ as our light,
forming confident, competent
Catholic valued women and men
of conscience, nourished within a
loving, inclusive and welcoming
community of grace.

Vision

To provide a passion driven
education of the whole person
that is personalised, rigorous,
innovative, dynamic and
evangelising

Values

Prayer
Scripture
Service
Community

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ST LEO'S COLLEGE PRAYER

God of love and understanding,
You are the source of strength and inspiration.

You called Pope Saint Leo the Great
to guide Your people by his word and example.

We ask You to fill our community with the
spirit of respect and dignity. Guide us in
the light of Your truth.

May we grow in purpose and learning,
And proclaim Your wisdom to the world.

Give us courage and hope to face the unknown.
May we be faithful to God's law in our hearts
And live with the peace of the Holy Spirit.

God help us to bear witness
To the mystery of the cross and resurrection
So we may be people of integrity and justice,
Walking in the footsteps of
Christ your son.

Amen



ST LEO'S ACKNOWLEDGEMENT OF COUNTRY

Acknowledgement of Country

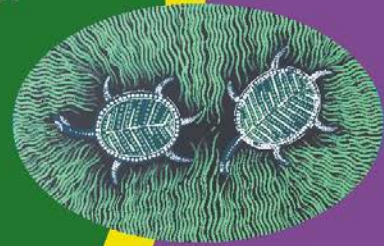
We walk together in footsteps millennia old.

St Leo's acknowledges the Darug and Guringai people, the traditional custodians of these lands here in Wahrenonga on which we learn.

We honour and respect their connection to this land as part of the oldest surviving continuous culture in the world and pay respects to their ancestors and elders past and present.

Their spirituality flows through all of creation, reminding us that the land does not belong to us: we belong to the land.

Together, may we build a future based on compassion, justice, hope, faith, and reconciliation.



Artist Acknowledgement

We acknowledge the beautiful artworks used around our College by local Darug woman **Leanne Watson**.

Leanne's artwork is inspired by her family, Darug country, the environment and life experience, and we thank her for sharing her art with us.



A MESSAGE FROM THE COLLEGE PRINCIPAL

Dear Parents/Carers,

We are thrilled to welcome your young person to St Leo's for Year 7 2023, and it is with great pleasure that we welcome you also if you are new to the St Leo's community.

Catholic Schools in the Diocese of Broken Bay have a focus on delivering an authentic, professional Catholic education, delivered with care and compassion. At St Leo's, our College mission is to empower each student to become confident, competent, Catholic-valued young women and men of conscience. The Gospel values of Faith, Joy, Witness, Compassion and Courage which are present in every aspect of school life.

We believe that parents are the first and most important educators of their children. We commit to working in partnership with you throughout your young person's journey here. We are proud of the positive relationships that exist amongst our staff, students, local parishes and the wider community, and hope your family will find St Leo's a wonderful community also.

Our goal is to make your child feel warmly welcomed into the St Leo's Catholic College community right from their first day, giving them the confidence to find their greatness and reach their full potential. We aim to provide an education that will challenge, encourage and engage students so they can achieve their own personal best - finding their passion to achieve greatness. Our dedicated College staff are experienced professionals who will deliver structured and positive learning experiences both within and beyond the classroom.

This information booklet provides important information to assist you and your young person as you begin your St Leo's journey. We hope to empower you to build a positive partnership with us to maximise your child's education and watch them 'graduate with greatness' in six short years as the Class of 2028.

Once again, we extend the warmest of welcomes and hope your family will have an engaging, purposeful and lifelong positive relationship with St Leo's Catholic College.

Yours sincerely

Tony Gleeson

College Principal

COLLEGE CONTACT DETAILS

LEADERSHIP TEAM	
College Principal	Mr Anthony (Tony) Gleeson
Assistant Principal - Student Achievement	Mrs Carolina Murdoch
Assistant Principal - Evangelisation & Catechesis	Mr Peter Grace
Director of Students	Mr Ashley Johansen
Director of Learning Improvement	Mr Daniel Lane
Director of Pastoral Care and Wellbeing	Ms Megan Tynan (Acting)
College Business Manager	Mr John Duston

OTHER KEY COLLEGE CONTACTS	
College Registrar	Mrs Joanna Gower (Acting)
Year 7 Transition Leader	Mrs Megan Tynan
Leaders of Learning Support	Mrs Tamara Bowman & Mrs Kerstin Cole
College Counsellor	Mrs Jaya Kudhail
College Bursar	Mrs Annette Stanton

COLLEGE OFFICE CONTACTS DETAILS	
College Reception (Ms Karen Bodle)	(02) 9487 3555
Reception Hours	8am - 4pm (school days) Note the College Office is closed during school holidays
E-mail	stleos@dbb.catholic.edu.au
College Website	stleos.nsw.edu.au

2023 KEY DATES

TERM 4 2022	
Friday 25 November, 9.00am-2.30pm (please note corrected time)	Year 7 2023 Orientation/High School Taster Day
Friday 16 December	Last day for guaranteed processing of Student Opal Card applications before the start of Term 1 (<i>must apply online - see Transport & Safety - Opal Cards</i>)
Wednesday 22 December	Last day for guaranteed delivery of Stationery Packs before the start of Term 1 (<i>see Student Requirements - Stationery Packs</i>)
Friday 24 December	Last day for guaranteed delivery of new Uniform orders before the start of Term 1 (<i>see Uniform - Suppliers</i>)
TERM 1 2023	
Monday 30 January, 8.30am	Year 7, 12 and new Year 8-11 students commence
Tuesday 31 January	Year 8-11 students resume
Thursday 6 April	Last day of Term 1
TERM 2 2023	
Wednesday 26 April	Classes resume for Term 2
Thursday 29 June	Last day of Term 2
TERM 3 2023	
Monday 17 July	Classes resume for Term 3*
Friday 22 September	Last day of Term 3
TERM 4 2023	
Monday 9 October	Classes resume for Term 4
Tuesday 19 December	Last day of Term 4//St Leo's Fair Day Celebrations*

* Subject to confirmation



FIRST DAY OF SCHOOL - YEAR 7 2023

Where to meet

All Year 7 students are to meet at **The Light of Christ Centre (LOCC)**, via Yardley Avenue entrance (Gate C) at **8.30am on Monday, 30 January**.

Please say goodbye to your son/daughter on the verandah of The Light of Christ Centre. Parents are then invited to stay for our traditional 'New Parents Welcome Morning Tea' with the Principal.

What to wear and bring

Students should come dressed in **full College summer uniform** and bring:

- recess, lunch and plenty of drinking water
- a folder with plastic sleeves, pencil case with a few pens and pencils. An A4 exercise book or note pad will also be needed on the day
- College cap or bucket hat and sunscreen
- iPads **will** be required on this day

What to expect

The day will start with a welcome assembly where students will be placed into Mentor Groups. They will then spend time with their Mentor Teacher and Year 10 Peer Support Leaders, and will be led through the start of our Secondary School Readiness Program including a variety of fun activities to get to know each other and the College and the start of their iPad setup (see p.7)

Over the following few weeks, and essentially the rest of the Term and year, students will be guided through everything they need to know about St Leo's and being at high school, from familiarising them with the campus and how to read timetables to our 'Jump Start' iPad and IT sessions to guide them every step of the way.

Getting Home on the First Day

Students will be dismissed at **2.30pm** on their first day. Please ensure that you have arrangements in place for your child to make their own way home, or to be collected from the Yardley Avenue entrance to the College at 2.30pm.

STUDENT REQUIREMENTS

Textbooks

Students **do not** require textbooks for the start of the school year. They will be advised of any books required as they progress through each subject.

Stationery Packs

To make the start of the school year as easy as possible for you, the College provides a starter pack of necessary stationery items for Year 7 as listed below for you to order.

Please **ORDER HERE by Wednesday 22 December 2022** to ensure delivery to the College in time for the start of school. The packs will be distributed to students during their first days.

Students will also receive a College Personal Planner (diary) at the start of the year which outlines key College Policies and Procedures. They will work through the policies and procedures as well as use of the planner as part of their transition program during the first few weeks.

Subject	Item
Religious Education	128 page A4 exercise book Yellow and green highlighters
English	128 page A4 exercise book 96 page A4 exercise book A4 plastic envelope with button closure Glue stick, scissors and 2 highlighter pens Classic colour pencils pack of 12
Technology	128 page A4 exercise book White Apron (for Food Tech) and Navy Blue Apron (for Wood Tech) Clear medium Safety Glasses
Mathematics	Calculator - Casio FX 82au Plus II (2nd edition) 192 page Grid Book
Science	128 page exercise books with printed margin Blue, red, green and black pens HB pencil, eraser, clear plastic ruler Glue stick and scissors
Human Society and Its Environments (HSIE)	128 page A4 exercise books
Personal Development, Health and Physical Education (PDHPE)	96 page A4 exercise books
Music	96 page A4 exercise books 3 x HB pencils
Visual Arts	College Branded Visual Art Diary 1 x erasers (Faber Castell brand) 2 x 2B pencils (Staedtler brand) 1 x 6B pencils (Staedtler brand) Watercolour disc

Technology Requirements

iPad Specifications and Requirements

Technology is an integral part of daily learning at St Leo's, and students are encouraged to advance their skills in a safe environment. Technology allows for a greater range of teaching styles and activities, and creates a more engaging learning environment.

Our students use **iPads in junior years** and Apple MacBooks are optional in senior years (from end of Year 10) as part of our BYODD (Bring Your Own Designated Device) program.





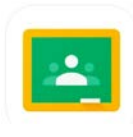























All Year 7 students are required to bring their own iPads to the following specifications:

Activity	When	Requirements/ Specifications	Responsible	Further Information
Purchase iPad	Before start of Term 1	Minimum Apple iPad requirements: <ul style="list-style-type: none"> • 8th Generation • 10.2 inch screen • 64GB (we strongly recommend 256GB) • AppleCare warranty Please note: iPad Mini models are <u>not supported</u>	Family	WiFi only capability is strongly recommended. If the iPad is cellular-enabled, the SIM card <u>must not</u> be in the device when it is in use at the College. Please note: iPad Minis do <u>not</u> meet College minimum standards as they cannot be connected to the College WiFi network.
Purchase iPad case, keyboard, screen protector and Apple Pencil	Before start of Term 1	Protective case and keyboard required Bluetooth keyboard and screen protector is required if not built-in to the case An Apple Pencil is strongly recommended	Family	Students must use a robust case with their iPad. Suggested cases: <i>Logitech Rugged Folio Keyboard Case</i> or similar
iPad set-up	Before start of Term 1	Activate the iPad by following the prompts on the device Log in with your Apple ID. We strongly recommend setting up your child's Apple ID via <i><u>Family Sharing and Apple ID for your child</u></i> Download the required Apps from the App Store (see Page 12)	Family	Please ensure that games are <u>not</u> loaded onto your son/daughter's device.

Connection to College WiFi	From Term 1, Week 1	<p>Families will receive a communication from St Leo's later in Term 4 on how to setup the connection to the St Leo's WiFi network remotely.</p> <p>There will be opportunities during Week 1 in Term 1 2023 for students to receive assistance with connecting their devices if they cannot complete this process at home.</p>	Family CSBB Digital Enablement Team Leader of eLearning	
Google Classroom setup	From Term 1, Week 1	Students will be joined to our College LMS (Learning Management System) during school time.	Leader of eLearning	Students will be introduced to Google Classroom during the eLearning 'Jump Start' program.
Apple Classroom	From Term 1, Week 1	This will provide your son/daughter with additional security as it allows teachers to monitor app usage during class time, ensuring that your son/daughter is accessing relevant/appropriate information at the right time	Leader of eLearning	
Set up Google Drive Folders	From Term 1, Week 1	Students will learn more about the use of Google Drive folders during their eLearning 'Jump Start' program	Leader of eLearning	

Required Apps to Download

The following are apps that **need to be installed on student iPads** in preparation for the start of Term 1. Please click on the link below each icon to go directly to the app in the App Store.

 Numbers	 Keynote	 Pages	 Google Drive	 Google Classroom
 Notes	 Apple Books	 Clips	 iMovie	 Quizlet
 Adobe Spark Page	 Dictionary.com	 GarageBand	 Bible Study	 Popplet Lite
 Tinkercad	 Education Perfect	 micro:bit	 GeoGebra Graphing Calculator	 GeoGebra Calculator Suite
 Desmos Scientific Calculator	 StaffWars (\$1.49)	 Meet the Orchestra (\$4.49)	 MIXOUND	 Sphero Edu
 Compass School Manager	 ScratchJr	 Find my - please ensure this is activated and functional before school starts.		

Technology - Frequently Asked Questions

Question	Response
Does the College have a preferred supplier where I can purchase my son/daughter's iPad?	<p>Yes. The College has a portal that can be used to purchase your device:</p> <p>CSBB 35 ST Leo Catholic College Wahroonga Virtunet inMart</p> <p>We do however suggest that you check with other major Apple retailers (Apple, JB HiFi, Dick Smith) to confirm the best price as you are not obligated to purchase your device from this supplier.</p>
Can my son/daughter use an existing Apple ID that is not their own?	<p>No. It is important that students have their own individual Apple ID, unique from the rest of their family. It is however recommended for Year 7 students that these IDs are set up through Family Sharing. Family Sharing allows for six people to share each other's iTunes, iBooks and App Store purchases without sharing accounts (Apple ID). It enables you as the parent to approve and pay for family expenses from your own device.</p>
Do I need to use an Apple Pencil with the iPad?	<p>The purchase of an Apple Pencil is optional but highly recommended. It allows your son/daughter to draw and write on the iPad in the same way as they would on a piece of paper and opens up new ways to use the iPad for learning.</p>
Do I really need to purchase a case for my son/daughter's iPad?	<p>Yes. The case will provide added protection from accidental damage or breakage. Please also ensure the iPad is clearly labelled with your son/daughter's name so we can easily identify devices that have been lost.</p>
Where should my son/daughter leave their iPad when they are not using it?	<p>iPads should be locked safely away in the student's allocated locker when they are not in use.</p> <p>Personal property such as iPads are not insured by the College, therefore the College does not accept any responsibility for loss of or damage to these items.</p>
Will my son/daughter be using the iPad for the majority of their lessons?	<p>Yes. The majority of learning is directed through technology. The apps noted for download will ensure that your son/daughter can successfully complete the various class and homework tasks. Students may also be required to download additional apps for use in classes such as Music or Art from time to time.</p>
Who is responsible for repairing my son/daughter's iPad?	<p>An Applecare warranty is required for your son/daughter's device. If their device is damaged, you will need to make an appointment with the Apple Store or their preferred provider to arrange for repairs or other support.</p>

<p>My son/daughter's iPad is broken and they have an assessment task due tomorrow. What should they do?</p>	<p>Students are instructed and encouraged to use Google Drive for all class and home activities as this backs up their work without the need to hit the SAVE button. By doing this, they can access their work via their Google Doc using any device.</p> <p>Students are also encouraged to have iCloud active so any app files are backed up as well. If for some reason the above processes have not been put in place, your son/daughter should contact their teacher directly to make alternate arrangements for handing in their assessment.</p>
<p>My son/daughter's iPad needs to be rebuilt/restored to factory settings. How do I reload the apps?</p>	<p>A record of apps downloaded through the App Store (paid or free) will be retained in the App Store history of purchases, even if the iPad is wiped.</p> <p>Any work saved via Google Drive or iCloud can also be restored.</p> <p>If the iPad has been reset, your son/daughter will be able to login to the App Store using the same ID you initially set up and reload all the apps.</p> <p>You can also find additional help on how to do this by accessing the App Store support site.</p> <p>Please note: Your son/daughter's iPad will also need to be re-enrolled onto the College's IT Environment. This can be done by visiting the College IT Support Office located in the Aquinas Resource Centre.</p>
<p>What measures does the College take to ensure safe use of the Internet?</p>	<p>We are committed to providing a safe online learning environment for all our students. The Diocese of Broken Bay network only allows students to access sanctioned websites. We use resources from eSafety (www.esafety.com.au) and other sources to promote digital citizenship skills and equip all students with the skills and strategies necessary to become smart, safe and responsible users of technology.</p>

Mobile Phone and Device Policy

Students will be made aware of the College's guidelines around the use of Internet and Information Technology. These include that student Personal Learning Devices (PLDs, iPads in the case of Year 7) must be **put away and out of sight during College hours except with the express permission of a staff member.**

Mobile Phones and Smart Devices

St Leo's Catholic College acknowledges that many parents or guardians would like their children to carry mobile phones/devices for communication and safety purposes. However, the College also recognises the disruption that mobile phones/devices and headphones can cause to the learning environment, including problems such as:

- online harassment;
- distraction in classes;
- cheating in examinations, assessments or assignments;
- social division and isolation;
- security/theft issues.

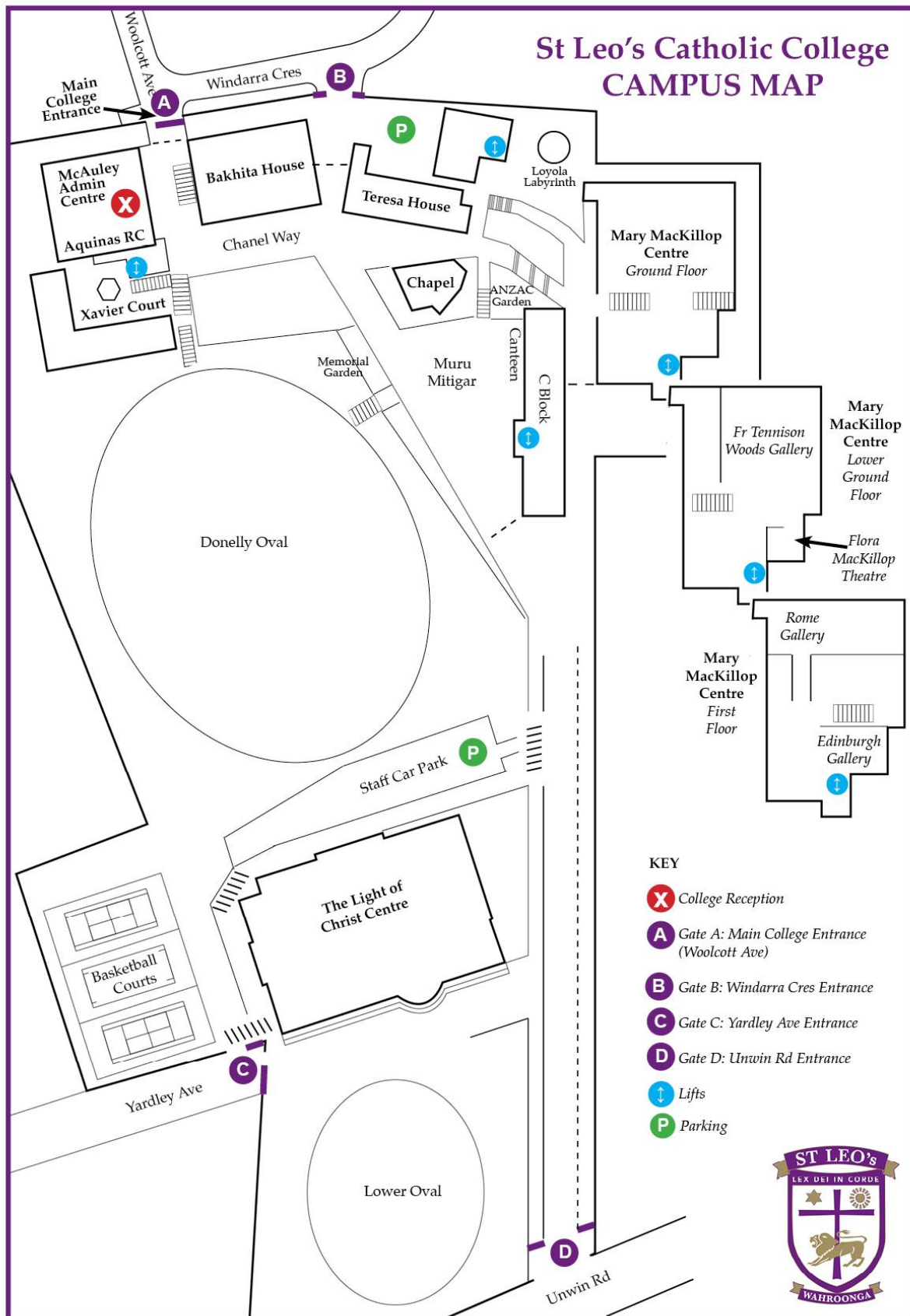
To this end, St Leo's Catholic College has now adopted the following guidelines in relation to **mobile phones and devices as well headphones:**

- Parents/guardians are encouraged to use the normal channel of communicating with their son/daughter by phoning the College on (02) 9487 3555 if they need to contact their child during College hours;
- The College does not accept any responsibility for mobile phones and/or devices that students bring to school;
- **Students' mobile phones must be turned off and out of sight during regular College hours (8:30am to 3:00pm) - this includes both recess and lunch;**
- Mobile phones and devices must be **out of sight during formal lessons**, Mentor periods, assemblies, in the Aquinas Resource Centre (ARC) or whilst on an excursion unless permission has been granted by a teacher;
- Mobile phones and devices will be confiscated until the end of the day if they are accessed during recess or lunch, during formal lessons, Mentor periods, assemblies, in the ARC or whilst on a school excursion, retreat or camp;
- All mobile devices **should not be used as a communication tool between 8:30am and 3:00pm;**
- In accordance with NSW Education Standards Authority (NESA), mobile phones and devices are not permitted to be with a student during any formal examinations or assessment tasks;
- Students are not permitted to access social media platforms from a mobile phone and/or device at any time whilst on the College premises or at a school event;
- The camera, video and/or audio recording capabilities of a mobile phone and/or device are not permitted to be used at school or at a school event without the permission of a teacher.

The full College policy regarding mobile phones and smart devices is also outlined in the Student Personal Planner and on the [College website](#).

CAMPUS LOGISTICS

St Leo's Campus Map (2022)



Lockers, Padlocks and Valuables

Students will be issued with a locker during the first few days of Term 1.

They will need to **provide their own suitably sturdy padlock**. It is suggested that students use a medium-sized **keyed padlock** (recommended 20-40mm, minimum 10mm) and give a **tagged spare key to their Year Coordinator or Mentor Teacher**. Combination locks are **not** recommended as students regularly change and forget their codes, meaning that the padlock must then be cut off and replaced by the student/parent.

It is highly recommended that students **not bring valuable items to the College**, however required items such as wallets and phones should be kept on their person. Lockers can only be accessed before school, at recess, lunchtime and after school - **not** between classes.

College bags should be stored in student lockers during classes. Students should carry their iPad etc. for the next 1-2 periods between breaks in a large pencil case or the **College Satchel** (available from our uniform supplier).

Daily Schedule and Bell Times

Students are expected to arrive at the College in good time for the commencement of the school day and will be considered late if they are not at school and in class by **8.35am**.

The College operates on a fortnightly cycle (Week A and Week B) with a 5-period day starting at **8.35am** and finishing at **3.00pm**.

Each period is one hour in length with recess being 20 mins and lunch being 40 minutes. The exception is '**Permitted Late Arrival**' on **Wednesday (once a fortnight)**, when students are permitted to arrive at **9.30am** (note supervision is provided for any students who arrive at 8.30am on these days).

A schedule of the Bell Times will be provided on your son/daughter's first day at the College.

Playground Supervision

Morning playground supervision commences at **8.15am**. Please note there is no supervision in the playground before that time, however, your son/daughter is welcome to wait in the Library from 7.30am if necessary.

The Library

The Library will be relocating to the Edinburgh Gallery located in the Mary Mackillop building for 2023 and will be open to all students every day before school from **7.30am**, during recess and lunch, as well as after school until **4pm**. Staff are always happy to provide assistance to students.

In addition to the resources on display in the library, there is also an extensive collection of online resources for student use. Your son or daughter will be shown how to access these catalogues and databases during Semester One.

STUDENT ATTENDANCE, ABSENCE AND LEAVE

Student Attendance and Reasons for Absence

It is a legal requirement that school aged children are enrolled at and regularly attend school and that their attendance is recorded by the College for each class in case of an audit.

Following an absence from school, parents/carers are legally required to provide the College with a reason for the absence **within 7 days**. This explanation can be **electronic (via our Compass Student Management Portal - see Communication) or written**, otherwise, it will be noted as an 'unexplained absence' on the student's records.

Late Arrival

If a student is late to the College for whatever reason, they should go directly to **Student Services** (near Reception) as soon as they arrive to have their attendance marked. Parents should **enter a note into the Compass Portal** or write a signed explanation note in the student's College Planner (diary) beforehand.

Leaving During College Hours

Student Illness/Injury

If a student needs to go home while at the College due to illness or injury, **the College will contact parents/carers to notify them of the situation and make arrangements** as required and agreed. **Students must NOT contact their parents directly to arrange pickup (ref. Mobile Phone and Device Policy, p.11)**. If students are unwell or must go home for any reason, they should **first speak to their classroom teacher or Year Leader**, who will direct them to **Student Services and/or the Sick Bay**, and the College will make contact with parents once we have assessed the situation.

Student Appointments

Wherever possible, **medical and other appointments should be made outside of school time**.

Justified reasons for your child to be absent include:

- illness or having an infectious disease
- an unavoidable medical appointment
- being required to attend a recognised religious holiday
- exceptional or urgent family circumstances (e.g. attending a funeral)

Where this is not possible, parents should **enter a note in our Compass Portal, or write a signed note in the student's College Planner (diary) beforehand - or ideally BOTH**.

Extended Leave

St Leo's discourages planning absences for students during school terms as they impact learning, however we understand that there may be instances where, due to circumstances beyond your control, your son/daughter needs to be absent for an extended period of time.

You must **apply for planned extended leave of two days or over** for your son/daughter. There are two types of extended leave requests:

- Exemption from Attendance (under 10 days), and
- Application for Extended Leave (over 10 days)

Leave **over 10 days needs to be approved by the Catholic Schools Broken Bay (CSBB)**, via the College, before final approval. Parents should notify the College **in writing** (email is fine) as soon as possible to allow time for approvals. Students are responsible for catching up on any work missed during their absence and should ask their classroom teachers for assistance prior to taking their leave.

TRANSPORT AND SAFETY

Opal Cards for Public Transport

Free travel via the Transport NSW Opal Card scheme is granted to eligible students between home and school only, by the most direct and cost effective route. Students are required to travel by the same route in both directions and must live more than 2.6kms in a direct line from school, or 2.9kms walking distance.

A new application will need to be submitted if you are applying for a school travel pass for the first time. All students with **existing cards starting at a new school are also required to re-apply**, as well as whenever there are other changes of circumstances. [Read more...](#)

Applications for Student Opal Cards are **OPEN NOW** and should be **completed online here, directly with Transport NSW before the end of Term 4** to ensure they are processed in time.

Please ensure the application is in the **student's name**, not auto-filled in the parent's name.

Travelling To and From the College Safely

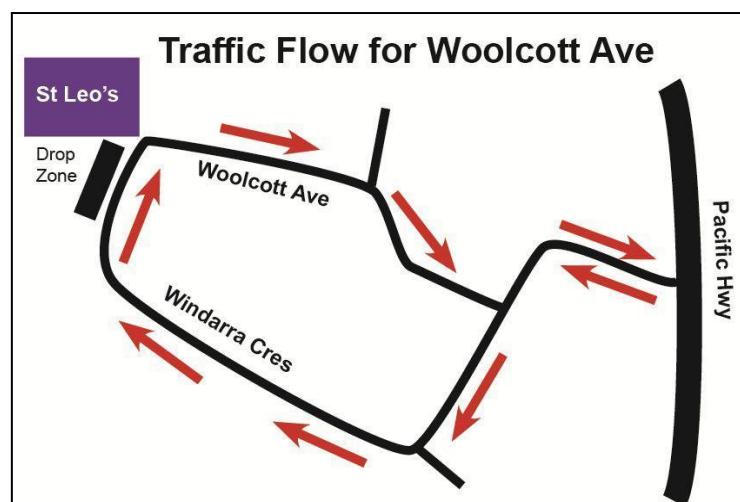
The safety of your son/daughter is our highest priority. It is essential that all students who walk to and from school follow road safety procedures, such as crossing at marked crossings and following traffic signals, particularly on the Pacific Highway. We ask that you reinforce this with your son/daughter.

A senior member of staff is posted on Pacific Highway duty (Waitara Station) and at the Yardley Avenue Bus stop at dismissal time each afternoon in addition to other staff on duty at exits and various traffic intersections in the area.

To ensure student safety, there is **no vehicle access to College driveways** before or after school. Please do not block driveways.

Woolcott Avenue/Windarra Crescent Drop off and Pick Up

If you intend dropping off/picking up your son/daughter at the Woolcott Avenue/Windarra Crescent loop entrances to the College (Gates A and B), we ask you please be patient and assist with traffic flow by **entering Windarra Crescent from the Woolcott Avenue end in a one way direction as indicated between 8- 8.45am and 2.45-3.30pm:**



When parking in the surrounding streets for College events, please ensure you are considerate of our neighbours and leave plenty of room for residents to enter and exit their driveways. Please note it is illegal to double park.

UNIFORMS

The student uniform promotes a sense of belonging to the College community. Wearing it respectfully and correctly shows pride in one's appearance and the College, and enhances our reputation in the wider community.

Students wear the **Summer College Uniform in Terms 1 and 4**, and **Winter College Uniform in Terms 2 and 3**.

Students must wear the College uniform throughout the school day, while travelling to and from the College and attending any College-sanctioned functions. They are expected to maintain a high standard of dress and grooming that shows a sense of pride in themselves and the College. If students are not in the correct uniform for some reason, they must request a **Uniform Pass** from their **Year Leader at the start of the day**. Please note **the College tie is also part of the summer uniform for boys** (not indicated in the graphic below).

Students wear their **College Sports Uniform** only on the days they have sport. Students must come to school in normal school uniform and change into their Sports Uniform on the days they have practical PDHPE classes. They **must also wear either the College Cap or new College Bucket Hat for outdoor sport lessons and are encouraged to wear it for recess and lunchtime**. *Note a College Cap will be given to students as a surprise gift at Orientation so does not need to be purchased (unless as a spare).*

Shoes must be **black, polishable leather lace-ups**. Sports shoes must be **proper sporting footwear**, not fashion shoes (e.g. Vans), however any colour is acceptable.

Please ensure all uniform items are clearly labelled before the start of the year.



Uniform Suppliers

New Uniforms

Cowan and Lewis at Turramurra are the sole provider of new College uniforms. The uniform can be ordered online and either picked up from the store or delivered to the College for no additional charge. Please contact them as soon as possible if you require an appointment as Covid restrictions are currently limiting uniform fittings.

Note that Cowan and Lewis have **requested all new Year 7 uniform orders be placed by 24 December** to ensure supply in time for the start of the school year.

Contact Details - Cowan and Lewis

Store: 1315 Pacific Highway, Turramurra

Opening hours: 9am - 5pm (Mon to Fri), 9am - midday (Sat)

Ph: 9449 9777

Email: sales@cowanlewis.com.au

Please refer to the [Uniform page](#) of the St Leo's website for further details, or go directly to the [Cowan and Lewis](#) website to complete an online uniform order.

Second Hand Uniforms

As our current College uniform is relatively new (introduced from 2020), so only a limited number of second hand uniforms are available.

[The Uniform Exchange](#) has a physical store in Pymble as well as an online store which buys and sells second hand uniforms. Buyers can search available items online by school.

St Leo's is also registered with sustainableschoolshop.com.au, an online trading platform for parents to buy and sell second hand uniforms. The site also sells second hand textbooks, musical instruments, calculators, etc. Buyers can search for items for free by school, set up a regular '[stocktake report](#)' alerts or place a 'wanted ad' after setting up a free account.



Grooming Expectations

Grooming and personal presentation is an important part of wearing the uniform with pride. Below are the College's expectations regarding grooming:

Category	Boys	Girls
Hair	<ul style="list-style-type: none"> • Hair must be well groomed and maintained at all times - clean, brushed and combed • Any colouring is to be conservative and appear natural. Patches or stripes of colour are not acceptable • Undercut styles, steps, stripes or other patterns (e.g. mullets) shaved into hair styles are not acceptable • A minimal amount of 'product' may be used to conservatively style • Number 2 is the minimum acceptable length and must be one length • If hair falls beyond the collar line, it must be neatly tied back in a singular style • Fringes must be at a length so hair does not cover the student's eyes • Hair should be appropriately cut/styled in a conservative manner 	<ul style="list-style-type: none"> • Hair must be well groomed and maintained at all times - clean, brushed and combed • Any colouring is to be conservative and appear natural. Patches or stripes of colour are not acceptable • Undercut styles, steps, stripes or other patterns (e.g. mullets) shaved into hair styles are not acceptable • A minimal amount of 'product' may be used to conservatively style • Number 2 is the minimum acceptable length and must be one length • If hair falls beyond the collar line, it must be neatly tied back in a singular style • Fringes must be at a length so hair does not cover the student's eyes • Hair should be appropriately cut/styled in a conservative manner
Jewellery	<ul style="list-style-type: none"> • Students are encouraged to wear a watch • Chains/bracelets with religious symbols or medical information may be worn under the shirt. • Any other excessive jewellery including rings and 'clears' may be confiscated • One pair of small studs/sleepers may be worn in the ear lobes 	<ul style="list-style-type: none"> • Students are encouraged to wear a watch • Chains/bracelets with religious symbols or medical information may be worn under the shirt. • Any other excessive jewellery including rings and 'clears' may be confiscated • One pair of small studs/sleepers may be worn in the ear lobes
Piercings & Tattoos	<p>Both piercings and tattoos are discouraged by the College and the following expectations apply at the College and at all College events:</p> <ul style="list-style-type: none"> • Visible jewellery or piercings including nose studs/rings are not acceptable • Tattoos must be covered at all times 	<p>Both piercings and tattoos are discouraged by the College and the following expectations apply at the College and at all College events:</p> <ul style="list-style-type: none"> • Visible jewellery or piercings including nose studs/rings are not acceptable • Tattoos must be covered at all times

Facial Hair/ Make-up	<ul style="list-style-type: none"> Students are to be clean-shaven at all times - the College will provide equipment for those students who do not meet this expectation 	<ul style="list-style-type: none"> Students should not wear eye make-up, lipstick or nail polish - tinted moisturiser is permitted Artificial nails, shellac nails and french manicures are also not permitted. Students will be asked to have the polish/artificial nails removed as soon as possible if worn to the College
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It is at the discretion of the College as to acceptable uniform and grooming standards for students. Modifications may be required on an individual basis.

COLLEGE COMMUNICATION

At St Leo's, we believe good communication is key to an effective ongoing partnership between the College and home in order to create the best possible learning environment for our students.

We have a range of communication channels in place to assist with exchanging important information between the College, students and families. These include:

Compass Parent Portal

The College uses a Student Management Portal called **COMPASS** designed to provide active links so you can easily access important information relating to your son/daughter's wellbeing and progress at any time.



This Portal is used for recording student attendance, academic results and merits/demerits, as well as for communication with students, parents/carers and staff. Parents can advise the College of absences, view student timetables and view student progress all through the portal.

New students and parents will be added to Compass by Catholic Schools Broken Bay (CSBB) **once the College year has started** and provided with further information/instructions about using the portal.

College Website

The St Leo's website (stleos.nsw.edu.au) is updated regularly and an excellent source of general information about the College.

The 'Current Students' and 'News and Events' tabs are useful reference points for parents and students with a range of information and links including Compass and other systems, wellbeing resources, policies and procedures, study and careers information and much more.



Note the password for protected pages is 'leoscommunity' (all lower case) .

Year 7 2023 Web Page

We will soon set up a specific **Year 7 2023 Information web page** on the College website under the 'Future Students' tab to keep information sent to you in one central place for reference (note the password for protected pages above).

You will find a copy of this booklet, key links and dates (uniform, stationery, Opal Card, etc) along with other information as it is made available.

Student Personal Planner (Diary)

A St Leo's Personal Planner (diary) will be given to all students at the start of the year for their use. As well as outlining student expectations, policies and procedures, it is an important organisation and communication tool.

Students are to keep the Personal Planner in a neat and tidy condition at all times, free from graffiti, stickers and 'art work'.

'The Lion Roars' Newsletter

'The Lion Roars' is our regular news bulletin emailed to all parents/carers and students during school terms - currently **fortnightly**. It outlines important information and upcoming events students and parents need to know. A copy is also available on the College website after publication. **It is an expectation by the College that parents/carers stay up to date by checking this publication regularly.**

College Facebook Page and Closed Parent Facebook Groups

Our College Facebook Page ([@stleoswahroonga](#)) is an excellent way for parents and the community to follow what is happening day-to-day at St Leo's. Please like and follow our page.

The College has also set up **Parent Facebook Groups for each Year Group** - closed hubs where parents/carers can find out and share information and respectfully hold discussions. They are set up as **private groups by invitation only**.

Please note group members must agree to basic rules when signing up: courtesy, respect, privacy (particularly not posting names and photos of other children) - and to adhere to College policies. Note these groups are **not** a forum for complaints. Any issues or concerns should always be addressed directly with the College. Promotions or spam are also not allowed. Admins reserve the right to remove any posts deemed inappropriate or remove members who post inappropriate content.

A Parent Facebook Group will be set up for Year 7 2023 (Class of 2028) later this Term. If you are on Facebook and would like to join, please complete this [Facebook Parent Group Request Form](#) to be sent an email invitation when set up.



MEDICAL CONDITIONS

The College is committed to supporting student health and wellbeing and requests that you provide the College with any relevant health information essential to supporting your son/daughter. Whilst this information is collected at enrolment, it is crucial that any change in this information is provided to the College immediately.

Medical Conditions

If your son/daughter suffers from anaphylaxis, severe asthma, diabetes, epilepsy, heart conditions or any other significant medical condition, please email the College via stleos@dbb.catholic.edu.au and the relevant form will be sent to you for completion. These plans must be completed in writing and signed by both the parent/guardian and the medical practitioner/prescribing or qualified health professional.

Medications

Staff at St Leo's Catholic College will only be able to administer medications to students when accompanied by **written instructions from a medical practitioner**. This includes all prescribed medications such as for diabetes or ADHD, and all non-prescribed medications such as Panadol and Nurofen. This policy relates to every student at the College, and is applicable when a student is on campus or at any school related activities such as excursions, camps or sporting events.

If you have any queries regarding medication, please email your son or daughter's Year Leader.

Nut Products

The College has a commitment to minimise the risks associated with severe anaphylactic reaction to nuts. While it is impossible to create a risk free environment, staff, students and parents can take important steps to minimise the potentially fatal allergic reactions. For some people, severe allergic reactions can be triggered not only by eating nut products, but also by their touch and smell.

It is essential that nuts and foodstuffs that contain traces of nuts are **not brought to school**. If a student suffers from a severe allergy, they and their family must take responsibility for their ultimate safety through education, medication and dietary habits.

PARENTS IN PARTNERSHIP

The College continually strives to work in partnership with parents for the benefit of students. As well as keeping parents/carers informed of happenings through our regular communication channels, the College holds a '*Parents in Partnership*' Meeting each Term to discuss topical issues and collect parent views. Specific Year Group and special interest information sessions are also held as necessary throughout the year, and formal feedback gathered through our annual 'Tell Them From Me' (TTFM) and occasionally other surveys.

There are occasionally opportunities for parents to support the College by volunteering their assistance with various activities and community events. These opportunities are communicated throughout the year as they arise.

THE HOUSE SYSTEM

All students are allocated to one of the following College Houses, each named after a notable Saint.

House	Colour	House	Colour
Teresa	White	MacKillop	Bronze
Bakhita	Purple	McAuley	Aqua
Aquinas	Green	Chanel	Blue
Loyola	Gold	Xavier	Red



A HOLISTIC APPROACH TO CATHOLIC EDUCATION

The St Leo's Growth Domains

The College is committed to the holistic development of your child. To do this, St Leo's aims to ensure your son or daughter's learning journey is framed by opportunities that seek to develop their capacities in a wide range of areas we call the St Leo's Growth Domains. These are the **Spiritual, Academic, Cultural, Environmental, Physical and Social/Emotional** domains.

You will see our ongoing commitment in many ways at St Leo's to providing students with as many opportunities as possible to find their passion and develop holistically.

We look forward with pride to the graduating Class of 2027 being well rounded young adults who can claim strength in each of these six Growth Domains.

St Leo's Growth Domains

Areas for developing the whole person



Spiritual Growth Domain

- Understand and respond to the Gospel call to connect faith with action through community service initiatives, liturgical involvement and social justice initiatives
- Effective communication, appreciation of Human Dignity and the Common Good, conflict resolution and moral decision making through a Catholic Worldview



Academic Growth Domain

- Investigate, create and communicate using ICT hardware, systems and data
- Ask inquiring questions, analyse information and ideas, predict possibilities and use logic and reason to reach a conclusion
- Understand and respond to all types of texts, explore ideas through discussion, and present ideas creatively and persuasively



Cultural Growth Domain

- Knowledge and appreciation of the importance of culture and human expression through the arts
- The development and extension of skills in elements of culture such as the Creative and Performing arts, Culinary arts, Industrial arts and more



Environmental Growth Domain

- Recognise and explore individual and communal impacts on Creation and engage in strategies that promote ecological health and sustainability
- Identify and research the systems that perpetuate environmental destruction and apply lateral thinking to create solutions to such issues



Social Emotional Growth Domain

- Demonstrating effective strategies to push through adversity when facing personal limits (either academically, physically, socially or spiritually)



Physical Growth Domain

- Knowledge of the importance of Physical Health, the value of fitness and the implementation of strategies to develop skills through sport that sustain long term health



St Leo's CATHOLIC COLLEGE



A Journey Marked by the 'Bell of Discipleship'

When your daughter or son is officially welcomed into the St Leo's family at the College Opening Mass in Term 1, they will enter by ringing the 'Bell of Discipleship'.

The ringing of this bell signals that they have commenced their journey at the College to develop and stretch their unique God given talents. It represents that they have consciously embarked on a voyage that will seek the discovery of a life direction; one that will aim to develop a sense of purpose and a desire to change the world for the better.

They will also receive their Bible. Year 12 will commence this by handing the bibles to Year 11, then onto Year 10 etc. until it reaches the hands of Year 7 to symbolise they join the ranks of custodians of God's Word. The Bible thus becomes a blueprint for life and a map for their voyage.

The next time students ring the bell will then be at their Year 12 Graduation. As a Graduate, they ring the Bell of Discipleship to signal that they are setting sail into the wide world, ready to make a difference as a disciple - eager to build a world of justice, peace and faith filled action.

Just as ships of times past would ring the bell for a maiden voyage, so too do our students as they set a course for their future.

CATHOLIC MISSION

Catholic schools in the Diocese of Broken Bay exist to educate and form young people in Catholic discipleship: offering them experiences of following Jesus as members of the Catholic community and offering students the opportunity to freely respond to the Gospel. Evangelisation and Catholic Formation of students, staff and family remains the core focus of the mission of St Leo's Catholic College. To that end, Religious Education, Youth Ministry, Liturgy, Faith in Action and Retreats form the branches that support the overarching goal of Evangelisation. Such endeavours form a synergistic framework of support and nourishment to foster spiritual development and a deep, personal relationship with God.

We challenge our community to take to heart our motto: '*God's law in our hearts*' and by living this, fulfil His call: '*Hear then what your God asks of you, ... to act justly, love tenderly and walk humbly with your God.*' Micah 6:8

The College Mission statement is framed by a Christ centred charism. This charism model recognises that Jesus is our centre and that our greatness stems from this profound belief.

Framed by Mary as the 'way to Christ', four core College values ripple outwards in the shape of the cross - Prayer, Scripture, Service and Community. These ripples extend further as these values merge.

- The fruit of community and prayer is **faith**
- The fruit of prayer and service is **Agape** (sacrificial love)
- The fruit of service and scripture is **social justice**
- The fruit of scripture and community is **courageous learning** - a learning that is life long that seeks the immensity of the divine

Such principles form the hallmarks of the St Leo's family and guide all activities within our community. Such activity is informed by the theological writings of Pope St Leo the Great.

Liturgical Life at the College

The College prayer and liturgical life is an integral part of its identity as a Catholic school.

When we gather as a school community, Jesus Christ forms the centre of our gathering. Called together in prayer we respond to St Leo's motto to have *God's Law in our hearts*. At our assemblies, during Mentor Group and during liturgical and significant events, we celebrate our faith together through prayer and the sacraments. We pause daily at midday for the call to prayer where staff and students explore the presence of God in their day through the Examen (an Ignatian Spiritual Exercise).

Students, staff and parents are encouraged to participate in all liturgical celebrations. Students who are not Catholic are encouraged to come forward to receive a blessing at the time of Holy Communion.

We have the celebration of the Eucharist every Friday lunchtime in the College Chapel. All members of the community are invited to attend. Period One begins with prayer as well as all Religious Education lessons across the College. Such practices form an essential component of developing a personal relationship with God.



Evangelisation at the College

As a Catholic College, we are called upon to touch both the hearts and minds of our students. At St Leo's this is achieved through developing students' knowledge of the history and teachings of our Christian faith and the rituals and practices of our Catholic Church in an atmosphere of academic rigour within the classroom. All learning within Religious Education classes has at its core a focus on generating experiential opportunities of encounter with the divine. Units are designed to gradually unfold deeper understandings and experiences of Jesus to foster a life lasting and life changing relationship.

In Years 7-10 student learning builds an essential understanding and appreciation of core beliefs and practices that support such a relationship. In depth exploration of the Bible informs this understanding as they progress through a learning journey that explores the breadth of people, place and faith that covers the Covenantal beginnings in Judaism up to the living, dynamic and diverse Christian family that spans the globe today. Students are equipped in discipleship to respond to God's call by exploring ethical issues, Catholic Social Justice teachings and are challenged to identify what it means to respond to God's call using the example of Mary and the Saints.

Retreats and Spirituality Days

The Evangelisation suite of learning experiences also offers a specific program for Semester One that is tailored for students who are attending a Catholic School for the first time. This aims to meet students at their own point of learning; to gently develop a sense of belonging, an understanding of life in a Catholic school and to explore the exciting adventure of developing a relationship with Jesus.



The suite of Retreats and Spirituality Days are part of the Evangelising enterprise of St Leo's. They are generally held away from the distractions of the normal school environment to help students to better explore who they are, their spirituality, their future and their relationships with each other and God. They provide an opportunity for students to reflect on various aspects of their development as spiritual beings. This includes experiences of music, prayer and ritual that enhance their understanding and support them as they journey toward adulthood. This is a vital element of their 'holistic education' in a Catholic environment where the 'spiritual' is given priority.

Social Justice - Our Faith in Action

Social Justice is a biblical mandate. The College works to provide opportunities for students to put their faith into action. Social outreach is an important focus of our ministry of witnessing the dignity of all those who suffer disadvantage and seeing the face of God in them.

Students are encouraged to participate in social justice initiatives at the College including Immersion experiences, St Vincent de Paul activities, regular visits to a local nursing home, supporting Year group charitable activities, and Street Retreats that engage with and support the homeless.

The College proudly offers the *Faith In Action Suite* that provides a wide range of individual programs that are 'face to face' opportunities to serve vulnerable individuals and communities.



Youth Ministry

The College has a Youth Ministry Leader who plays a significant role in providing opportunities for students to be involved in:

- Social justice and outreach programs through the *Faith in Action Suite*
- Spirituality Days and Retreats
- Eucharistic ministries and sacramental preparation with *Right of Christian Initiation of Children* (RCIC)
- The Liturgical life of the College and prayer experiences
- Linking students to broader experiences of Church including parish activities, Praisefest, Australian Catholic Youth Festival (ACYF) and World Youth Day (WYD)

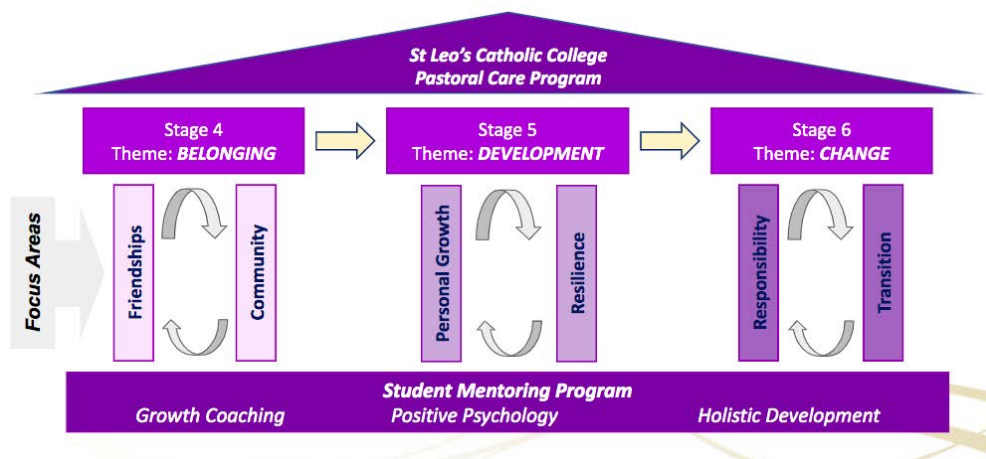
PASTORAL CARE

St Leo's is proud to be renowned for our pastoral care and our Pastoral Care program permeates every aspect of the life of the school through our Growth domains – spiritual, academic, social/emotional, environmental, cultural and physical.

The College has in place sound systems and structures that build resilience and a healthy school community recognising all members of the College. It has a strong Catholic pastoral philosophy, a positive, welcoming and informed community, well developed policies, practices and procedures and a safe and supportive environment that fosters the individual differences, gifts and talents of all. This ensures that all have the opportunity to reach their full potential, achieve their personal best and feel happy, safe and valued.

We draw upon the Catholic tradition, upholding the dignity of the human person through compassion, justice and respect in the belief that everyone matters.

Our Pastoral Care Program is informed by the Australian Student Wellbeing Framework (ASWF) 2018 which outlines the five key elements and evidence based practices that promote wellbeing, safety and learning. This has informed the development of our Pastoral Care Framework.



Our model incorporates a multi-tiered system of support for wellbeing focussing on prevention and intervention. A variety of programs and strategies are utilised at each level covering the five key elements.

Preventative Strategies – our whole school approach to promoting positive relationships, behaviours and growth through the Mentoring system.

Interventional Strategies – our targeted programs based on the identified needs and social emotional skills for each year group.

Critical Interventions – the use of both in-school management and external clinicians, and support services for students at risk.

Mentor Groups

Each student is a member of a Mentor group. Their Mentor Teachers, along with the Year Leader, play a special role in their Pastoral Care at the College. Mentor Teachers meet with their Mentor group each day. Their role is to attend to the administrative matters of the College, deliver the Mentor pastoral program and assist each student develop resilience, positive relationships, and be a significant support for their academic progress, mental health and wellbeing.

The Director of Pastoral Care and Wellbeing oversees the Pastoral program and works with the Year Leader to monitor school policies, procedures and practices to ensure they are congruent with pastoral care aims and guidelines, and that they contribute positively to students' welfare and development.

College Counsellor

The College has a full time Counsellor whose role is to facilitate the emotional, academic and social wellbeing of students across the College. They work closely with students, staff and parents to ensure a coordinated strategy for students as required. The Counsellor provides a confidential service to students and is bound only to disclose matters by Keep Them Safe legislation. They can be contacted by phone for appointments. Students can access the Counsellor via their Year Leader.

BEHAVIOUR MANAGEMENT

Behavioural management and restorative interventions operate within the College's overarching concern for student wellbeing. The aims of restorative intervention procedures are to ensure the welfare and safety of the community, the development of responsible behaviour in students, and the promotion of a respectful, secure and healthy environment for all members of the College community.

Our system of pastoral care for students is based on the principles of restorative justice, which are founded in the Gospel values of forgiveness, reconciliation, justice, compassion, and the dignity of the human person.

A proactive, positive stance to resolving issues is undertaken before they become problematic. The system of behaviour management and restorative intervention processes encourages our students to develop skills in self-regulation, placing reconciliation and restoration of relationships as the primary responses to inappropriate behaviour. The processes in the management of student behaviour provide them with the opportunity to recognise inappropriate choices and to remedy the situation.

It is necessary that consequences for inappropriate behaviour are sometimes imposed, but these must be fair and just. Inappropriate behaviour is defined at St Leo's as behaviour which impedes the learning of self or others, the ability of teachers to teach cohesively or behaviour which damages relationships between students, or students and staff.

A structured system of behaviour management is in place for students who have poor attendance, incomplete homework or coursework, and for inappropriate or unacceptable behaviour. These expectations are outlined in detail in Student Personal Planners and on the [College website](#).

Code of Conduct

There is an expectation that all students and staff will behave in ways that display the values that foster our Mission Statement. We aim to promote positive behaviour and to ensure that at St Leo's Catholic College all students are safe and able to learn all of the time.

St Leo's Catholic College is committed to providing a caring, safe and accepting environment for students. All students have a right to feel safe. The College is committed to child safety and has a zero tolerance towards any forms of inappropriate behaviour involving other students, College staff, or the wider community.

OTHER POLICIES, PROCEDURES AND GUIDELINES

All other Student Policies, Procedures and Guidelines are detailed in full in the Student Personal Planner which will be given to all students at the start of the school year. Key policies are also available on the [College website](#), including:

- Day-to-Day Expectations
- Uniform and Grooming
- Mobile Phones, Smart Devices and IT
- Learning at St Leo's
- Bullying Management and Complaint Handling
- Attendance, Leave and Uniform Procedures for Parents

TEACHING AND LEARNING

St Leo's Catholic College, in partnership with Catholic Schools Broken Bay (CSBB), are committed to the goals of the [CSBB Towards 2025 strategy](#) .

The Learning Improvement Program is underpinned by three drivers;

1. Strengthen a Catholic culture
2. Systemic delivery of curriculum
3. Build leader and teacher expertise

Each of these drivers integrates to ensure that staff and students are working toward continual improvement and personal best at every stage of their learning journey.

St Leo's Catholic College offers a broad curriculum that seeks to:

- foster and challenge the individuality, creativity, initiative and ability of all students;
- provide structures that enable students to learn at a level commensurate to their abilities, needs, and interests.

The College emphasises:

- the acquisition of skills and attitudes necessary for the organisation of knowledge in such a way that concepts and experiences are adequately explained and their usefulness enhanced through integration of skills, processes and content;
- that learning is a human endeavour, and the way in which it relates to people is of fundamental importance through the incorporation of Christian and Catholic values;
- the importance of ensuring that all students can access the curriculum by providing differentiated teaching and learning strategies
- the necessity for independent learning strategies through integrated, sequenced activities designed to build learning skills;
- the responsibility all teachers have as teachers of literacy and numeracy through specific strategies for the development of literacy and numeracy;
- the responsibility all teachers have in supporting and implementing information, communication and learning technologies through specific strategies for incorporating appropriate technologies.
- a love for lifelong learning.

Pattern of Study - Subjects

Students in Year 7 study the following core subjects:

- Religious Education
- English
- Mathematics
- Science



- Human Society and its Environment (HSIE)
- Visual Arts
- Music
- Personal Development, Health and Physical Education (PDHPE) and
- Technical and Applied Studies (TAS)

Information and Communication Technologies is integrated across all subjects.

In Year 8, students will also complete a 100-hour Language course (currently French, German or Japanese).

Reporting

Parents can access their student's results in formal assessment tasks throughout the year through the College Compass Parent Portal.

In addition to this, the College produces four formal academic reports for students in Year 7:

- Term 1 Interim Report – available at the end of Term 1
- Semester One Report – available at the end of Term 2
- Term 3 Interim Report – available at the end of Term 3
- Semester Two Report – available at the end of Term 4

The Semester One and Two reports will contain a page for each subject that will consist of:

- a course outline
- an individual learner profile
- an achievement grade based on the Australian Curriculum Common Grade Scale
- teacher comments indicating what the student has achieved and what they can do to maintain their grade or improve it.

Homework and Study

Homework is set by teachers to supplement, extend and consolidate classroom learning outside school time and benefits students by complementing classroom learning, fostering good study habits and providing an opportunity for students to be responsible for their own learning.

Students in Year 7 are expected to complete 1 hour of homework/study each night, 5 times per week.

Study skills are not innate qualities of students – they must be modelled, taught, practised and nurtured. These skills are taught to students in the specific classes and also through the Mentor Program delivered by the Mentor teacher and Year Leader.

Parents are asked to assist in this area by providing a conducive study environment at home, free of distractions and parental support to be available for checking of homework (reading the work to be submitted) and suitable supervision when using computers/iPads.

Learner Diversity

St Leo's is a school community that caters for a wide range of students with specific individual learning needs. At St Leo's we promote a culture of embracing individual differences, the inclusion of all students in school activities and support every student to achieve their personal best.

Learner Diversity staff at St Leo's work closely with Year Leaders and teachers to ensure the identification and appropriate support of students who find learning challenging. Learner Diversity initiatives are integrated into the school programs to support individuals and groups of students to access the curriculum.

SPORT AT ST LEO'S

Co-curricular Sport - 'Sport for Life'

At St Leo's, we believe that each individual is blessed with God given gifts that should be nurtured and shared for the benefit of the whole community. We are committed to offering each of our young people this opportunity in a wide range of co-curricular activities.



The College runs a comprehensive internal sporting program, 'Sport for Life', that all students in Year 7 to Year 10 are involved in during regular timetabled class time.

Higher Representation



A wide range of opportunities exist for students to compete in a variety of representative sports at a higher level.

St Leo's is a member of the **Broken Bay Secondary Schools Sports Association (BBSSSA)**. This sporting association provides the pathway for students to represent at **Combined Catholic Colleges, NSW All Schools** and of course, **School Sports Australia** level.

BBSSSA has a range of Gala Days throughout the year that are held as selection competitions in a wide variety of sports. The College also competes in the Peninsula Cup competition, providing opportunities for students to compete in weekly representative sporting competition after school in a number of sports, usually held in Term 2 and 3.

Representative sporting trials will be held during Term 1 and 2 at the College, with all students having the opportunity to trial for teams. More information will be provided by the St Leo's Sport team at the start of the school year and throughout the year to students via the Sport Google Classroom page.

Current representative sporting opportunities include:

- | | | |
|------------------------|---------------------|-------------------|
| • Aerobics | • Athletics | • Basketball |
| • Beach Touch Football | • Cricket | • Cross Country |
| • Golf | • Netball | • Rugby Sevens |
| • Rugby League | • Soccer (football) | • Surf Lifesaving |
| • Surfing | • Swimming | • Tennis |
| • Touch Football | • Volleyball | • Water Polo |

Liverpool FC Academy

We are thrilled to be official partners with Liverpool FC International Academy, offering a Liverpool FC Skill Development Centre right here at St Leo's for our students and our Priority Feeder primary schools.



This football (soccer) program is open to boys and girls aged U6 through to U16 and delivered 'The Liverpool Way' by LFC accredited Academy coaches.

Further information will be given to students at Orientation and at the start of the year.

CREATIVE AND PERFORMING ARTS (CAPA)

2023 'CAPA Cubs' Program



The St Leo's '**CAPA Cubs**' program is specially designed for Year 7 students. It is focused around participation in Creative and Performing Arts (CAPA) ensembles and programs at St Leo's.

The CAPA Cubs program is offered **free of charge for all St Leo's students.**

Five different *Cubs* ensembles/programs will provide guidance and skill development in the following subject areas: **Music** (Vocal/Instrumental), **Dance**, **Drama** and **Visual Arts**. The *CAPA Cubs* program accommodates **all skill levels** and will be the first step for Year 7 as they progress further into our *Lions* and *Pride* CAPA programs here at the College.

The five different *CAPA Cubs* programs are:

The Cubs Concert Band - An introductory band open to all students covering a beginner-intermediate repertoire. A relaxed and friendly atmosphere which enables students to interact with other musicians.

The Cubs Singers - An introductory vocal group exclusively for Year 7 students who love to sing. Repertoire is suitable for beginners and experienced singers in the choir format.



The Cubs Dancers - An ensemble exclusive to Year 7 students of all abilities from beginners to advanced. They will be challenged at their own level to develop and refine their dance skills across a range of styles.

The Cubs Drama Ensemble - An introduction to Drama through high energy and group interaction. This group is open to all Year 7 and 8 students and will explore the elements of Drama through the cooperative aspects of Theatre Sports.



The Cubs Art Club - A Visual Arts Club to inspire students in Years 7 and 8 to further their artistic talents through different mediums and competitions.



If your son or daughter is interested in any of the CAPA Cubs programs, please complete the [**CAPA Cubs Expression of Interest Form 2023**](#) and the CAPA team will be in contact at the start of the year.

Beyond the CAPA Cubs...

Creative and Performing Art Elective Classes

As part of their curriculum, Year 7 attend classes in both Music and Visual Arts. Our CAPA Cubs program enables students to experience all Creative and Performing Arts subjects without having to wait until selecting their electives in Year 9. The CAPA Cubs program offers the fundamentals found in each of our CAPA subjects and provides the opportunity for your child to explore their skills and interests leading up to their Stage 5 (Years 9/10) education.

Music

Our Cubs will have the opportunity to further their development as a musician and/or singer with the diverse range of Music ensembles offered at St Leo's. Our *Cubs Concert Band* students have the pathway to join our invitation based groups of the *Lions Concert Band* and *Pride Stage Band*.

Choirs

The *Cubs Singers* may also see further progression into our other vocal ensembles; the *Lions Singers* and *Pride Singers*.

Specialty Groups

There are also several specialty groups provided here at the College. These are focused groups open to all years of the College with specific interest to certain instrumental groups.

Guitar Ensemble An ensemble open to any student at the College who plays Guitar wishing to experience group performances.	Girls Rock Band A Rock Band open to any female students at the College from Intake 2021-Year 12.	Rock Band A group open to all students at the College who would like to participate in a Rock Band setting.
String Ensemble A group open to any students at the College who play Violin, Viola, Cello or Double Bass.	Accordion Group A group open to all students at the College who would like to explore the Accordion in an ensemble setting.	Male Vocal Group An introductory vocal group for only male students at the College.

Pride Lands Private Music Tuition

St Leo's offers onsite Private Music Lessons for students of all year groups and abilities. Together with our dedicated team of Peripatetic Music Teachers, we provide comprehensive music tuition to students at a competitive fee.

We offer a vast range of different instrument/vocal lessons including; Female/Male Vocals, Guitar (classical/electric), Bass Guitar, Violin, Piano, Flute, Clarinet, Trumpet, Trombone, Tuba, French Horn, Saxophone and Drum Kit/Percussion. We also have select instruments for hire at an additional cost.

Dance

Our *Cubs Dancers* can build foundational skills which will support in the transition into further co-curricular ensembles of the *Lions Dancers* and the *Pride Dancers*. Both of these ensembles allow the students to gain experience within the performing arts industry.

Drama

The *Cubs Theatre Sports* offers students the chance to explore the elements of Drama which can assist with participation in the College's CAPA Productions, which are a yearly event. The annual CAPA Production is open to all students of the College. Recent musical productions have been:

2016	2017	2018	2019	2020	2021
				 <i>Postponed</i>	

Visual Arts

In 2023, Year 7 will also be able to explore Ceramics as a specialty Visual Art program beyond our Cubs Art Club. This program is open to all students of the College who have specific interest in the medium being explored.

Ceramic Classes

A group open to all students who would like to explore the world of Ceramics.



CAPA - Expressions of Interest

More information about the CAPA Cubs program will be provided to students at Orientation and at the start of the school year, but students in any of the CAPA cCo-curricular activities should complete the [CAPA Cubs Expression of Interest Form 2023](#) so they can be directly notified of information.

SAFEGUARDING (Child Protection)

We take our responsibility to protect children seriously. All staff are expected to promote child safety by having a clear understanding of their legal child protection responsibilities and act in accordance with those responsibilities. In particular, the school will:

1. Maintain professionalism in our interactions with children and young people at all times by exercising appropriate duty of care and maintaining appropriate professional boundaries.
2. Follow an established process to address allegations of inappropriate behaviour by staff towards children and young people.
3. Ensure all people working in our school who are required to undertake a "Working With Children Check" have a valid clearance.
4. Respond appropriately when we suspect a child or young person is at risk of significant harm due to possible abuse or neglect by a parent/carer or other adult.

Complaints

We take complaints seriously and try to resolve them in the most appropriate, efficient and confidential manner possible: If you have a complaint about a student other than your own child, you should raise it with the Year Leader.

1. If your son/daughter has a complaint about another student they should raise the issue with the relevant teacher, Leader of KLA or Assistant Principal.
2. If you or your son/daughter has a complaint about a staff member relating to teaching and learning, the issue should first be discussed with the relevant teacher, Leader of KLA or Assistant Principal.
3. If you or your son/daughter has a complaint about the inappropriate behaviour of a staff member towards any child or young person, your concern should be directed to the Principal and confidentiality must be maintained
4. A *Complaints Brochure*, our *Complaints Handling Policy* and *Child Protection Policies* are available on the Catholic Schools Broken Bay website, accessible via the Policies page of the College website. This clearly outlines the processes and procedures available to students and families who have a complaint.

Maintaining Professionalism

All staff are expected to act professionally and in accordance with the school's expectations regarding staff conduct toward children and young people. Members of staff receive guidance and professional development in relation to appropriate interactions with students, how to exercise duty of care and how to maintain professional boundaries.

We understand that staff have a duty of care to:

- ensure no child or young person is exposed to foreseeable risk of harm
- take action to minimise risk;
- supervise actively and
- report concerns of others acting inappropriately to the Principal immediately or seek further advice.

College staff also understand that they are in a position of trust, authority and influence in relation to children and young people and that it is important that we do not take advantage of that position to mistreat or misguide them either intentionally or inadvertently.

Staff strive to:

- Demonstrate appropriate relationships with children and young people that cannot be misinterpreted as overly personal or intimate;
- Remain within the responsibilities of their roles and allow those appropriately trained to deal with student welfare concerns;
- Minimise physical contact with children and young people unless it is necessary to exercise an appropriate duty of care;
- Follow the school's policies and procedures relating to pastoral care and wellbeing including serious incidents and reporting risk of harm.

Addressing Complaints of Inappropriate Behaviour by Staff

We are committed to providing a safe and supportive environment for both students and staff. This includes addressing complaints of inappropriate behaviour by staff towards any child or young person.

Such complaints are handled differently to other types of complaints which may arise in the school because of legal obligations established by the NSW Ombudsman Act 1974. The NSW Ombudsman is a government agency which requires schools and other organisations working with children and young people to ensure systems are in place for recording and responding to all allegations of a child protection nature against staff. You should be aware that 'staff' includes volunteer helpers as well as paid staff.

If you have concerns about alleged inappropriate behaviour by a staff member towards any child or young person it is important that you discuss your concerns with the Principal who in turn will consult with the Catholic Schools Broken Bay (CSBB) Child Protection Team.

All complaints are investigated and resolved through a fair and confidential process which involves listening to 'both sides of the story' and giving all involved an opportunity to be heard. If the concerns involve alleged criminal behaviour they will be reported to the Police and the CSBB will wait for the outcome of the Police investigation before continuing its own investigation.

At the end of an investigation a finding will be made and appropriate follow up determined. In relation to the staff member this may include no action, increased support, professional development, increased supervision/monitoring or disciplinary action, removal from duties or termination of employment. If harm has occurred to a child or young person, counselling or other support will be offered.

Screening of those Working in Schools

Working With Children Checks are undertaken by all staff working in our school. External Mentors and coaches working with students in dance, music, sport, art, etc, are also expected to obtain a check which is verified prior to engagement.

The purpose of the check is to exclude people from working with children and young people who are not suitable. A person who has been convicted or found guilty of a listed serious offence against children (whether in NSW or elsewhere) is prohibited from child-related employment.

Parent Helpers/Volunteers

The participation, involvement and help of parents, close relatives and other volunteers are welcome and appreciated for various activities both in school and on excursions.

It is important that all volunteers are aware that they are subject to child protection legislation. Volunteers who are not the parent or a close relative of a child at the school will be expected to undertake a Working With Children Check.

- A parent of a child includes a carer or person who has legal responsibility for a child.
- A close relative includes a spouse or de facto partner, child, step-child, parent, step-parent, sibling, step-sibling, grandparent, step-grandparent, aunt, uncle, niece or nephew. In the case of Aboriginal and Torres Strait Islander, a close relative includes people who are part of the extended family or kin of the child according to the indigenous kinship system.

This means all parent helpers/volunteers must:

- sign in at College Reception, be inducted and get a visitor's badge
- check with the school what the current requirements are for working with children
- not engage in any inappropriate behaviour towards any children. In particular, although volunteers are technically not employed by the school, they are considered to be 'staff' for legal purposes and need to be aware that complaints about inappropriate behaviour towards any child or young person must be investigated.

Further information on the 'Working With Children Check' can be found on the website for the **Office of the Children's Guardian** at kidsguardian.nsw.gov.au. For further information regarding any of the above, please **speak to the Principal first**, contact the **CSBB Safeguarding Team on 7256 2211** or email: safeguarding@dbb.catholic.edu.au, or visit the [Diocese Safeguarding web page](#).

Responding to Risk of Harm

All school staff are mandatory reporters. This means that if there are reasonable grounds to suspect that a child/young person is at risk of 'significant harm' from abuse or neglect, then a report must be made to the Department of Communities and Justice Child Protection Helpline. School staff are expected to inform the Principal if they are concerned that a child/young person may be at risk. It is the role of the Principal (or delegate) to report to the CP Helpline.

In making a report, the Principal will consider all of the information and seek appropriate advice from the **CSBB Safeguarding Team**. Any information about a child or young person at risk is kept confidentially by the Principal. In situations where a child or young person is considered to be at risk, the school will work with the child or young person and their family to assist them as much as possible.

If you have concerns about a child or young person who you consider may be at risk, please discuss your concerns with the Principal as soon as possible and maintain confidentiality.



We look forward to welcoming you as
part of the St Leo's community!

Welcome to



St Leo's CATHOLIC
COLLEGE