

## A

### ABORIGINAL & TORRES STRAIT ISLANDER EDUCATION

St Leo's is committed to encouraging and supporting Aboriginal and Torres Strait Islander students, families and staff to access and participate in Catholic education. We commit to fostering collaborative, authentic partnerships with families and broader communities, and supporting students.

We encourage all our students to take pride in Aboriginal and Torres Strait Islander history and heritage, and embrace and celebrate this cultural richness. We are committed to furthering reconciliation through conscious and deliberate curriculum and extra-curricular programs, immersions and social justice initiatives.

### ATTENDANCE & ABSENCE

Regular attendance at school is a legal requirement and essential for you to maximise your potential.

It is your parent or carer's responsibility to notify the College by 9.00am on any day you are absent by submitting an Absence Note via Compass.

A text message is sent to your parent/carer at approximately 9.30am each day if you have not been marked present in class. If you are incorrectly marked absent, your parent/carer will have seven days from the date of the absence to update Compass as to why you were marked absent during Period 1 on this day. After seven days, the absence will remain recorded as Unauthorised Leave.

### ANGELUS

The Angelus reminds us of the Annunciation, when the angel Gabriel appeared to Mary with great news. We join together as a school community to say The Angelus at midday each day. You are expected to stop what you are doing, be still and reverent during this time of reflection.

### APPOINTMENTS

It is expected that wherever possible, personal appointments (e.g. medical) should be made outside of school hours. If appointments or early departure are unavoidable, your parent/carer should submit an Absence Note in Compass detailing the reason for the leave and whether you will be leaving on your own or being collected.

We understand that from time-to-time, last-minute appointments are necessary. If this happens, your parent/carer should call the College to advise of the situation so we can arrange for you to be taken out of class. You will then be given an exit pass by Student Services and must report to College Reception before leaving the school grounds.

Parents should not just arrive at College Reception without notice requesting to collect students as this causes disruption to classes.

## B

### BEHAVIOUR EXPECTATIONS

#### Reputation

The way that students conduct themselves and relate to others reflects upon all members of the College community. This is of particular importance when interacting with members of the public. As such, students' behaviour, courtesy and conduct are to be of the highest standard at all times.

#### Hands Off Policy

The College adheres to a strict 'hands-off' policy. Play-fighting and rough play are unsafe and inappropriate. Physical violence may result in suspension or meeting with the CSBB Wellbeing Team.

#### Language

All members of the College community are expected to speak with an appropriate tone, level of respect and forethought (i.e. address staff correctly and think before speaking). Swearing, racism, sexism and any other forms of derogatory terms or commentary detract from the standing of the whole College community and will not be tolerated, whether in the College grounds, on sporting fields or during College activities in the wider community such as on public transport.

#### Courtesy & Respect

Courtesy, politeness, etiquette and having good manners all involve treating others with respect - so that they will treat you with respect in return. Good manners help develop empathy and altruism by putting the feelings, needs and priorities of other people at the forefront of our thinking. Rudeness is never justifiable. Even when someone is rude to you - be the better person, stay calm and use positive language to move past the moment.

Respect for property and the environment is also important.

We are all responsible for keeping the College clean and ensuring rubbish and plastics do not impact wildlife or wash into nearby waterways. Please put all litter in the bins provided. Do not drop it along corridors or in stairwells.

Mistreatment or vandalism of College or anyone else's property is not acceptable and will be seen as a serious breach of College policy. Any damage caused by a student will be required to be paid for in full.

Do not use other people's property without permission. Stealing is unacceptable and a serious breach of College policy and will be treated as such. Stealing from a shop or business also brings the College's good name into disrepute and will also be considered a serious breach of College policy.

### Punctuality

Your punctuality says a lot about your attitude to school and respect for others. Getting to places on time is a key skill that is required in all workplaces and all aspects of life. Good habits at school such as getting to class on time set you up for learning and also send a clear message to your teacher and peers that you are ready to learn. You should remember to factor in travel times for appointments and co-curricular activities that you are involved in.

- 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 8.40am.
- Late to Class: Report to Student Services and collect a note from the Student Service Officer or your Year Leader.
- Late to School: Report to the Student Services if arriving late to school to obtain a late slip. Remember to have a note from your parent/carer (on Compass or a physical note) if you are late with a reason.
- An infringement will be given for unexplained lateness.

### Discrimination & Bullying

There is no place for discrimination, harassment or bullying at St Leo's. The College aims to provide an inclusive community for all students, staff, parents/carers and visitors. We expect all students, staff and parents/carers to behave in a manner consistent with these values and to treat others with respect and without bias.

Bullying of any kind will not be tolerated at St Leo's. You should report any bullying you experience or see to a teacher, Year Leader or any staff member you feel comfortable talking to. Where bullying is reported, at all times the College aims to:

- ensure the safety and wellbeing of all our students or staff
- support our students to treat all community members with kindness and respect
- stop our students engaging in bullying behaviours, including vilifying others due to their background, identity, beliefs or choices.

**What is Bullying?** Bullying is repeated verbal, physical, social or psychological behaviour that is harmful, and involves the misuse of power by an individual or group towards one or more persons. Bullying can involve humiliation, domination, intimidation, victimisation, and all forms of harassment including (but not limited to) that based on gender, race, disability, or practice of religion. Bullying of any form, or for any reason, can have long-term effects on those involved, including bystanders. Cyber-bullying refers to bullying using information and communication technologies by an individual or group that is intended to harm others or is undertaken recklessly without concern for its impact on others.

Bullying can happen anywhere - at school, travelling to and from school, in sporting teams, or in the workplace. Bullying behaviour can be:

- verbal e.g. name calling, teasing, abuse, putdowns, sarcasm, insults, threats
- physical e.g. hitting, punching, kicking, scratching, tripping, spitting
- social e.g. ignoring, excluding, ostracising, alienating, making inappropriate gestures, psychological e.g. spreading rumours, hiding, or damaging possessions, malicious SMS and email messages, inappropriate use of communication technology/mobile devices.

**How do I report Bullying?** It is important that you report bullying. You can report bullying that is happening to you or to someone else. We encourage you to report bullying to your Mentor teacher, Year Leader, College Counsellor or any staff member you are comfortable talking to.

If you report bullying, we commit to:

- treat the issue seriously and manage it sensitively
- advise you of an appropriate management plan

- improve the situation and make the bully accountable for their actions.

If you are bullying, you should know that:

- your actions are in conflict with the College's core values
- your parents/carers will be contacted
- you will be required to take responsibility for your actions you may be required to participate in counselling sessions and/or mediation
- in serious cases, you may be withdrawn from classes or formally suspended from the College.

### BICYCLES

St Leo's has a number of bike storage racks available for students to use. Students may cycle to school at the discretion of parents/carers, however, you should be aware that the roads around St Leo's are very busy, with few bike lanes that connect.

In the same way as those driving, students cycling to school are expected to ride in a lawful, safe and courteous manner at all times, adhering to local road regulations (See also 'Driving'). In addition:

- Bicycles are not to be ridden on College grounds.
- St Leo's insurance does not cover the loss, damage or theft of bicycles stored on campus. Household Contents insurance to cover this is recommended.
- Bicycles must be parked in allocated spaces only and secured with your own lock.
- Helmets are compulsory under NSW law and must be worn by students while cycling.

### BYSTANDER

A bystander is someone who sees or knows about mistreatment, harassment, aggression, violence or bullying that is happening to someone else and does nothing. A bystander may be a good person, however they make no attempt to call out the poor behaviour or tell someone in authority about what is occurring. Bad things often happen because good people let them happen. (See also 'Upstander')

## C

### CAMPUS

College gates are generally open between 7am and 4pm on school days. The playground is supervised from 8am daily (library from 7.30am) and College Office (Reception) is open from 8am to 4pm school days. Students and uninvited visitors are

not permitted on College grounds outside of these hours except for official College events or activities.

Students must remain within College grounds during the school day and not enter areas marked 'Out of Bounds' at any time. These include, but are not limited to: classrooms outside of class time, balconies, gardens or construction areas.

Verandas and stairwells are to be used only when accessing lockers or classrooms at permitted times. Students should avoid loitering or congregating in these spaces.

### Playground

In addition to a break from classes, playground activities are an opportunity for you to develop your social skills and establish friendships and connections with peers of all ages.

- You should model respectful, responsible and safe behaviour and observe the College 'hands off' policy at all times.
- You should care for our environment, look after College amenities and equipment, and place rubbish in the bins provided.
- Ball games are not to be played on Loyola Green or around the Chapel. Major ball games (soccer/football) are to be played on the oval. Handball is permitted on Muru Mittaggar and Chanel Way, and table tennis on the outdoor tables on Chanel Way.
- Your mobile phone and learning device must be turned off and out of sight during recess and lunch.

### CANTEEN

The St Leo's canteen is open for breakfast and lunch. Current menus are available on the College website, under 'Parent and Student Links'.

Our supplier, Yummy Bears Kiosk, caters for special dietary requirements and runs a nut free canteen.

Breakfast is available from 8am daily (no pre-orders). Payment is via EFTPOS or cash, or online ordering for lunch and recess through the Flexischools app (see setup instructions on the website). Note the daily cut-off for lunch orders is 8.30am.

### COUNSELLING - See 'Support page 135'

## D

### DIARY (PERSONAL PLANNER)

The College Diary should be:

- Used to enter homework and study every day
- Used to manage calendar commitments and responsibilities

You should bring your College Planner with you every day to Mentor and all other classes, and treat it with respect. It is a vital tool for organisational skills.

### DRIVING TO SCHOOL

Many senior students have their driver's licence and St Leo's supports licence holders' right to drive to and from school.

However, with privilege comes responsibility. Young people are overrepresented in statistics associated with motor vehicle injuries and fatalities, and your safety and that of all road users is our primary concern at the College.

Students are expected to drive in a lawful, safe and courteous manner at all times, adhering to local road and parking regulations.

The College supports NSW Police and local councils' enforcement of road rules. Any information supplied to us by a law enforcement officer or a member of the public identifying a St Leo's student as not respecting the rights and responsibilities that come with driving a motor vehicle will be investigated and dealt with accordingly by your Year Leader or a member of the College Leadership Team.

## E

### EMAIL

Email is the only electronic medium that students should use to interact with staff. No social media is to be used as a communication method between students and staff.

- When emailing a staff member, all proper language conventions should be used.
- Please start the email with 'Dear Mr or Ms ...'
- Please make sure the tone of the email is positive.
- Manners go a long way ('please', 'may I', 'thank you', etc.)

## G

**GROOMING - See 'Uniform & Grooming Expectations' - page 16-18**

### GROWTH DOMAINS

At St Leo's, we are passionate about your holistic development and encourage a balanced, diverse learning experience across a range of areas we call our St Leo's Growth Domains. They cover

six key aspects of every student – Spiritual, Academic, Cultural, Environmental, Social/Emotional, and Physical.

Our Growth Domains ensure that when you leave the College, you are holistically prepared to be the very change you wish to be in the world.

**St Leo's Growth Domains**  
*Areas for developing the whole person*

- Spiritual Growth Domain**
  - Understand and respond to our Catholic mission to connect faith with works of service, liturgy, and social justice.
  - Listen to God's Word in our heart, with a clear appreciation of human dignity and respect, guiding our actions so that our interactions are shaped by compassion, justice, hope, faith, and reconciliation.
- Academic Growth Domain**
  - Extend our academic pursuits beyond the classroom, purposefully seeking opportunities for growth because we recognise the value of lifelong learning.
  - Recognise the importance of education as essential for creating meaningful change in the world, and as such, we actively support the learning of others both in and outside the classroom.
- Cultural Growth Domain**
  - Commit to growing our unique potential by continually seeking to find our passion and develop our talents so that we can shape and change the world for the better.
  - Positively contribute to the College Co-curricular culture, demonstrating knowledge and appreciation of the importance of human expression through the arts.
- Environmental Growth Domain**
  - Recognise and explore individual and communal impacts on our earth and engage in strategies that promote ecological health and sustainability.
  - Respect our land and enact our custodianship to improve awareness of environmental issues, and to restore our relationship with the natural world.
- Social Emotional Growth Domain**
  - Demonstrate resilience and fortitude in our relationship with ourselves and with others, continually promoting the mental health and wellbeing of those in our community.
  - Use our strengths to seek social justice for issues within our school and beyond our gates, and support others in our community with empathy, compassion and understanding.
- Physical Growth Domain**
  - Acknowledge the importance of physical health, the value of fitness and the implementation of strategies to develop skills through sport that sustain long term health through life-long physical activity.
  - Utilise our knowledge to encourage others in our community to pursue their personal best, inspiring positive change in the physical wellbeing of others.

**St Leo's CATHOLIC COLLEGE**

## H

### HEADPHONES

Headphones can only be used during lessons with the permission of the class teacher. Headphones can be a valuable educational tool when used appropriately. Like all technology, they need to be used carefully in a learning environment as they can often be a distraction to the learning process.

### 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 you to be responsible for your own learning.

Where possible, you should try to set up a conducive study space at home, free of distractions.

## I

### INDEPENDENCE

Students are encouraged to be independent thinkers, demonstrating initiative and drive. Independent thinkers try to problem solve through challenges, but can also recognise when they need support, seeking feedback when necessary. Independent learners engage with familiar and unfamiliar learning materials, evaluate their own progress and adapt strategies to new situations.

### INTEGRITY

Students are encouraged to act with integrity. You are expected to be honest and truthful in your interactions with others and take responsibility for your choices and actions.

### IT & SUPPORT

St Leo's supports both PC/Windows-based and Apple OS devices for all classes through the CSBB Digital Enablement (DE) team. All required software will be made available by the College at the start of the year.

If you are having issues with your device, you should visit the Digital Enablement team's 'Helpdesk' in the library at lunchtimes.

## L

### LEAVE

In line with NESA's Enrolment and Attendance policy, applications for leave over 3 days during term time must be approved by the College Principal or their delegate (Year Leader), prior to the leave being taken, with at least two weeks' notice.

The College expects that students will be present at all compulsory College events including retreats, camps, excursions, co-curricular activities and carnivals.

### LIBRARY

The Leo's Library and Learning Hub is located on Level 1 of the Mary Mackillop Centre and is open to students every day before school, during recess, lunchtime, as well as after school. Opening hours are generally 7.30am - 4pm, although specific times may vary each term depending on senior study requirements.

In addition to the resources on display in the library, there is also an extensive collection of

online resources for student use. Staff are always happy to provide assistance to students.

The library also has a number of games including playing cards, Uno and puzzles, and runs a number of clubs and activities throughout the year, such as Reading, Creative Writing and Chess Clubs. Please ask library staff for more information.

### LOCKERS

Each student is allocated a locker for the safe and secure storage of personal items and valuables during school hours. All students will also be supplied with a standard College padlock to secure their locker.

Your College backpack should be left in your locker during the day. You may access your locker in the first and last 5 minutes of recess/lunch and should carry your laptop, pens, etc. for the next 1-2 periods between breaks in a satchel or any plain, dark-coloured pencil or laptop case. Lockers should be used to secure laptops, mobile phones/PEDs when not in use.

Lockers should be always kept clean and be emptied at the end of each term. Students who damage or graffiti lockers will receive the appropriate consequences.

### LOST PROPERTY

Our School Support staff usually contact students directly when a labelled item is found, for them to collect from Reception. Unlabelled items are taken to the lost property boxes near the Pastoral (Year Leader) Offices.

Unfortunately, most found items are not labelled and so cannot be returned easily. Please label all your items including uniforms and stationery, which assists us to return found items quickly and easily.

## M

### MEDIA & MARKETING

You should not use the College name, crest, logo, images or other materials or branding (including uniform) in any social media, publications or communications without express permission from the Principal or Marketing Manager. You should also not take or use images of others without their permission.

### MEDICAL CONDITIONS

Parents must notify the College in writing if their young person has any medical conditions. This must include all relevant supporting medical documents such as a letter from Specialist or GP. The medical condition and supporting documents will then be recorded on the student's file. These files are confidential and only staff will have access to them.

Any student who has been diagnosed with Asthma or Anaphylaxis must submit an up-to-date copy of their respective Action Plan. The Asthma or Anaphylaxis Action Plan will be stored at Student Services. The Action Plans will also be recorded in the student's medical file. It is the responsibility of the parent/carer and student to ensure the Asthma or Anaphylaxis Action Plan is updated annually and issued to Student Services.

### MEDICATIONS

Any prescription medication that must be taken during school hours must be registered with Student Services. A supporting letter from the student's medical Specialist or GP must be issued with the medication. The letter must contain all relevant information in regards to administering the medication (dosage, time and schedule). Students are not permitted to self-administer any prescription medications with the exception of Asthma medication (i.e. puffers or relievers) and EpiPens. Any other medications will be entered into a Medication Register Schedule and kept under lock and key by Student Services, where they will be dispensed under supervision.

### MEDICAL CERTIFICATES

Students who are absent from compulsory College events including examinations (Years 10-12) will be required to produce a medical certificate to account for their absence. Students in Years 7-9 require a note from a parent/carer. Likewise, students who present at Student Services on a regular or ongoing basis may be asked to produce evidence that they are seeking professional medical help to assist with their condition.

### MENTOR TEACHERS AND MENTOR TIME

Every student is allocated a Mentor Class when starting at St Leo's. Your Mentor Teacher is important and significant - you will see them every

day and they should become your main point of contact and support during your time at the College. We hope you develop a positive and nurturing relationship with them so they can provide you with crucial support and assist with your growth and development into confident, competent Catholic-valued young women and men of conscience.

You should engage in all Mentor Class activities including prayer and reflection, as directed by your Mentor Teacher.

### MOBILE PHONES, SMART DEVICES AND HEADPHONES

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

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



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

- Student mobile phones must be turned off and be out of sight during regular College hours (8.30am to 3pm) - this includes both recess and lunch.
- Parents/carers are encouraged to communicate with their son/daughter by phoning the College on **7256 2133** and leaving a message if they need to contact their child during College hours, rather than contacting them on their mobile phones.
- The College does not accept any responsibility for mobile phones and/or devices that students bring to school.

- Mobile phones and devices must be out of sight during formal lessons, mentor time, assemblies, in the library 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 accessed during College hours without teacher permission.
- In accordance with the NSW Education Standards Authority (NESA) guidelines, mobile phones and devices are not permitted to be with a student during any formal examination or assessment task.
- 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.
- Video and/or audio recording capabilities of mobile phones and/or devices are not permitted to be used at school or at school events without the permission of a teacher.

## N

### NEWSLETTER

The College newsletter, The Lion Roars, showcases College events, celebrates achievements and provides information you should know about upcoming activities. News about significant achievements by current or past students is welcome and can be directed to the College Marketing Manager via the general St Leo's email address ([stleos@dbb.catholic.edu.au](mailto:stleos@dbb.catholic.edu.au)).

## P

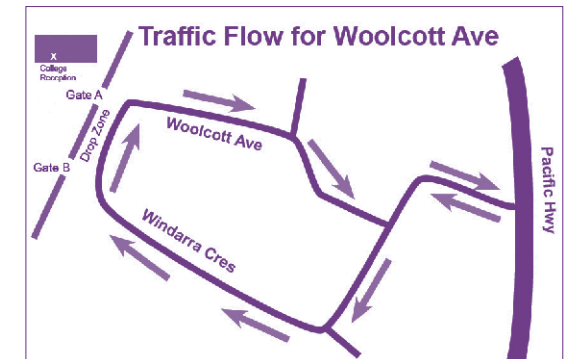
### PARKING AND ACCESS

To ensure student safety, there is no vehicle access to College driveways before or after school.

Students are not permitted to park on College grounds during school hours. Student parking is only available in surrounding streets except as advised for special events. Please park legally and be considerate of our neighbours - do not block driveways and leave sufficient space on either side to allow residents clear access.

If being dropped off or picked up at the Woolcott Avenue/Windarra Crescent entrances to the College (Gates A and B), note that traffic flow for St Leo's is in a one-way direction along Windarra

Crescent and back along Woolcott Avenue between 8.00-8.45am and 2.45-3.15pm.



### POSITIVE BEHAVIOUR SYSTEM

#### Merit System

The College Merit Award system is designed to provide students with encouragement and recognition for their achievements and efforts. Students can receive immediate feedback via a St Leo's Merit on Compass chronicle. These awards lead to a structured system of tiered awards.

The College Award System involves students being presented awards and recognised in each of the College's Growth Domains:

- **Purple Merit Award** = 10 merits across any of the six Growth Domains, presented at Year Meetings
- **Gold Merit Award** = 3 Purple Merit Awards, presented at College Assembly
- **The St Leo's Pride Distinction** (formerly the St Leo's Pride Medallion) = 3 Gold Merit Awards, presented at College Assembly.

#### Restorative Practice

From time to time, students make a poor decision whilst at school. At St Leo's, we focus on specific behaviours without blaming. Teachers use relational questions to draw out who was affected and how they were affected. Staff will be looking to move forward by directing questions towards problem solving and what needs to be done to make things right.

Restorative practice involves questioning, which is respectful, promotes learning, develops autonomy, builds resilience, emotional literacy, empathy, self-esteem and self-image. All of which are key ingredients for enhancing wellbeing.

## PROHIBITED ITEMS

Items prohibited on campus include but are not limited to:

- Alcohol and other drugs
- Vapes, cigarettes, e-cigarettes, etc.
- Chewing gum
- Aerosol sprays (including deodorant)
- Knives and/or any devices that may be used as a weapon
- Any kind of provocative, offensive, hateful or X-rated material, whether hard copy or digital format, including photos, messages or videos. Possession of this material or accessing sites with inappropriate content and sharing these with students under the age of 18 may constitute a criminal offence.
- Skateboards and scooters
- Laser pointers.

## Drugs

The College has an interest in the health, personal and legal wellbeing of all our students and staff. The consumption of alcohol and other drugs, whether illegal, illicit or prescription, can impair your wellbeing and that of others, and also interfere with the teaching/learning environment.

For these reasons, the College has a zero-tolerance policy to drugs and alcohol. Our policy on drugs has three approaches:

- 1. Prevention** - to educate students (in PDHPE and Mentor Time) and prevent the misuse of alcohol and other drugs. The College also invites local police liaison officers and other experts in the field to present at various times.
- 2. Intervention** - incidents will be dealt with in a positive, supportive manner and in the best interests of the students, staff and other parties involved.
- 3. Action** - to take firm but fair action in line with our zero-tolerance policy in instances of drug-related infractions.

## R

### RESILIENCE

Resilience involves the ability to cope or adapt well in the face of adversity, trauma, tragedy, threats or significant sources of stress - such as family and relationship problems, serious health problems or workplace and financial stressors. Your ability to 'bounce back' from disappointment or difficult circumstances will depend upon how prepared you are for these events and the range of coping strategies and support networks you have. In learning experiences, resilient learners show tenacity, perseverance and determination. Resilient learning involves seeking feedback, and utilising constructive criticism as a valuable learning opportunity, confronting the challenges with resolve and persistence.

### RESPONSIBILITY

Students are encouraged to be responsible in their relationship with others in our school community, and to be responsible learners in the classroom. Responsible learners are accountable for their learning, organised and punctual to class. Responsibility means contributing positively to your learning and being considerate of the needs of others in the community.

## S

### SAFEGUARDING & CHILD PROTECTION

Everyone has the right to feel safe. St Leo's is committed to providing a caring, safe and accepting environment for all our students and staff. The College is committed to child protection and has a zero tolerance to child abuse. We all have a shared responsibility to ensure that no harm comes to anyone in our College community.

If you are concerned about any behaviour from a student or staff member, you can speak to your Mentor teacher, Year Leader, any member of the College Leadership team or any staff member you feel comfortable speaking with. You may also like to talk to the College Counsellor (*see Support*).

The CSBB Safeguarding Team at Catholic Schools Broken Bay (CSBB) are specifically focussed on safeguarding and child protection. Their aim is to assist staff, parents and students to create a safe and supportive environment for young people to learn and grow. See CSBB's Safeguarding website

for more information ([csbb.catholic.edu.au/about-us/safeguarding](https://csbb.catholic.edu.au/about-us/safeguarding)), contact them on **7256 2211** or email: [safeguarding@dbb.catholic.edu.au](mailto:safeguarding@dbb.catholic.edu.au).

### Mandatory Reporting

Child wellbeing and protection is a collective or shared responsibility between students, families and the College. All staff have a responsibility to recognise and respond appropriately to safety, welfare or wellbeing concerns for our young people and inform the principal or their delegate. It is the responsibility of the College to report suspected risk of significant harm concerns to the appropriate authorities. As such, no staff member can ever offer a student complete confidentiality when discussing their personal safety and welfare.

### Child Protection

St Leo's meets all legislative requirements for Child Protection, including:

- ensuring all staff have current Working with Children (WWC) checks
- providing regular Child Protection training for staff
- responding to any reported Child Protection matter
- when appropriate, instigating Mandatory Reporting of child protection concerns.

**If you have any concerns for your personal safety, you should immediately contact your Year Leader, the Director of Wellbeing for Learning, Assistant Principal, Principal or any staff member you feel comfortable speaking with. See PAGE 135 of this diary for a list of emergency and support services.**

### SICKNESS AND SICK BAY

If you feel unwell during school time, you must first advise your teacher (if during class) and report to Student Services to be assessed. Students who require medication for short term conditions are required to take the pharmacy labelled medication to the Student Administration Officer with a covering letter. The Student Administration Officer will then administer the medication as prescribed.

It is expected that wherever possible, personal appointments (e.g. medical) should be made outside of school hours. If appointments or early departure are unavoidable, your parent/carer

should make a note on Compass detailing the reason for the leave and whether you will be leaving on your own or are being collected.

We understand that from time-to-time last-minute appointments are necessary. If this happens, your parent/carer should call the College to advise of the situation so we can arrange for you to be taken out of class. You should not contact parents yourself during school hours to come and collect you. Student Services will assess the situation and contact your parents/carers if necessary. Parents should **not** just arrive at College Reception requesting to collect students without notice as this causes disruption to classes.

The Student Administration Officer will authorise an exit pass for you, and you must then report to College Reception before leaving the school grounds.

### SOCIAL MEDIA

In line with the new government legislation banning social media for under 16 year-olds, no student is permitted to access social media during school hours or other events. It is strictly prohibited to post, share or engage with any social media content at any time that contains offensive, slanderous or inappropriate content about other students, staff or the College.

The College has an expectation that all students feel safe when online. Online bullying will be dealt with accordingly by the College. Students should be mindful of their digital footprint when posting things online. At no time should any student contact a staff member in any social media forum. Should a student have a need to contact a member of staff, this is to be done via email only and in line with the College's email policy (*see Email*).

## T

### TOILETS

You are encouraged to use bathrooms during breaks whenever possible rather than during class time. If you need to use the bathroom during class, this will be noted in Compass by your teacher. You should not take any longer than necessary, meet up with other students or take your mobile phone. Parents will be notified if excessive bathroom breaks are taken during class time.

## TRANSPORT & SAFETY

The safety of all our students is our highest priority. It is essential that all students follow road safety procedures, such as crossing at marked crossings and following traffic signals, particularly on the Pacific Highway. Staff members are posted at various locations after school including at Waitara Station and Yardley Avenue bus stops to ensure your safety.

Please adhere to the following when travelling on public transport:

- Give up seats to adults, especially the elderly, injured or pregnant women.
- Treat other travellers and bus and railway employees with respect and follow their directions.
- Use appropriate language only (no swearing, no inappropriate stories).
- Respect bus and train property and the property of others by not damaging it.
- Do not put bags on the seats as this stops other people from using them.
- Show constraint, keep the noise level down and do not move around the bus or train unnecessarily while it is in motion.
- Stand on the footpath away from the kerb while waiting for the bus or behind the yellow line while waiting for a train. Do not obstruct others who are using the footpath.

Do not carry bags on your back when entering and exiting the bus or train.

Keep all parts of your body within the train or bus.

Do not throw any objects inside the bus/train; eat or drink while on the bus/train without the permission of the driver.

## U

### UPSTANDER

An upstander is someone who sees or knows about mistreatment, harassment, aggression, violence or bullying that is happening to someone else and takes action. Upstander behaviours are actions and/or words that support someone who is being attacked, abused or bullied. The actions of an upstander can stop or diminish a specific bullying incident or help another student to recover from it. (*See also 'Bystander'*)

## V

### VALUABLES

Students should not bring valuables to the College such as game consoles, iPads, iPods, cameras, portable speakers and large sums of cash. Please leave any necessary items with your Year Leader or secured in your locker. The College does not take responsibility for any lost, stolen or damaged valuables.

### VIDEO TAPING

Students are not allowed to record (video or photograph) staff or fellow students without the person's direct permission. This would be considered a serious invasion of a person's privacy and rights and can lead to suspension and a re-entry meeting with the principal.