

STUDENT GUIDELINES

The following code of conduct is set as a guide for students, parents and staff to follow in order to achieve an effective working environment in an atmosphere of friendly co-operation and security.

As the students develop in age and maturity, greater responsibility and expectations are placed on the students to develop personal and school pride. It is the role of the school to encourage students in this endeavour by creating opportunities for achievement in all areas of school life and recognising achievement and success.

The main process for encouraging and recognising students in our school is through the Merit System in the Primary and Commendation Awards in the Secondary. Parents are encouraged to stay in close contact with their class teacher (primary) or pastoral care teacher (secondary) on any matters that involve the progress of students.

SPIRITUAL LIFE WITHIN THE SCHOOL

All students:

Participate in the prayer opportunities, Religious Education Program, Spiritual retreats and liturgical celebrations of the school.

Are expected to behave in a manner appropriate to the occasion, showing reverence and attention at all times.

Will be encouraged to look into their own spiritual lives and to think about the issues and directions which Christ and His Church opens to them.

During years 5 & 6 and in the secondary school the students have an opportunity to join a chapel/conference of students in St Vincent de Paul.

GENERAL CONDUCT

At all times when representing the School, students are expected to:

Be polite, courteous and co-operative towards others;

Attend to the direction of teachers respectfully;

Wear the appropriate school uniform

Students are not permitted to:

Leave the School grounds between arrival in the morning and dismissal of classes in the afternoon - if it is necessary, parents are required to sign out/in any student who is required to attend an appointment. Parents are encouraged to make appointments for students outside school hours.

ACADEMIC STUDY

It is the expectation of the School that all students:

Must be prepared to develop sound work and study habits;

Must strive to become self-directed in their study;

Will complete assigned homework tasks on time;

Will endeavour to keep all bookwork in a neat and organised manner;

Must be aware of the rights of other students and therefore not be distracting to others;

Will assist others with their studies when appropriate;

Will participate in educational excursions and camps as arranged by the School;

Will take pride in their work, have workbooks neatly covered and clearly marked and write neatly and legibly.

SPORT

It is the expectation of the School that students:

Participate fully in the Physical Education Program. It is compulsory for every student to participate in all aspects of the PDHPE program. Occasions when a student cannot participate require written ratification from parent / guardian. Patterns of no participation will be followed up by the Assistant Principal.

Wear the correct sports uniform including sports cap, sport shoes when participating in Physical Education practical lessons and when representing the School in sporting teams.

When representing the School, students conduct themselves in a manner which is consistent with the St Philomena's general conduct guidelines.

When representing the school, it is an expectation that parents of such students adhere to all requirements of the School's Sport Policy.

HOMEWORK

It is expected that all students:

Develop sound strategies for the completion of homework tasks on a regular basis as per year/grade expectations;

Complete assigned homework tasks on time;

Use the School Diary (in appropriate grades) to record all homework tasks on a daily basis.

Have their School Diary (in appropriate grades) signed by parent/guardian as arranged by the class teacher. This is an additional mode of communication between the parent and the class room teacher.

UNIFORM AND APPEARANCE

It is expected that students:

Wear the School uniform in full, and in the correct manner;

Have their hair groomed neatly - not extreme in either length or colour, (girls will tie their hair back with blue / white or red coloured ribbons or the like);

Have their shorts/skirts/tunics of a reasonable length;

Have their ties knotted correctly and their collar buttons fastened;

Shirts to be tucked in;

Not wear make-up, nail polish, hairspray, and hair stiffening agents;

Not wear jewellery - with the exception of a signet ring and one set of sleepers or studs for girls.

ATTENDANCE AND PUNCTUALITY

It is expected that students:

Attend school regularly, providing notification from parent/guardian explaining absences;

Whilst travelling on a bus, display appropriate behaviour as set out by the bus company and in line with school expectations.

Be punctual in arriving at the start of each day - lessons begin at 8.45am daily in the secondary. Students arriving after the commencement of class times need to sign in at the school office and obtain a late slip. Late arrivals, as in general absence should be validated by a parent note of explanation.

Be punctual to lessons.

Patterns of late arrival and unexplained absences will be followed up by Assistant Principal.

A meeting with parents will be convened to discuss such issues.

USE AND CARE OF CLASSROOMS AND GROUNDS

Students of the School:

Are encouraged to develop a sense of pride and belonging in their school

Must understand that Graffiti and acts of vandalism are not acceptable;

Are encouraged to keep the school grounds and community areas free from litter;

Are required to keep their own possessions, lockers and their classrooms neat and well organised;

Are not permitted in the classrooms unless a teacher is present;

Are expected to carry out charges in a cheerful and dependable manner;

Are expected to report any damage to school property immediately to a teacher;

Are responsible for damage to property or resources of the school, are expected to provide the necessary costs, or part of, for replacement or repair of such property or resources;

Must be respectful of the property of others;

Are not to bring items of value or excessive amounts of money to school.

USE OF DRUGS

In accordance with the St Philomena's School Drug Policy, Students:

Are encouraged to live healthy lives - smoking, and the use of alcohol or illicit drugs are not permitted and appropriate sanctions are imposed if students carry out these activities whilst at the School, representing the school or attending a school function.

Students requiring prescription medication are required to store their medication at the school office. A dispensing log is located in the office.

SANCTIONS

When students behave in a manner which is inconsistent with the expectations of the school, it may be necessary for their own development to impose sanctions, within the structures of the Demerit System.

In general, the procedure for managing student's behaviour is as follows:

All teachers are responsible for the management of students in their class or in the playground

If necessary, class teachers will be informed of instances of poor behaviour or consistent problems through the use of a conduct notice.

The class teacher will contact parents as it is deemed necessary.

Students may be detained at lunchtime or after school hours, including weekends for instances of time-wasting, distraction of others, non-completion of homework or breaches of the school's expectations.

In the event of a student being detained on a regular basis, a member of the school executive will contact parents.

Class teachers have responsibility for any further sanctions, in liaison with the Deputy Principal or the Principal, depending upon the severity of the breach of expectations.

The Principal accepts that in certain instances the school may not meet the needs of a particular student and in the best interest of both the individual and the school community enrolment may be withdrawn.

PREFECT BODY

St. Philomena's will have a female and male School Captain in each of the Primary and Secondary areas.

Positions of Leadership

Secondary:

School Captain (male)
School Captain (female)

Prefect: Year 10
Prefect: Year 10
Prefect: Year 9
Prefect: Year 9

Primary:

School Captain (male)
School Captain (female)

Prefect: Year 6
Prefect: Year 6
Prefect: Year 5
Prefect: Year 5

PREFECT BODY

As part of the values of St. Philomena's to encourage student leadership and responsibility, a Prefect Body will be formed to respond to the concerns and needs of the student body as a whole. The Prefect Body will have an integral role to play in the implementation and organisation of school-based initiatives and will be made up of student representatives from various grades. The Council hopes to draw upon the enthusiasm and aspirations of the students to assist in forming and enhancing the sense of community established within our Catholic school environment.

PRIMARY & SECONDARY HOUSE CAPTAINS

Within the Primary and Secondary School there are House Captains. Two Year 6 and two Year 10 students from each of the House groups are selected at the beginning of the school year. The House Captains assist in the development of war-cries and organisation of their House group leading up to and during school competitions.



ST PHILOMENA'S SCHOOL MOREE

55 Boston Street, (P.O. Box 669), MOREE 2400

Telephone: (02) 6752 1935 Facsimile: (02) 6752 4250

PARENT PARTNERSHIP – Letter of Concern

Student's Name:

Year:

Dear Parent/Guardian

The purpose of this letter is to inform you of our concern for (name) who is experiencing difficulty in meeting the Course Outcomes in (subject). We have previously contacted you regarding this concern through the school diary or by a phone call.

(First name) is experiencing difficulty with:

- | | |
|--|--|
| <input type="checkbox"/> Classroom application and concentration | <input type="checkbox"/> Assignments and assessment tasks |
| <input type="checkbox"/> Preparation and study for tests | <input type="checkbox"/> Organisation of equipment |
| <input type="checkbox"/> Completion of homework | <input type="checkbox"/> Participation in class activities |

Failure to develop skills in any of these areas will hinder (first name) progress and learning. The following strategies may assist in meeting the requirements of the course and improving study habits.

SUGGESTED STRATEGIES FOR STUDENTS

- Check daily that all homework is written in the school diary and ensure parents sign it weekly.
- Complete set homework each day.
- Have a set time to do work at home each day.
- Attend "homework centre" on a regular basis.
- Plan what needs to be done before starting homework.
- If absent for a lesson, find out what work was missed.
- Listening and using class time more effectively.
- Actively participate and be involved in the class.
- Organise a timetable of revision and study for the weeks prior to exams or tests.
- Summarise or make study notes at the end of each topic.
- File and organise papers and handouts.
- Check the timetable to ensure all books and /or equipment are available for lessons.
- Have a wall calendar where all important dates, such as assessment tasks, can be recorded.
- Plan assignments and start them early.
- Have a good study environment at home.

Please discuss this important matter with (name) and contact St Philomena's if further information or clarification is required. Thank you for your active assistance with this matter.

Class teacher

Stage Coordinator

Assistant Principal

PARENT PARTNERSHIP – Letter of Concern – Return Slip

Student's name:

Year:

Date:

I have received the letter indicating the concern that St Philomena's has for (first name) academic progress. I am aware that these areas for concern are currently affecting (his/her) learning and have discussed some strategies to address these concerns with (name).

Parent/Guardian signature:

Date:

Please return this signed slip to the class teacher listed above within 2 days of date.



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CONTRACT FOR (name)

CLASS:

DATE:

I am enrolled in Year (year) on the following Level 4 contract of good behaviour and co-operation. I will. Learning in class is the main purpose.

1. Behave at all times in a way that makes me proud of my actions.
2. Avoid insulting or teasing other students and will show respect for others.
3. Pay attention in class by listening when the teacher is speaking.
4. Do and complete homework carefully and neatly.
5. Wear my school uniform neatly and with pride.

This contract will be reviewed at the end of Term (term) with (teacher).

If I break this contract I will be interviewed by the Principal with regard to my continued enrolment in the school.

Student

Parent

Assistant Principal



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PASTORAL CARE COMMUNICAITON

STUDENT NAME	
HOMEROOM	
DATE	
FROM	
COPY TO	
HOMEROOM TEACHER	
STAGE COORDINATOR	
COUNSELLOR	
ASSISTANT PRINCIPAL	
OTHER	FILE



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Dear Mr and Mrs

This is to inform you that today I have suspended your (son/daughter), from St Philomena's School, consistent with the school's published discipline code (eg school diary).

(name) has been suspended for (#####).

You are asked to contact the School office and make an appointment to see (name) on (date). (name) is to attend this interview. They will be suspended out of school until then.

You are responsible for the care and safety of your (son/daughter) while they are on suspension. The school expects that (name) will continue with their studies while suspended.

Yours sincerely

Assistant Principal

Last Review May 07 Next Review May 09