



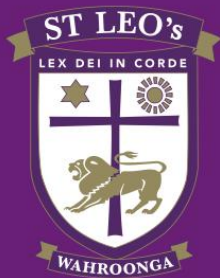
NEW STUDENT INFORMATION **HANDBOOK**

Year 7 2024

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

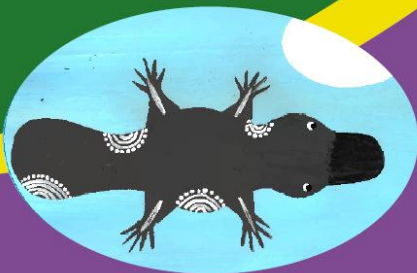
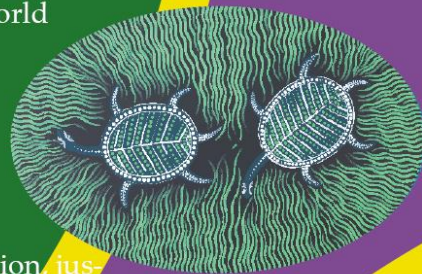
We walk together in footsteps millennia old.

St Leo's acknowledges the Darug and GuriNgai people, the traditional custodians of these lands here in Hornsby Shire on which we live, learn and work.

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 grounds by local Darug woman **Leanne Watson**, commonly known in the Aboriginal community as Mulgo, meaning Black Swan.

An accomplished and highly sought-after artist, educator and book illustrator, Leanne's artwork is inspired by her family, Darug country, the environment and life experience.

She has spent her life living, promoting and protecting Darug culture, people and places, 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 2024 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 (CSBB) 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 College Strategic Plan that was developed in October 2022 is based upon two opportunities,

1. *Embedding high expectations for enabling success in learning for all, and*
2. *Ensuring growth for all*

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 2029.

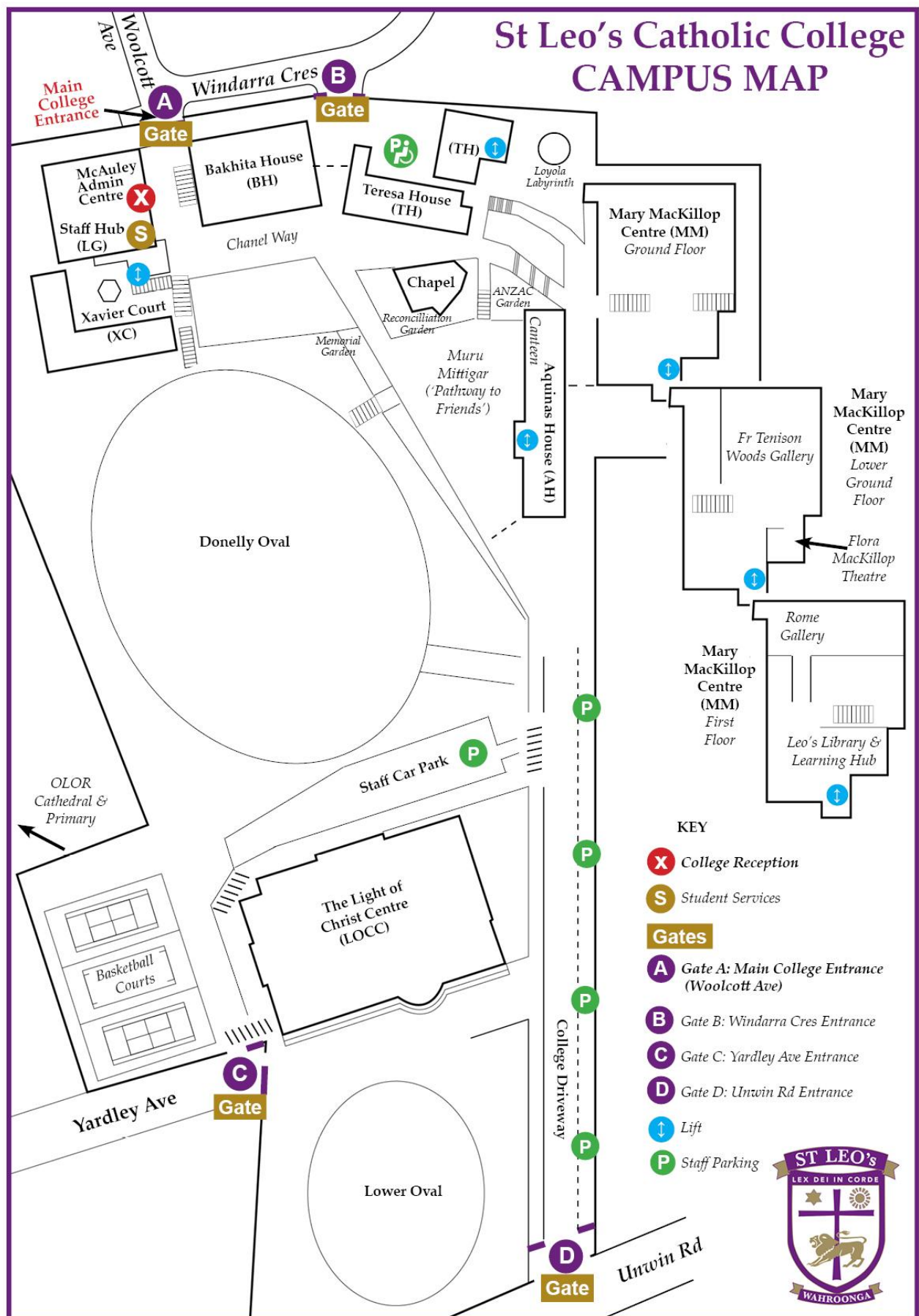
Once again, we extend the warmest of welcomes and hope your family will have an engaging, purposeful and lifelong positive relationship with St Leo's Catholic College.

Yours sincerely

Tony Gleeson

College Principal

CAMPUS MAP



COLLEGE CONTACT DETAILS

COLLEGE LEADERSHIP TEAM	
College Principal	Mr Anthony (Tony) Gleeson
Assistant Principal - Student Achievement	Mrs Carolina Murdoch
Assistant Principal - Evangelisation & Catechesis	Mr Patrick Brennan
Director of Wellbeing for Learning	Ms Megan Tynan
Director of Professional Growth	Mrs Fiona Milkins
Director of Learning Improvement	Mr Daniel Lane
Director of Administration	Mr Scott Mulford

OTHER KEY COLLEGE CONTACTS	
College Registrar	Mrs Joanna Gower
Year 7 Transition Leader	Ms Megan Tynan
Leaders of Learning Support	Mrs Tamara Bowman & Mrs Kerstin Cole
College Counsellors	Mrs Jaya Kudhail & Ms Dale Bowmer
Parent Engagement Coordinator	Mrs Sajanee (Saj) Michelle Senn
College Bursar	Mrs Annette Stanton

COLLEGE OFFICE CONTACTS	
College Reception (Ms Karen Bodle)	(02) 7256 2133
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
College Facebook page	@stleoswahroonga
College LinkedIn page	St Leo's Catholic College, Wahroonga
College YouTube Channel	St Leo's Catholic College, Wahroonga

KEY DATES FOR YEAR 7 2024

TERM 4 2023	
Friday 17 November, 9am-2.30pm	Year 7 2023 Orientation/High School Taster Day
Thursday, 23 November, 9am-12.45pm	AAS testing
Friday 15 December	Last day for guaranteed processing of Opal Card applications before start of Term 1 (<i>apply online - see Transport & Safety - Opal Cards</i>)
Friday 22 December	Last day for guaranteed delivery of new Uniforms before start of Term 1 (<i>see Uniform - Suppliers</i>)
TERM 1 2024	
Monday, 22 January	College Office reopens
Wednesday 31 January, 8.30am	Year 7, 12 & new Year 8-11 students commence
Thursday 1 February	Returning Year 8-11 students commence
Friday 2 February	Year 7/New student ID photos
Wednesday 7 February (daytime)	Opening Liturgy & Year 7 Bible Presentation
Thursday 8 February	Year 7 Parent Information Evening
Friday 29 March - Monday 1 April	Easter long weekend
Tuesday 2 April	Staff Development Day
Friday 12 April	Last day of Term 1
TERM 2 2024	
Monday 29 April	Staff Development Day
Tuesday 30 April	Classes resume for Term 2
Friday 5 July	Last day of Term 2
TERM 3 2024	
Tuesday 23 July	Classes resume for Term 3
Monday 19 August	Staff Development Day
Wednesday 25 September	Last day of Term 3
TERM 4 2024	
Monday 14 October	Classes resume for Term 4
Wednesday 18 December	Last day of Term 4

YEAR 7 2024 - FIRST DAY OF SCHOOL

8.30am - 2.30pm

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 Wednesday, 31 January, 2024.**

After saying goodbye to your son/daughter, parents/carers 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
- Students will be required to bring their laptops.

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 Peer Support Leaders, and will be led through the start of our Secondary School Transition Program, including a variety of fun activities to get to know each other and the College.

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, reading timetables and how to make the most of their laptops as learning devices.

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. (*See note below re. stationery packs*).

STUDENT REQUIREMENTS

Textbooks

Student learning resources are made available online, so they **do not need textbooks initially**. Families will be advised throughout the year as additional learning resources are needed eg. novels for English.

Stationery & Padlocks

To make the start of the school year as easy as possible for you, **the College will provide a starter pack of necessary stationery items for all Year 7 students on their first day**. The cost of these packs will be built into school fees.

As the pack can be quite heavy, we suggest students are picked up from school on the first day if possible.

Please ensure all stationery and other items are labelled as soon as possible.

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.

Padlocks

Students will need to supply their own padlock for their locker, which will be allocated during the first few days. *Please see p.12 for padlock specifications.*

Technology Requirements

BYOD Laptop Specifications and Requirements

St Leo's runs a BOYD (Bring Your Own Device) program. From 2024, Year 7 students will **have the option of using either a PC/Windows-based or Apple OS device** for all classes, which they will need for the start of Term 1 2024.

This is a change from previous years where Apple devices were required, and has been implemented to allow students and parents/carers to choose the device they feel best suits their individual situation.

The College, through CSBB's Digital Enablement team, will **support all student devices** and have developed the following specifications and recommendations for purchasing your device to ensure it can be used for three years of class work, as per industry standards:

	PC/Windows-based Laptops		Apple MacBooks	
	Minimum	<u>Recommended</u>	Minimum MacBook Air - equiv to min specs	<u>Recommended</u> MacBook Pro - equiv to min specs
Screen	13"-14"	13"-14"	13"-14"	13"-14"
Processor	Intel Core i5 -10 th Gen (or equiv AMD)	Intel Core i5 -13 th Gen (or equiv AMD)	Intel Core i5 -10 th Gen (or equiv AMD)	Intel Core i5 -13 th Gen (or equiv AMD)
Memory	8 GB RAM	16 GB RAM	8 GB RAM	16 GB RAM
Storage	256 GB SSD	512 GB SSD	256 GB SSD	512 GB SSD
Wireless	WiFi 6 (802.11ax 2x2)	WiFi 6E (802.11ax 2x2, 6 GHz)	WiFi 6 (802.11ax)	WiFi 6E (802.11ax)
OS	Windows 10 (excluding Windows 10s) – support ends Oct 2025	Windows 11	MacOS Monterey 12.6.8 or above	MacOS Ventura 13.5 or above
Accessories	Battery – 6hr life Stylus TPM 2.0 (req. for Windows 11)	Battery – 6hr life Biometric Technology (for Windows Hello) Stylus TPM 2.0 (req. for Windows 11)	Battery – 6hr life Stylus TPM 2.0 (req. for Windows 11)	Battery – 6hr life Biometric Technology (for Windows Hello) Stylus TPM 2.0 (req. for Windows 11)
Warranty	3 yrs	3 yrs with accidental damage protection	3 yrs	3 yrs with accidental damage protection
Other	Headset	Headset	Headset	Headset

Note the College runs a comprehensive technology 'Jump Start' program for students as part of the Transition Program which will connect them to the network, setup and introduce them to all the systems and resources they will need for their learning.

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 such as laptops) must be **put away and out of sight during College hours (8.30am - 3pm) 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;
- plagiarism
- 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) 7256 2133 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](#).

COLLEGE LOGISTICS

Lockers, Padlocks and Valuables

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

Students 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 must be stored in student lockers during classes. Students should **carry their laptops, pens, etc. for the next 1-2 periods between breaks in the College Satchel** (available from our uniform supplier) **or plain pencil/laptop case**. We suggest taking your selected laptop with you to the uniform supplier if possible to check it fits into the satchel along with pens, etc. If a larger laptop or pencil case is required, it must be a plain, dark colour.

Please **label all student items** including uniforms and stationery, which assists us to return found items quickly and easily.

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 30 mins and lunch being 30 minutes. The exception is **'Permitted Late Start' 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**. 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.

Library

The Leo's Library and Learning Hub is located in the Mary Mackillop building and is open to all students every day before school from **7.30am**, during lunchtime, as well as after school until **4pm**. Note the library is closed at recess daily.

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. Staff are always happy to provide assistance to students.

The library also runs a number of clubs throughout the year, such as Reading and Chess Clubs. Please ask library staff for more information.

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 Parent 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

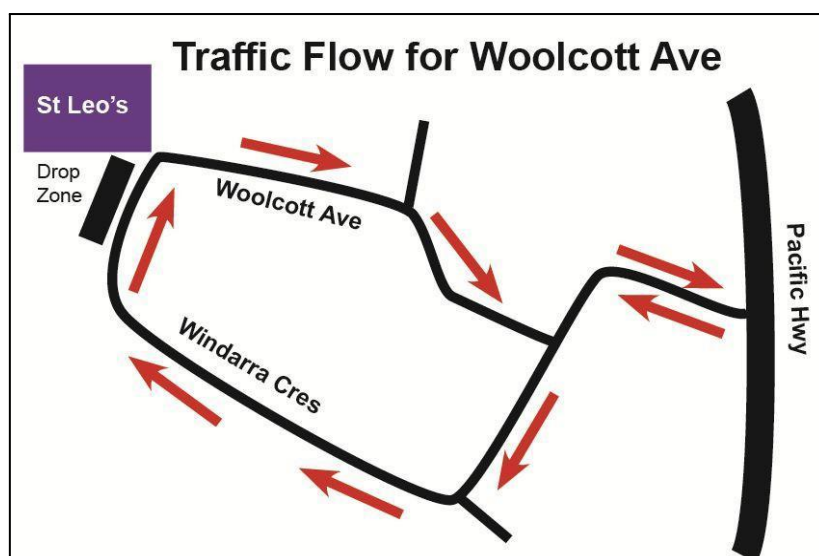
The safety of your son/daughter is our highest priority. It is essential that all students who walk to and from school follow road safety procedures, such as crossing at marked crossings and following traffic signals, particularly on the Pacific Highway. We ask that you reinforce this with your son/daughter.

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 correctly, neatly and respectfully shows pride in one's appearance and in the College, as well as enhancing 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.

Students wear their **College Sports Uniform** only on the days they have sport or practical PDHPE classes. For 2024, we are introducing a House sports polo shirt in addition to the regular sports polo. Students will require both polo shirts and be advised when to wear each. 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** worn with short navy socks (boys) or short white College socks or stockings (girls). Sports shoes must be **proper sporting footwear**, not fashion shoes (e.g. Vans), however any colour is acceptable, worn with short white sports socks.

Again, please ensure all uniform items are clearly labelled with the student's name before the start of the year.

Junior Uniform - Summer



Junior Uniform - Winter





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.

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 was introduced in 2020, so a limited but growing number of second hand uniforms are in circulation.

[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.

Second hand uniforms may also be available through Facebook Marketplace, local groups or exchanges, although we advise users to take care.



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 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 • 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 • 'Extreme' haircuts are not acceptable eg. mullets 	<ul style="list-style-type: none"> • Hair must be well groomed and maintained at all times - clean, brushed and combed • Any colouring is to 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 • 'Extreme' haircuts are not acceptable eg. mullets
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' are not acceptable • 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' are not acceptable • 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.

The College will contact parents and put in place appropriate consequences for students who continuously break uniform and grooming guidelines.

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.

More information about how to use Compass will be provided to parents at the start of the year.

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 2024 Web Page

A **Year 7 2023 Information page** will soon be available 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, 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 Year 7-9 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 parent/carers news bulletin emailed to all parents/carers, students and staff 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 also be set up for Year 7 2024 (Class of 2029). If you are on Facebook and would like to join, please complete this [Facebook Parent Group Request Form](#) to be sent an email invitation (to your Facebook email) to join the group. Other group members are also able to invite you if you already know other Year 7 2024 parents.

MEDICAL CONDITIONS

The College is committed to supporting student health and wellbeing, and requests that you provide us with any relevant health information essential to supporting your son/daughter. Whilst information is collected at enrolment, it is crucial that the College is advised of any changes 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 surveys etc. as appropriate.

There are regular 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 in the Lion Roars newsletter or via email.

St Leo's also has the services of a Parent Engagement Coordinator (PEC). Mrs Saj Senn is employed at the College to provide pastoral support and parent engagement activities. Saj's role supports the school community through facilitating parent education, providing information to parents on support services and wellbeing initiatives which include making resources accessible for families.

OUR 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/ Copper
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 young person. 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, providing students with as many opportunities as possible to find their passions and develop holistically. We look forward with pride to the graduating Class of 2029 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 Liturgy in Term 1 of Year 7, 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 says they have consciously embarked on a voyage of discovery for a life direction; one that will aim to develop their sense of purpose and a desire to change the world for the better. They will also receive their Bible at this ceremony.

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.

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.



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 Reflection 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 Reflection Days are part of the holistic education at 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.

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.



Youth Ministry

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

- Social justice and outreach programs
- Reflection Days and Retreats
- 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).

WELLBEING & 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. We have 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 unique talents of all. This ensures that all students 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.

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.

College Counsellors

The College has a 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 confidential services to students and is bound only to disclose matters by Keep Them Safe legislation. They can be contacted by phone for appointments via College Reception. Students can access the Counsellor via their Year Leader or Mentor Teacher.

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 Wellbeing for Learning 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.

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 Year 7-10 students at the start of the school year. These 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:

- a love for lifelong learning.
- 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 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;
- 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.

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)

In Year 8, students will also complete a 100-hour Language course (currently French 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. Students will be supported in developing these skills in their subject specific classes.

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 (Learning Support)

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 Catholic Schools Broken Bay Sports. 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
- Cricket
- Cross Country
- Football (soccer)
- Golf
- Netball
- Rugby Sevens
- Rugby League
- Surf Lifesaving
- Surfing
- Swimming
- Tennis
- Touch Football
- Volleyball
- Water Polo

Liverpool FC Academy

We are thrilled to be an official partner with Liverpool FC International Academy. 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)



'CAPA Cubs' Program for Year 7



The St Leo's '**CAPA Cubs**' program is our co-curricular Creative and Performing Arts (CAPA) program designed especially for Year 7 students, encouraging participation in CAPA ensembles and programs.

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

Five different *Cubs* ensembles/programs provide guidance and skills development in **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 in a relaxed and friendly atmosphere.
- **The Cubs Singers** - An introductory vocal group in the choir format exclusively for Year 7 students who love to sing.
- **The Cubs Dancers** - Exclusively for Year 7 students of all abilities from beginners to advanced across a range of dance styles.
- **The Cubs Drama Ensemble** - An introduction to Drama open to all Year 7 and 8 students through high energy and group interaction.
- **The Cubs Art Club** - A Visual Arts Club to inspire students in Years 7 and 8 through different mediums and competitions.



More information about the CAPA Cubs program will be provided to students at Orientation and at the start of the school year, but interested students should complete the **CAPA Cubs Expression of Interest Form 2024** and view the **CAPA Co-Curricular Website** and our CAPA team will be in contact at the start of the year.

Beyond CAPA Cubs...

Following on from our CAPA Cubs program are a number of other ensembles and programs for students to participate in depending on their interests:

- **Music:** Our Cubs have the opportunity to further their development as musicians and/or singers with the diverse range of Music ensembles offered at St Leo's. Cubs Concert Band students may have a pathway by invitation to join the Lions Concert Band and Pride Stage Bands.
- **Choirs:** further progression into our other vocal ensembles; the Lions Singers and Pride Singers.
- **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:** students can participate in Theatresports and in the College's CAPA Productions, which are a bi-annual event open to all students. The 2023 musical production was *The Addams Family* and *Camp Rock* was produced in 2021.
- **Visual Arts:** As well as the Cubs Art Club, interested students have the opportunity to explore ceramics in a specialty class open to all year groups.

Pride Lands Private Music Tuition

St Leo's also 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. Students will also have an opportunity to perform in the Studio Concerts, exclusive for all tuition students who may take the opportunity to perform each semester

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.

For Private Music Tuition at Leo's please complete the [Private Music Tuition Expression of Interest Form](#) to get in touch. Please note, you will be able to organise a time to begin lessons for 2024 in Term 1, 2024.

SAFEGUARDING (Child Protection)

Catholic Schools Broken Bay (CSBB) commits to providing safe communities for students at our College to grow and learn. We recognise the rights of children and promote safe and supportive environments where we all have a responsibility to keep children safe from harm.

Safeguarding at CSBB includes:

1. Utilising best practice, child rights and child safe principles to ensure continuous improvement in the area of safeguarding therefore maintaining our responsibility under the National Catholic Safeguarding Standards and NSW Child Safe Standards.
2. Maintaining professionalism in our interactions with children and young people at all times by exercising appropriate duty of care and maintaining appropriate professional boundaries.
3. Following an established process to address concerns or complaints of inappropriate behaviour of staff towards children or young people. This upholds our legal obligation under the Children's Guardian Act 2019.
4. Ensuring that all people working in our school who are required to undertake a Working With Children Check have a verified clearance, as per requirements under Child Protection (Working with Children) Act 2012.
5. Promoting the safety, welfare and wellbeing of children by responding appropriately when we suspect a child or young person is at risk of significant harm due to possible abuse or neglect. This is our legal obligation under the NSW Children and Young Person (care and protection) Act 1998.

Parent/Carer Helper/Volunteers and Contractors

The participation, involvement and help of parents/carers, close relatives and other volunteers are welcome and appreciated for various activities both in school and on excursions. We recognise that parents and carers are the primary educators for their children and we strive to uphold NSW Child Safe Standard 3: families and communities are informed and involved and National Catholic Safeguarding Standard 3: partnering with families, carers and communities.

It is important that all volunteers and contractors are aware that they may be subject to child protection legislation and may require a WWCC. This means all volunteers must:

- Sign on at the front office, and get a visitors badge from the office as per school procedure.
- Complete the CSBB Contractor and Volunteer Engagement form
- Follow our commitment to Safeguarding and not engage in any inappropriate behaviour towards any children. Although volunteers are technically not employed by the school, they are considered to be 'employees' under the Children's Guardian Act 2019 and need to be aware that complaints about inappropriate behaviour towards a child or young person is subject to investigation.

Responding to Concerns

We believe in listening to children and our school community when concerns are raised. We take complaints seriously and try to resolve them in the most appropriate, efficient, and confidential manner possible.

Appendix 1: Safeguarding Information

We are committed to providing safe communities for students at our school to grow and learn as outlined in our [Diocesan Commitment to Safeguarding](#). We recognise the rights of children as outlined in the [Diocesan Framework on the Rights of the Child](#) and promote safe and supportive environments where we all have a responsibility to keep children safe from harm.

The [NSW Child Safe Standards \(NSWCSS\)](#) and the [National Catholic Safeguarding Standards \(NCSS\)](#) provide a principle-based framework that our school commits to using for continuous improvement as part of our commitment to Safeguarding.

Responding to Risk of Significant Harm

All school staff are Mandatory Reporters. This means that if there are reasonable grounds to suspect that a child or young person is at risk of significant harm of abuse or neglect, then a report must be made to the Department of Communities and Justice (DCJ), Child Protection Helpline (CP Helpline). School staff and Principals are supported by the CSBB Safeguarding Office as required and all records are stored confidentially.

We recognise that a statutory response is not always required and where a family may need extra support, we will assist in making referrals to support the family if needed.

Appendix 2: Working with Children Checks

Working With Children Checks are required by staff, and certain volunteers and contractors in our school.

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 participation, involvement and help are welcome and appreciated for various activities both in school and on excursions. It is important to note that all parent helpers/volunteers are subject to child protection legislation. CSBB Safeguarding Office supports our school to fulfil obligations under Child Protection (Working With Children) Act 2012.

Further information on the Working With Children Check can be found on the website for the [Office of the Children's Guardian](#).

Further information can be found in the [Safeguarding & Child Protection Policy For Catholic Schools Broken Bay: Working With Children Check \(January 2021\)](#).

Appendix 3: Maintaining Professionalism

All staff, volunteers and contractors are expected to act professionally and in accordance with the school's expectations regarding staff conduct toward children and young people. Guidance and professional development about appropriate interactions with students, how to exercise duty of care and how to maintain professional boundaries is provided.

We understand that staff, volunteers and contractors 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 to the Principal or seek further advice if they see others acting inappropriately with children or young people.

Staff, volunteers and contractors are expected 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 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 of Adults towards Children and Young People

We are committed to providing a safe and supportive environment for both students and staff. This includes addressing complaints of inappropriate behaviour of staff, volunteers and contractors 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 Children's Guardian Act 2019. The NSW Office of the Children's Guardian 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, volunteers and contractors.

If you have concerns about alleged inappropriate behaviour by staff, volunteers or contractors towards any child or young person it is important that you discuss your concerns with the Principal who in turn will consult with the CSBB's Safeguarding Office.

More information can be found in [Safeguarding & Child Protection Policy For Catholic Schools Broken Bay: Addressing Allegations Of Inappropriate Behaviour By Employees Towards Children \(January 2021\)](#).



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



St Leo's CATHOLIC
COLLEGE