Welcome to St Clare’s and thank you for entrusting your child to our care.

St Clare’s is a Catholic school. As such we have high expectations of ourselves as educators. We work hard to ensure that our expectations of students are reflected in the intellectual, emotional, spiritual and pastoral care our staff brings to your son’s and daughter’s education.

We believe that teaching is a team sport and that the teaching team is made up of students who take responsibility for their learning, parents who are actively involved in supporting their learning and teachers who are well informed, caring and willing to go the ‘extra yard’ to help their students achieve their goals and get to where they want to be.

A key to St Clare’s long history of student success is the excellent relationship that staff and students form as they learn together. This collaborative approach based on mutual respect creates a rich level of communication and trust between family and school that enhances outcomes for all involved in the school community.

While there is much change to the traditional way of learning and teaching, St Clare’s holds fast to its core values as a Catholic school committed to supplying a rich learning environment, based on Gospel values, that produces active citizens who are committed to achieving their best and creating a world where others may do the same.

We look forward to working with you to help your child thrive and become the best they can be spiritually, physically, emotionally and intellectually.

Yours sincerely

Peter Nicholls
Principal
MISSION
(Why do we exist?)

Education of young people within the context of Christ’s mission and the traditions of St Clare and the Sisters of St Joseph.

VISION
(What do we want to create?)

A Catholic community that values and nurtures learning for all of life.

VALUES
(How do we want to act along the path of achieving our vision?)

Community, Relationships and Teaching & Learning for All of Life
St Clare's High School Values
Community, Relationships and Teaching and Learning for All of Life

I. Freedom
A. To allow all to have a voice
B. To generate and encourage mutual respect and positive relationships

II. Fair Go
A. To promote belief in the good of all
B. To provide for individual differences

III. Understanding, Tolerance and Inclusion
A. To provide a non-threatening, mutually supportive and collaborative learning environment
B. To make realistic demands

IV. Doing Your Best
A. To provide classroom environment where every one wants to learn and students are challenged to reach their potential
B. To engage students as active and creative participants in the teaching/learning dynamic

V. Responsibility
A. To provide real learning experiences that offer students the opportunity to effectively contribute to their society and embrace the wonder and challenge of life
B. To maintain a clean, healthy and inviting physical environment

VI. Care and Compassion
A. To have a sense of belonging, pride and community
B. To be actively involved in the practice and understanding of Social Justice

VII. Honesty and Trustworthiness
A. To engage in positive and genuine relationships where there is a belief in the intrinsic good of all
B. To practice and promote quality leadership

VIII. Respect
A. To practice effective classroom management based on mutual respect
B. To embrace and value all learning

IX. Integrity
A. To encourage students to own their own learning and make judgements and decisions
B. To encourage all relationships to be open, supportive, reasonable, patient, respectful, calm, understandable, approachable, ethical, compassionate and integrating a sense of humour
# RIGHTS AND RESPONSIBILITIES WITHIN THE SCHOOL COMMUNITY

## RIGHTS

### Students
- learn
- be heard
- be respected
- feel safe
- be included
- work in a clean environment
- be supported in their faith.

## RESPONSIBILITIES

- let others learn
- listen
- make others feel safe
- do your best
- be inclusive
- keep a clean environment
- treat others with dignity and respect
- participate in the liturgical life of the school
- use appropriate channels of communication
- use initiation and inform teachers if someone or something needs attention
- follow school rules

### Staff
- be treated with dignity and respect
- be heard
- work in a supportive environment
- professional development
- be supported in their faith

### Parents
- be heard
- be informed
- expect a safe environment for children
- be treated with dignity and respect
- be supported in their faith

- treat others with dignity and respect
- be inclusive
- maintain a safe school
- continue professional development
- support the Catholic ethos and uphold Christian values
- perform duties in a professional manner

- be involved
- reinforce the values set by the school
- treat others with dignity and respect
- keep the school informed of pertinent information
- support the Catholic ethos of the school
- support the policies of the school.
RELIGIOUS EDUCATION

The Religious Education program is a vital and integral component of the school serving as a means to its very existence. The program seeks to provide greater knowledge of the Catholic faith, to complement the relationship between religion, education and life. We strive to deepen the students' understanding of the Gospel message such that they live in the spirit of loving God and serving their neighbour. The program is also pastoral, it deals with the present needs of each individual and helps prepare them for the future. The program acknowledges the dilemmas confronted by youth and is therefore designed to encourage our students to grow in faith.

The school is only one facet of a child's religious development and must be seen as working in conjunction with parents who have the primary responsibility for educating their children in faith.

COUNSELLING SERVICES

The school offers a counselling service that may be accessed by students, staff and parents. We have one counsellor who provides this service and students may see the counsellor by making an appointment through the front office. Parents may also make an appointment to see the counsellor by contacting the school and speaking with the counsellor directly.

CHAPLAIN

The school chaplain’s services are available to students, families and staff. These services include spiritual and emotional support in times of crisis, mentoring for students and outreach to families through home contact. The Chaplain also is a link with the Parishes, guides the St Vincent de Paul Conference, provides Liturgy support and works with the Ministry Coordinator raising funds for charity.

PARENT INVOLVEMENT

Parent involvement in the school is encouraged and parents are invited to attend school Masses, Sports Carnivals and other school activities such as Eisteddfod and Music Festival performances. From time to time there will be other functions such as Open Days or special performance/displays of work completed. Parents will be notified regarding such events.

Parents are welcome to discuss matters associated with the students or school activities. It is important to phone for an interview to ensure that the person you wish to see will be available.

Voluntary assistance is always required in the Canteen area of the school. Mums, dads, friends and grandparents - if you are able to assist for a few hours a day (or even an hour or two) it would be greatly appreciated.

PARENTS & FRIENDS ASSOCIATION

The Association is the official parent organisation of the school and its main aims are:

1. to promote true education by bringing parents, friends and staff together.
2. to foster communication between parents and school personnel.
3. to represent the parents publicly on issues related to Catholic Education.
4. to assist with the purchase of resources for the school.
5. to provide a social forum for the parents of the school.

P & F Association meetings are held twice a term and dates will be notified through the newsletter.
Meetings are held at 7.00pm in the Library.
All parents are urged to actively participate in the functioning of the P & F
SCHOOL FEES

The school fees for all Catholic schools in the Diocese of Maitland are set by the Bishop on the advice of the Diocesan Schools Board.

School fees are billed 3 times a year coinciding with Terms One, Two and Three. Prompt payment would be appreciated. However where pressing financial circumstances make it impossible to meet full fees parents are to contact the principal for an interview to make a specific arrangement for a concession. In the case of unusual hardship the principal has authority to grant concessions beyond those built into the scale recommended for secondary schools.

As of 2007 the Catholic School System has implemented an automatic fee exemption for families with very low incomes. If a family has a Commonwealth Health Care Card or Pension Card, a concession on tuition fees may apply. This concession will not have to be negotiated; it automatically applies for families who genuinely fit into this category. To claim this exemption you will need to complete a Healthcare Card/Pension Card Concession Form available from the School’s Bursar. Please note that this exemption only applies to tuition fees; concessions on other fees need to be negotiated.

Principals may arrange for the sake of convenience to complete the collection of fees by the end of Term 3. This arrangement applies to each group of students at St Clare's, that is, Years 7 to 12.

PLEASE NOTE:

No Catholic Student will be denied a Catholic Education because of parent’s inability to pay fees. Please contact the Principal to negotiate a fee concession if you are faced with genuine hardship.

RESOURCE FEE

The school operates a book hiring system for text books. On enrolment an initial deposit of $100 is paid which is fully refundable at the conclusion of their Secondary education provided all textbooks have been returned in good condition. Students are encouraged to take good care of the books they use. If text books are lost or damaged beyond normal wear students will be expected to pay the replacement cost.

Students will be charged an annual fee for the use of the books - $100 (Juniors) and $150 (Seniors).

A school homework diary will be issued with text books to Years 7 - 10.

PAYMENT OF SCHOOL FEES

Many families find paying Direct Debit weekly payments (52 weeks of the year) very useful. Firstly, due to the regular payment the impact on family funds is significantly reduced. Secondly, by paying 52 weeks and even by adding $10 above the minimum payment funds build up. These funds are very useful to cover School Excursions, Subject Fees and any other unforeseen costs. Other forms of payment are credit card, cash, cheque, Centrepay and BPAY. Fee payment options are set out on the School Fees Agreement form.
CURRICULUM

The school prepares students for the award of the Record of School Achievement (ROSA) and the Higher School Certificate according to the regulations set out by the Board of Studies. The teaching program, as it currently stands, is divided into three modules of two years each.

In Years 7 and 8 (Stage 4) students will engage in study in Religion and in each of the 8 Key Learning Areas, i.e., English, Mathematics, Science, Human Society and Its Environment, Technological and Applied Studies, Creative Arts, Languages other than English and Personal Development, Health and Physical Education.

In Years 9 and 10 (Stage 5) students must study Religion and programs from each of the 5 Key Learning Areas: English, Mathematics, Science, Human Society and Its Environment and Personal Development, Health & Physical Education. The school offers a wide range of additional subjects drawn from five key learning areas which students will elect to do in Stage 5 and which will be credentialed for the Record of School Achievement (ROSA).

In Years 11 and 12 (Stage 6) students prepare for the HSC examination. Details of the courses available in Years 11 and 12 are contained in the Senior School Handbook issued to students during Year 10. Students at St Clare’s do study Religion for the HSC as set out in courses designated and/or approved by the Board of Studies. VET Courses are also offered to senior students.

EXTRA CURRICULAR ACTIVITIES

The school encourages students to participate in a rich variety of extra-curricular activities. Such activities offer opportunities for individual growth at many levels. Included in the school’s extracurricular program are Creative & Performing Arts Productions, Choir, Band, Debating, Public Speaking, Dance, St Vincent de Paul’s School Conference, the Environment Group and the Social Justice Group.

Opportunities to enter local and state academic, cultural and sporting competitions are available. It is hoped that students will not only engage fully in the formal curriculum but will endeavour to extend and develop their skills and abilities in other areas.

STUDENT REPRESENTATIVE COUNCIL

The SRC is an active and significant group within the school. As represented in our Values statement: “Freedom to allow all to have a voice.” The SRC provide that voice for the student population.

The SRC Coordinates the School Socials, School Assemblies and the Annual Fundraiser for the destitute. Another function of the SRC is the promotion of student involvement in the wider community including work with St Vincent de Paul Society, Anzac Day March, Vietnam Veterans’ Day and the Salvation Army Red Shield Appeal.

The SRC members have direct access to the Principal and Assistant Principal bringing attention to student issues. Being elected to the SRC is recognition of an individual student’s leadership potential.
STUDENT LEADERSHIP

RATIONALE

To inspire, challenge, educate and support leadership development and practice within current and future leaders within the student body at St Clare’s and to develop the understandings, skills and attitudes that are vital in effective leadership.

AIMS

- To develop leaders who possess qualities in Christian leadership, tolerance, understanding, and respect for staff and peers, and who have a willingness to provide a positive role model for the school community.
- To offers concepts of leadership that enable leaders to imagine the how and what of leadership
- To allow students to have a voice in the ongoing decision making process of the school.
- To facilitate communication between staff and students.
- To voice special interests of class and year groups.
- To provide some opportunities for leadership development.
- To identify areas of need, problem areas and suggest solutions or request attention of School Executive.

LEADERSHIP STRUCTURE

STAFF LEADERSHIP TEAM
Principal; Deputy Principal; SRC Coordinator, Ministry Coordinator

SENIOR LEADERSHIP TEAM
School Captains Male and Female; Vice-Captains Male or Female; Senior Leaders
Total Members 12 (this can be adjusted depending on size of student body, but recommendation of no more than 16. Preferred 50 - 50 split male and female students but no greater split than 60/40)

JUNIOR LEADERSHIP TEAM
- Junior Leaders - Year 7 to 10 - 2 girls and 2 Boys Preferred, four students in total
- House Leaders - Year 11 - 1 Girl and 1 Boy per house- 8 leaders in total

ROLE DESCRIPTIONS

SRC GENERAL

- Organising and conducting fund raising activities e.g. Bandanna Day.
- Membership of various student led groups e.g. Young Vinnie’s, Environment Group, Ministry Committee. (leaders and committee members),
- Meet as a group once a week to discuss student issues and upcoming Events. (Socials, St Clare’s Feast days etc.)
- Representation on the Greater Taree Youth Advisory Committee (Year 10 members)
- Assist with the liturgies and prayer life of the school
- Organise musical entertainment at various activities such as the Sleep-Out
- Leadership participation in/of school community days e.g. Cross-country, St Clare’s Day
SENIOR LEADER

- Work in consultation with your assigned Year Group Co-ordinator to visit 1 PC each week and assist teacher in administrative role.
- As part of SRC, assist in the organisation of SRC events
- Help in the organisation of your assigned year group at whole school assemblies.
- Assist in the running of reflection days where possible (not conflicting with assessments).
- Be an advocate for the schools bullying, mobile phone and internet safety policies. Act as a peer support person in such issues.
- Support other Senior Leaders in their roles.
- Be a role model for fellow students in your dress, grooming, academic performance and attendance.
- Support participation in religious life.
- Support school community and its extra-curricular activities.

HOUSE LEADER

- Is a member of the SRC and Leader of Year 11
- Willingness to participate in and assist with the organisation of school events, including Liturgies, swimming, cross-country and athletics carnivals and fund raising activities.
- Demonstrated participation in and enthusiasm towards all extra curricula events.
- As part of SRC, assist in the organisation of SRC events.
- Show strength of character in situations that require you to stand out from the crowd, in situations of service to the community.
- Be a positive role model to fellow students, living out the values of Christ.
- Be able to work maturely with parents, staff and the wider community.
- Willingness to organise and participate in school based lunch time activities.

JUNIOR LEADER

- Express a desire to participate in and assist with, the ongoing liturgies conducted within the school and at church.
- Show strength of character in situations that require you to stand out from the crowd, in situations of service to the community.
- Is a member of the SRC and as part of SRC, assist in the organisation of SRC events.
- Be willing to show initiative, to foster Christian values and the missionary aspect of our school.
- Be a positive role model to fellow students, living out the values of Christ.
- Be able to work maturely with parents, staff and the wider community.
- Participate and assist in the Organisation of planned Year group events and activities.
- Assist PC Teachers and Year Coordinator where necessary.

LEADERSHIP SELECTION INFORMATION

Detailed information on selection procedures, eligibility and responsibilities is available from your child’s Year Coordinator.
PLAYGROUND

- Classrooms & level 2 verandahs are out of bounds during recess and lunch, unless accompanied by a teacher or it is raining.
- No games or running on the verandahs
  Out of bounds areas are:
  a) Davis St car park
  b) Oxley St car park
  c) area between Admin block & Science block
  d) front of Admin block
  e) behind the Library
- Active Areas:
  - Basketball courts
  - Back field
  - Junior quad – Handball only
- Passive Areas:
  - Josephite Memorial & Reconciliation Gardens
  - Senior quad
  - Between Canteen and Rooms 29 – 32
  - All areas directly surrounding classrooms, administration, library
  - Basement
- Students are to use commonsense when playing. Games and actions which have the potential to cause injury or damage to property are not to be undertaken. Tackle football is not to be played – only touch. When playing ball games keep well away from gardens & young trees, and from boundary fences.
- Please use the garbage bins provided and ensure that the gardens and playgrounds are kept clean and tidy.
- Dispose of rubbish before starting games.
- If a person needs to speak to a student they should come to the front office and ask for the student needed. All visitors remain in the front foyer while speaking to the student.
- Students needing assistance ask the teacher on playground duty or the staff at the office. Please avoid the staff room during recess or the first 20 minutes of the lunch break.

RESPECT SCHOOL AND PERSONAL PROPERTY

Please:
- Do not interfere with other people's property
- Return library books punctually
- Take good care of text books
- Keep classrooms clean
- Do not enter the staff rooms
- Take care of clothing, make sure yours is clearly marked
- Use classrooms only at the times assigned
- Use school equipment carefully and only as directed by staff
- Do not bring valuable personal items to school
GENERAL INFORMATION

ADMINISTRATION/STAFF ROOM

Only students who have to actually see a teacher or office staff are to be in this area
There is no eating or drinking in the administration block
The main front door is not to be used by students
Only the student needing to make a call shall be at the students' phone
Students needing to see someone in the sick bay are to seek permission from the office staff first.

ASSEMBLIES

Students assemble in the appropriate place in the Hall for assembly.
Students stand/sit in class groups.
The Assemblies are held as required and dates are placed on the school calendar.

ASSISTANCE IF YOU ARE IN NEED/SICK

The clerical staff will help students who are ill, who need to contact parents or who need First Aid. If you are ill or need First Aid please ask at the front office for attention. Do not go to the clinic without first seeing the office staff. If necessary, parents will be contacted by the office staff.

If sick during a class you must have a note from your teacher to take to the front office. Students are not to congregate in the clinic with sick friends or go to the clinic without permission from the office staff.

BUS TRAVEL

A condition of free travel for students is that their behaviour is satisfactory. Student passes can and will be repossessed by the bus companies if students do not comply with acceptable behaviour standards or if they do not follow the directions of bus drivers.

CANTEEN

The school canteen operates on all school days and is organised by the supervisor and run by parents/grandparents/guardians who work in a voluntary capacity. Any parent/grandparent/guardian who is able to volunteer is asked to do so to ensure that the services of the canteen will continue. The canteen provides finances for the purchase of vital school resources and its continued operation using voluntary assistance is critical to the maintenance and improvement of academic standards, teaching resources and facilities.

- The canteen does not supply lunch orders. Students with special dietary requirements may place an order with the Canteen Manager by 9.00 am each day. Students will line up for collection
- Please refrain from taking BACKPACKS into the Canteen
- Students are not to be at the canteen before the commencement of recess and lunch or after the break bell
- Students line up in the appropriate line until directed to enter the serving area
- Students are to only purchase goods for themselves.
- Follow the directions of the teachers, canteen staff and senior student leaders
- Remember to be courteous and say ‘please’ and ‘thank you’
CORRESPONDENCE

Newsletters will be published weekly as well as P & F notices and other forms from time to time. Students please take these forms home immediately. Newsletters are sent via email. Families should provide an email address to the school. If you require a hard copy of the newsletter please advise the school office.

For excursions, sport choices and other school activities a permission note is required. Please ensure that these are returned promptly.

DROP OFF/PICK UP PROCEDURES

Morning and Afternoon Set-down and Collection:
Parents are asked of a morning and afternoon to set-down and collect their child from Cowper Street. Students not collected by 3.40 pm are asked to wait in the office. Oxley Street entrance is for staff only. Students travelling by bus use the Davis Street exit.

Senior students who drive to school are asked to park in St Vincent or Plover Streets then using the Cowper Street or hall gate to enter the grounds. They may also park near Stokes Circuit and enter the school grounds via the Davis Street gate

Drop-off and Pick-up during the school day:

Students are not permitted to wait at the school exits for parents. When dropping off or picking up your child during the school day you are asked to attend and notify the school office. Students are required to have a Leave Note if they are being picked up during school hours and will be asked to wait in the school foyer for parents. Davis Street is the preferred set down and pick up between 9.00am – 3.00pm.

Please note that Davis Street is for Bus entry only from 8.30am – 9.00am and 3.00pm – 3.45pm.

BICYCLES

Bicycles are to be walked onto the school grounds from Cowper Street or St Vincent Street entrance and walked off on dismissal.

The bicycle storage area is out of bounds during the day.

An approved helmet must be worn when riding to and from school.
SPORT

General sporting involvement and development of a student's sporting skills form a vital part of life at St Clare's. Active involvement and development in a variety of sports is an integral component of the school week and as it is part of the curriculum, participation is not optional. School based sport incorporates activities that may include Swimming, Cross Country, Cricket, Touch Football, Basketball, Board Riding, Netball, Squash, Tennis, Ten Pin Bowling, Volley Ball, Gymnastics, Softball, Weight Training, Aerobics, Soccer, Rugby League, Surfing etc.

Sport, at a representative level, also offers considerable scope for students to participate and develop their skills. In the areas of Swimming, Cross Country Running and Athletics students have three levels of competition; school Championships, Diocesan Championships and Inter Diocesan Championships. In a group of individual sports there is also the opportunity to gain selection in representative squads notably in Netball, Rugby League, Hockey, Golf, Basketball, Soccer, Touch Football etc.

The school also participates in Equestrian events.

Participation in sport is encouraged and recognised as a key element in students’ overall development.

Sport in Year 7 will include participating in a Life Saving Program which encourages the development of basic Water Safety and Competency. This program is essential to students in line with our Australian lifestyle and their ability to participate fully and actively in Camps, Outdoor Education programs and other extra curricula activities.

Commencing 2013 all Year 7 to 10 students are required to wear the PDHPE cap or visor during sport and outdoor practical lessons. This can be purchased from Workwise Clothing

- Sport is on Thursday, Sports uniform is worn to school on this day. If the complete sports uniform is not able to be worn normal school uniform should be worn.
- The school tracksuit is available for purchase from Workwise Clothing Group. Combinations of uniform and tracksuits other than the correct school one are not acceptable.
- Students will NOT participate in sport in anything other than the correct uniform unless the activity requires specialised clothing.
- All notes relating to Thursday sport are to be given to the Sports Coordinator during Pastoral Care.
- Sporting activities change from Term to Term as organised by the teacher in charge of sport. Various forms will be sent home requesting permission for these sports. They should be filled out carefully and returned to school by the return date indicated. Carnivals will also be held including Swimming, Cross-Country and Athletics. These are run on a House team basis with events for every student in the school.
- A sport levy for each child is charged on a per term basis.
- All students are to return to school at the end of Thursday sport; this is a safety issue and required for insurance cover.
- For purposes of easy identification and team spirit, a "T" shirt of the colour of the student's House team may be worn on school carnival days. This shirt may also be worn for PE lessons during the year.
- Interschool sport is conducted against Port Macquarie, Kempsey, Taree and schools in the Maitland Diocese. Local schools are sometimes involved as well.

House colours are:

<table>
<thead>
<tr>
<th>House</th>
<th>Colour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gordon</td>
<td>Green</td>
</tr>
<tr>
<td>Kendall</td>
<td>Blue</td>
</tr>
<tr>
<td>Lawson</td>
<td>Yellow</td>
</tr>
<tr>
<td>Paterson</td>
<td>Red</td>
</tr>
</tbody>
</table>

Once a student is chosen and agrees to be a member of a school sporting team or squad, it is expected that he/she will take that responsibility seriously and cooperate fully with the staff involved.
TIMETABLE

The school day is broken into Five Periods of 60 minutes duration. Thursday, due to sport in the afternoon, lessons are 45 minutes in length. Students will need to prepare their materials/requirements in advance so they are ready for the lessons of that day.

Thursday afternoon is sport time for Years 7 – 10 and students will take part in a range of sporting activities depending upon the season. Any students unable to participate in sport will be expected to bring a note of explanation to the Sports Coordinator.

**BELL TIMES**

<table>
<thead>
<tr>
<th>Mon, Tues, Wed &amp; Fri</th>
<th>Thursday</th>
<th>Assembly Timetable</th>
<th>Event Timetable</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.00 – 9.10</td>
<td>9.00 – 9.10</td>
<td>9.00 – 9.10</td>
<td>9.00 – 9.10</td>
</tr>
<tr>
<td>9.10 – 10.15</td>
<td>Period 1</td>
<td>9.10 – 9.55</td>
<td>9.10 – 10.00</td>
</tr>
<tr>
<td>10.15 – 11.20</td>
<td>Period 2</td>
<td>10.15 – 10.40</td>
<td>10.10 – 11.10</td>
</tr>
<tr>
<td>11.20 – 11.40</td>
<td>Lunch 1</td>
<td>11.20 – 11.00</td>
<td>11.10 – 11.30</td>
</tr>
<tr>
<td>11.40 – 12.45</td>
<td>Period 3</td>
<td>11.40 – 12.15</td>
<td>11.30 – 12.25</td>
</tr>
<tr>
<td>12.45 – 1.15</td>
<td>Period 4</td>
<td>12.45 – 12.30</td>
<td>12.25 – 1.20</td>
</tr>
<tr>
<td>1.45 – 2.05</td>
<td>Lunch 2</td>
<td>1.45 – 2.10</td>
<td>1.20 – 1.50</td>
</tr>
<tr>
<td>2.05 – 2.25</td>
<td>Lunch 3</td>
<td>2.05 – 2.30</td>
<td>2.10 – 2.30</td>
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<tr>
<td></td>
<td>1.55 – 3.20</td>
<td>2.30 – 3.25</td>
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</tr>
</tbody>
</table>

**EMERGENCY EVACUATION**

- When the Emergency bell sounds students are to stop their work or activity at once
- Listen for teacher or PA directions
- Then move quietly and promptly without panic to the designated assembly area
- At the assembly area students line up in PC classes in alphabetical order
- Students sit in alphabetical order while their names are marked and remain seated quietly until directed to move

**LOCKDOWN PROCEDURE**

- In the case of a threatening and unauthorized person being in the grounds the Lockdown Bell may be sounded.
- Students are to remain in their classrooms with the doors locked until given the all clear.
- Students outside are to return quickly to their classrooms or the school library and wait for the all clear
- There should be no movement around the school unless the situation demands
- If lockdown is sounded outside class times students should move quickly to the school hall.
- Following the All Clear, all students/staff go to the Emergency Assembly point for Marking of the Rolls

**EXCURSIONS**

- From time to time excursions are organised for a full class or subject group. A letter will be sent to parents giving details of the excursion. All school expectations apply on excursions.
- Those students not attending the excursion are expected to attend school and complete the work set by the teachers.
- **Should you have difficulty meeting the cost of an excursion please see the Principal to discuss the matter.** Money for excursions must be handed in to the Bursar by the due date in a clearly labeled envelope.
HOMEWORK

- The school policy is that homework is set each night.
- All students must complete study each night in addition to written homework.
- **Year 7** should spend **one (1) to one and a half (1½) hours** per night on homework and study.
- **Years 8 & 9** should spend **1½ - 2 hours per night** on homework and study.
- **Year 10** should spend **at least 2 hours** per night on homework and study.
- **Seniors** will be expected to do a **minimum of 3 hours** each night.

INAPPROPRIATE CLASSROOM BEHAVIOUR

Students are expected to follow teacher directions and assist in promoting a positive learning atmosphere in the classroom. If a student fails to meet school expectations consequences in accord with the Restorative Actions Procedures (RAP) will occur, this can be found in the Pastoral Care Policy on the school website, or through the school office.

KNIVES

Knives are not permitted to be brought to school, including scalpels and ‘stanley’ knives. Knives required for school activities will be provided by the school.

MEDICATION

The School Policy is that:
- No medication is to be given to a student without the written permission of a parent/guardian.
- When regular medication is required detailed advice is to be obtained from the student’s medical practitioner. Forms for the administration of medication on a regular basis may be obtained from the main office.
- Pain relief drugs eg aspro, panadol etc will **NOT** be issued on student’s request nor in response to a telephone request from parents.

SPECIALIST ROOMS

Do not enter rooms without a teacher
Bags must remain outside (take valuables into the classroom)
Doors are locked between lessons

WHO TO CONTACT FOR HELP AND ASSISTANCE?

- Initial contact regarding a student should be to the **Pastoral Care teacher**.
- If parents have questions regarding progress in a particular subject the **Studies Coordinator** should be contacted.
- Questions relating to general aspects of welfare should be directed to the **Student Coordinator** responsible for that Year group.
- Assistance with matters regarding subject choices and careers should be directed to the **Careers Adviser**.

STUDENT PHONE

A pay phone is available for student use in the administration block. This phone may only be used in break times.
REPORTS
A formal school report will be provided to parents at the end of each semester, approximately the end of July and December. The report will give an indication of the progress of your son/daughter and will comprise formal comments, exam results and/or progressive assessment during the semester based on assignments, homework, practical work, etc.

If there is a specific reason a progress report can be issued at any time between the formal reports. Contact the Student Coordinator for this.

After distribution of the semester reports parents are invited to discuss students’ progress with teachers. Interview times are arranged online to suit parents and staff. Should the need arise parents can contact the school to arrange interviews at other times if this is considered necessary.

PASTORAL CARE PERIOD
Pastoral Care is a time when the roll is marked, information is given to students and students pray as a group. This is a time for getting organised, checking uniform and monitoring the welfare of the group.

STUDENT ABSENCES
Students must bring a note explaining their absence. A seven day time limit applies for a note to be presented. After this time the absence, by law, must remain as unexplained.

LATE TO SCHOOL
Students arriving after the 9.00 Pastoral Care bell need to get a late note from the office. Lateness to school will remain as unexplained unless a note or phone call from a parent/guardian is provided within seven days. The student may be signed in by a parent/guardian.

PERMISSION TO LEAVE SCHOOL DURING THE DAY
Students must present a note from Parent/Guardian to the office before 9.00am and a leave pass will be issued. Students in Years 7 to 10 must be collected by a parent/guardian from the front office.

NOTIFICATION OF EXTENDED ABSENCE
Families wishing to take students from school for extended leave of over ten days must complete an Application for Exemption from Attendance at School form. These forms are available from the school office.

STAFF PROFESSIONAL DEVELOPMENT
Parents will be informed in advance of whole staff Professional Development days. At these times students do not attend school.

SCHOOL DIARY
- Students in Years 7 – 10 at St Clare’s are issued with a school diary
- It must be brought to school every day and used to note homework assignments, events etc. It is also used as a method of communication between parents and the school.
- The Diary will be checked regularly and signed by the Pastoral Care teacher
- The Diary is only to be used for school business and is therefore a graffiti free zone

EXAM PROCEDURE
- Be at required room on time with all necessary equipment.
- Leave bags outside room
- No talking from when first paper is distributed till last paper is collected
- If using own paper it should be A4 size
- If you finish early, revise and check your answers
- Mobile phones will be collected and returned at the end of the exam.

EXAM SKILLS
Examinations and tests are part of every student’s life. The best way to prepare for them is to practice ahead of time. Old tests make the best study guides.

Students who perform well in exams –
Know what the test will cover
Understand their work
Remember what is important
Express their knowledge in writing
Introduction
The school’s computer network, internet access facilities, computers and other school ICT equipment bring great benefits to the teaching and learning programs and to the effective operation of the school. The use of the school’s ICT equipment is for educational purposes appropriate to the school environment. This applies whether the ICT equipment is owned or leased either partially or wholly by the school, and used on or off the school site. Parents need to note that while our school has rigorous cybersafety practices in place, it is not possible to completely eliminate the risk of exposure to inappropriate online content. The school may monitor traffic and material sent and received using the school’s ICT network. The school may use filtering and/or monitoring software to restrict access to certain sites and data, including email. You should be aware that general internet browsing by your child from home or other locations other than school are not monitored or filtered by the school.

The school may audit its computer network, internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit.

All students will be issued with a user agreement and once signed consent has been returned to school, students will be able to use the school ICT equipment.

Cybersafety Rules for Secondary Students
1. I cannot use school ICT equipment until my parent(s) and I have signed my Cybersafety User Agreement form and the completed form has been returned to school.
2. I will log on to school ICT with the user name the school has issued me with. I will not allow anyone else to use my user name. I will not tell anyone else my password.
3. While at school or a school-related activity, I will not have any involvement with any ICT material or activity which might put myself or anyone else at risk (e.g. bullying or harassing).
4. I understand that I must not at any time use ICT including social media(e.g. Facebook, Twitter etc.) to upset, offend, harass, bully or threaten or in any way harm anyone connected to the school or the school itself, even if it is meant as a joke.
5. I understand that the rules in this use agreement also apply to mobile phones. I will only use my mobile phone(s) at the times that I am permitted to during the school day.
6. I understand that I can only use the Internet at school when a teacher gives permission and there is staff supervision.
7. While at school, I will not:
   a. Access, or attempt to access, inappropriate, age restricted, or objectionable material.
   b. Download, save or distribute such material by copying, storing, printing or showing it to other people.
   c. Make any attempt to bypass security, monitoring and filtering that is in place at school. This includes but is not limited to the use of Internet proxy anonymisers.

CyberSafety User Agreement for Secondary Students
8. If I accidentally access inappropriate material, I will:
   a) Not show others
   b) Turn off the screen or minimise the window and
   c) Report the incident to a teacher immediately
9. I understand that I must not download any files such as music, videos, games or programs without the permission of a teacher. This makes sure the school complies with the Copyright Act 2006. I also understand that anyone who infringes copyright may be personally liable under this law.
10. I understand that these rules apply to any privately owned ICT equipment (such as a laptop, mobile phone, USB drive) I bring to school or a school-related activity. Any images or material on such equipment must be appropriate to the school environment. I also understand that the school can view the contents stored on these devices when brought to school or a school activity.
11. I will not connect any device (such as a USB drive, camera or phone) to, or attempt to run any software on, school ICT without a teacher’s permission. This includes all wireless technologies.
12. I will ask a teacher’s permission before giving out any personal information (including photos) online about myself or any other person. I will also get permission from any other person involved. Personal information includes name, address, email address, phone numbers, and photos.
13. I will respect all ICT systems in use at school and treat all ICT equipment with care. This includes:
   • Not intentionally disrupting the smooth running of any school ICT systems
   • Not attempting to gain unauthorised access to any system
   • Following all school cybersafety rules, and not joining in if other students choose to be irresponsible with ICT
   • Reporting any breakages/damage to a staff member.
14. I understand that the school may monitor traffic and material sent and received using the school’s ICT network. The school may use filtering and/or monitoring software to restrict access to certain sites and data, including email.
15. I understand that the school may audit its computer network, Internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit. Auditing of the above items may include any stored content, and all aspects of their use, including email.
16. I understand that if I break these rules, the school may inform my parent(s). In serious cases the school may take disciplinary action against me. I also understand that my family may be charged for repair costs. If illegal material or activities are involved, it may be necessary for the school to inform the police.
The school library is a **multipurpose learning centre** that requires students to show **consideration** and **respect** to all those using the space at all times.

Library hours: 8.30 am to 3.45 pm every day. If the library is required outside of these hours please see the Teacher Librarian.

When you use the library please help to create a pleasant atmosphere by following these procedures:

- **Show your consideration towards others** by remaining as quiet as possible, both in the library and in the surrounding areas. Never call out – if you need to speak to a teacher or another student, move quietly to the person and speak softly.

- **Please do not move the furniture** without permission from the library staff or a teacher. The furniture has been arranged to enable best study habits and to allow clear movement and safety in all areas of the library. If it is necessary to move the furniture, please remember to replace it to its original position before leaving the library.

- **Group work in the library**: When your teacher sets you a group research assignment, make sure you understand clearly what your task is. Remember, group work means each person in the group researches one or more aspects of the topic as their contribution to the assignment as a whole.

- **Computers**: See St. Clare’s High School, Taree “Internet, Email and Network Service” contract. Consequences for inappropriate use of the computers will result in losing access to the computers.

- **Personal computers**: Please note, it is every student’s responsibility to charge up their personal computer devices before coming to school – the library is not obligated to provide power points for this purpose.

- **Enquiry terminals**: There are two enquiry terminals in the library for quick research, however, every student has access through their own logon account. If you have any problems finding information, please see library staff.

- **Entering and leaving the library – class group**: Years 7 to 9 please wait outside until a teacher tells you to enter. Year 10 and seniors may enter the library as required in the appropriate quiet and considerate manner. Leave all bags outside in the racks provided.

- **Individuals** coming to the library from a class must have permission from their teacher, either a note or a phone call to the library staff and must see library staff before commencing work.

- To protect the books and furniture, please do not bring or consume **food or drink** in the library. However, water bottles are permitted, but please keep them away from the computers and any other electrical equipment.

- Please place **rubbish** in the bins – paper in the recycling bin and general rubbish in the small bins or general rubbish bin near the exit.

**Remember if you have any problems with your research, library staff is always willing to help.**
SCHOOL UNIFORM

REQUIREMENTS

Students are required to wear the correct uniform as outlined in the Student/Parent Handbook. If they cannot wear the full uniform a note of explanation from parents must be given to the Student Coordinator. This should have the date and parent's signature. The Student Coordinator will issue a Uniform Check Slip.

Items are only available from Workwise Clothing Group, 49 Whitbread Street, Taree (6552 2371). Full school uniform is to be worn to and from school. Sports uniform is worn to school on sports day. On PD/H/PE lesson day sports uniform is brought to school and must be worn for the PD/H/PE lesson.

GIRLS’ UNIFORM 7 – 10

- Lemon Blouse
- Inverted pleat style skirt
- Short white socks. Socks must be above ankle length
- Black tights - Terms 2 & 3 (Optional)
- Black School Scarf – Terms 2 & 3 (Optional)
- Woollen jumper or fleece top or tracksuit jacket (all with school crest)
- Microfibre trackpants (optional - sport day only)
- Slacks (optional)
- Black leather tongued, lace up school shoes - polishable leather uppers.

GIRLS’ UNIFORM 11 – 12

- Green Blouse
- Inverted pleat style skirt
- Short white socks. Socks must be above ankle length
- Black tights - Terms 2 & 3 (Optional)
- Black School Scarf – Terms 2 & 3 (Optional)
- Woollen jumper or fleece top or tracksuit jacket (all with school crest)
- Slacks (optional)
- Black leather tongued, lace up school shoes - polishable leather uppers.
- May wear their commemorative jacket

GIRLS’ SPORT 7 - 10

- Polo shirt with school crest
- St Clare’s bottle green microfibre shorts
- Short white socks
- PDHPE cap or visor (compulsory for sport and prac lessons)
- Year 10 may wear their commemorative sports shirt
- Joggers, runners or Cross Trainers appropriate for sporting activities

BOYS’ UNIFORM 7 – 10

- White short sleeved shirt with school crest
- Grey permanent press fabric shorts
- Grey permanent press fabric long pants (optional)
- Belts optional – Plain Black only
- Drill shorts or trousers are not to be worn
- School grey socks - must be above ankle length
- Woollen jumper or fleece top or tracksuit jacket (all with school crest)
- Microfibre trackpants (optional sport day only)
- Black leather tongued, lace up school shoes - polishable leather upper
BOYS’ UNIFORM 11 - 12

- White short sleeve shirt with school crest
- Grey permanent press fabric shorts
- Grey permanent press fabric long pants (optional)
- Belts optional – Plain Black only
- Drill shorts or trousers are not to be worn
- School grey socks - must be above ankle length
- Woollen jumper or fleece top or tracksuit jacket (all with school crest)
- Black leather tongued, lace up school shoes - polishable leather upper
- May wear their commemorative jacket

Available only from Workwise Clothing Group

BOYS’ SPORT 7 - 10

- St Clare’s bottle green microfibre shorts
- Polo shirt with school crest
- White socks – must be above ankle length
- PDHPE cap or visor (compulsory for sport and prac lessons)
- Joggers, runners or cross trainers appropriate for sporting activities
- Year 10 may wear their commemorative sports shirt

Available only from Workwise Clothing Group

SCHOOL UNIFORM STANDARDS

♦ GIRLS’ SCHOOL UNIFORM

**BLOUSE**
1. Top button is to be done up
2. No underwear is to be visible... must be white or skin tone
3. Sleeves are to be worn down

**SKIRT**
1. Must be worn on or above hip bone at a modest length – max 5cm above the knee

**SOCKS/HOISERY**
1. Plain White
2. Above the ankle
3. Black tights (purchased only from Workwise Clothing Group)

**KNITWEAR**
1. Regulation school jumper, either fleece or wool
2. Coloured knitwear, if worn must be covered by correct school knitwear

**TRACKSUIT**
1. St Clare’s tracksuit: Microfibre with School Crest
2. Jacket may be worn over the school jumper
**BOYS’ SCHOOL UNIFORM**

**SHIRT**
1. No underwear is to be visible- Undershirt / singlets must be plain white

**SHORTS/TROUSERS**
1. Plain Grey permanent press uniform shorts or trousers
2. Must be worn on or above the hip bone
3. Size is not to be excessive: no more than one size over

**BELT**
1. Plain Black only

**SOCKS**
1. School Grey socks
2. Above the ankle

**KNITWEAR**
1. Must be St Clare’s school jumpers either fleece or wool
2. coloured knitwear if worn, must be covered by the correct school knitwear

**TRACKSUIT**
1. St Clare’s Microfibre with School Crest
2. May be worn over the school jumper

**GENERAL UNIFORM**

**Hair**
- Hair is to be well groomed and kept tidy
- Long hair (longer than shoulder length) must be tied up at all times. This applies to both male and female students.
- **No dreadlocks, shaved patches, or other extremes.**
- Short hair - nothing under a No 3.
- Facial Hair - clean shaven.
- Colour – 1 or 2 shades for the natural looking colour of hair is acceptable. It is **not** acceptable to have patches, panels, streaks and tips such as blonde, black, green, purple, blue etc.
- Hair accessories are to be plain in black, gold or green.

**Jewellery**

The only acceptable jewellery is a watch, a ring and a small silver or gold metal stud or sleeper, maximum 1 per ear lobe.

Jewellery is to be kept to a minimum. Eyebrow, nose, face, tongue and lip jewellery are not acceptable.

**Makeup**
Makeup is not allowed

**Shoes**
Black, leather, tongued, lace-up and polishable school shoes. Boots are not acceptable.

**Body Art**
Tattoos are not acceptable.

**RESPONSES TO INCORRECT UNIFORM**

Parents will be notified of continued infringements and their support sought to rectify the situation.
For those students who continue to ignore the uniform expectations, sanctions will be applied including the possibility of referral to the Zone System outlined in the Pastoral Care Policy.
Mobile Electronic Communication and Listening Device Policy
Not On – Not Seen Policy (summary)

REGULATIONS

- Students are permitted to have mobile phones and listening devices at school.

- Student mobile phones and listening devices must be turned-off during regular school hours (9.00am – 3.25pm), including recess and lunch.

- Mobile Phones, and listening devices should not be seen during regular school hours (8.55am – 3.25pm), including recess, lunch and sport.

- Student mobile phones and listening devices should not be left in school bags when the bags are unattended, especially at recess and lunch times. The school does not accept responsibility for expensive equipment that students bring to school and leave in unattended school bags. Mobile phones and listening devices should be kept on the person, or deposited with the Bursar at the start of the school day.

- Mobile phones and listening devices are not permitted to be with a student during any formal exam. Having a mobile phone or an electronic communication/listening device during a formal examination is a serious offence, at both school and Board of Studies levels.

- Prior to school exams, students should hand their mobile phones, and other electrical communication/listening devices to the examination supervisor. For Higher School Certificate examinations, students must not have mobile phones or other electrical communication/listening devices on their person before entering the examination hall.

- There may be occasions where electronic communication and listening devices have a legitimate educational use in certain classes. This is at the teacher’s discretion. The teacher must not take this exception as blanket permission for students to listen to music or other non-educational related use of these devices during class time.

- Yr12 may use their listening devices, not mobile phones during study periods. Music should not be turned up so loud that it disturbs others. (This is at the discretion of the teacher and librarian)

- Common courtesies must always apply. When a member of the public speaks to a student, the student should remove the headphones to listen and speak.

- The only time a communication device (mobile phone) can be used to make a call is with permission from the Year Coordinator.

- The use of portable communication and listening devices on school based field trips is at the discretion of the supervising teachers.

RESPONSES

- If a student is found to have a mobile phone, or listening device on, or in use during regular school hours, including the writing or receiving of messages, they will have it confiscated by the teacher and handed to the Bursar for storage, or a teacher may request a student to hand the phone to the Bursar themselves.

- The confiscated portable electronic communication and listening devices will be stored in the School safe with the Bursar. The student can retrieve the confiscated items at the end of the school day (3.25pm).

- A second breach of the policy will entail the Year Coordinator contacting home.
CHILD PROTECTION

Catholic schools in the Diocese of Maitland-Newcastle are committed to providing safe environments for students. Whilst we have a legal obligation to protect children, this commitment is central to our Catholic beliefs. At St Clare’s we believe that all children have a right to a safe environment which is free from any form of abuse or harm. At St Clare’s relationships between adults and children are governed by trust and Gospel values.

Schools in NSW are required to meet the statutory obligations of legislation relating to child protection. Schools in this diocese are required to uphold the policies and guidelines set out by the Catholic Schools Office.

This legislation includes:

- The Ombudsman Amendment (Child Protection and Community Services) Act, 1998
- The Children and Young Persons (Care and Protection) Act, 1998
- Commission for Children and Young People Act, 1998

Catholic Schools Office documents include:

- Child Protection – Identifying and Notifying Abuse
- Guidelines for the Implementation of the Ombudsman Amendment Act
- Child Protection – Procedures for Schools
- Code of Professional Standards for Catholic School Employees

Children and Young Persons (Care and Protection) Act

This legislation establishes a shared responsibility for the protection of children. Teachers have a legal responsibility to report a child or young person who is at risk of harm. This means that staff at St Clare’s High School are required by law to make a report to the Department of Community Services when they have reasonable grounds to suspect that a child or young person is at risk of harm from abuse or neglect. This includes physical, sexual and psychological abuse, exposure to domestic/family violence, homelessness or the inability of the parents to provide appropriate medical care for the child or young person.

Child Protection and Volunteers

Being a volunteer in a school is an important task. St Clare’s High School would not be able to function as well as we do without the contribution made by the myriad of volunteers who so generously give of their time and expertise. Unfortunately, history has shown us that some adults put themselves in situations where they can use their positions of trust and power to harm children. This history has resulted in legislation in NSW which aims to protect children from abuse. The legislation that applies specifically to volunteers includes:

- Commission for Children and Young People Act 1998
- NSW Ombudsman Act 1974
Commission for Children and Young People Act 1998

This legislation was enacted as a recommendation of the 1997 Wood Royal Commission. Under this legislation, in a school context, ‘employees’ include all persons, paid or unpaid, who have direct, unsupervised contact with children or young people through any aspect of their work in, or for, the school. It aims to protect children and young people from contact with people who have been convicted of the following:

- serious sex offence;
- child-related personal violence;
- murder of a child;
- indecency offences punishable by imprisonment of 12 months or more;
- kidnapping (unless the offender is or has been the child’s parent or carer);
- offences connected with child prostitution;
- possession, distribution or publication of child pornography; or
- attempt, conspiracy or incitement to commit the above offences.

A prohibited person includes a Registrable person under the Child Protection (Offenders Registration) Act 2000.

Examples of ‘employees’ who perform a task for the school include, but are not limited to:

- volunteers assisting in classrooms, e.g. reading or library helpers;
- those attending a “working bee”;
- persons providing transport at the request of the school;
- anyone assisting in the school canteen;
- people assisting with camps, retreats, community days and excursions;
- religious and clergy who attend the school for liturgies, retreats or services.

All volunteers are required to complete a Prohibited Employment Declaration prior to commencing as a volunteer. Declarations are available from the Front Office. Volunteers must read the Declaration, sign it and return it to the Front Office.

It is very important for volunteers to read the Declaration before signing as it is an offence for a prohibited person to apply for, undertake, or remain in child-related employment.

_Volunteers not willing to provide a Prohibited Employment Declaration are not permitted to undertake any duties in the school._

_A volunteer who has any doubts about his/her status should seek independent legal advice._

NSW Ombudsman Act 1974

This Act guides the Catholic Schools Office and school’s response when a child protection allegation has been made against an employee. It applies to paid and unpaid employees (volunteers) in schools.

The Act requires the school to notify allegations that constitute sexual offences, misconduct, assault, ill-treatment, neglect and behaviour that causes psychological harm to children to Zimmerman House.

Once the allegation is received by Zimmerman House it is reported to the Ombudsman’s Office. Zimmerman House then conducts an investigation into the allegation. The investigation gathers facts relevant to the allegation and arrives at a finding at its conclusion. The process of investigation provides the employee with an opportunity to respond to the allegation and have the response heard. All evidence is considered before a decision is made in regard to the finding.

Further information about this process is available from Zimmerman House, phone 4940 8091.
PASTORAL CARE

WHAT IS PASTORAL CARE?

Pastoral Care, in the context of a Catholic school, is modelled on the person of Jesus Christ, who recognised the dignity and uniqueness of each person and who, in his humanity, called people to the fullness of life.

St Clare’s aspires to achieve this fullness of living for each community member through the many dimensions of Pastoral Care. These dimensions reflect the individual and communal nature of Pastoral Care, and acknowledges spirituality as the very essence of what Pastoral Care is all about.

Pastoral Care:
- is embodied in our commitment to Justice and our preparedness to speak the truth
- is reflected in our willingness to be Loving, Forgiving and Reconciling
- is revealed in our desire to be of Service to one another
- is reflected in how each individual is enabled to find inner harmony and meaning in life.

Hence, Pastoral Care should be an expression of the reality of God’s love in our school as revealed in our commitment to building and maintaining right relationships.

Right Relationships:
- are fundamental to effective learning and teaching and genuine Pastoral Care for all-members of the community
- are those, which reflect the Gospel values of Justice, Truth, Peace, Forgiveness, Love, Reconciliation and Service to one another
- are those which honour and respect individual freedom, rights and responsibilities of all members of the community
- are an expression of our Love of God in all creation.

WHY HAVE PASTORAL CARE

- to enable all members of our community to achieve a fullness of living through relationships centred on the person of Jesus Christ
- to ensure that our values are borne out in our daily living
- to nurture right relationships
- to heal and strengthen fractured relationships through Restorative Practices
- to improve educational outcomes by improving the quality of relationships
- to empower each person to be optimistic in spirit and hope-filled in their outlook on life.

STUDENT AFFIRMATION

In support of the development and maintenance of Right Relationships, student affirmation is an essential element. All human beings need to know they are appreciated and that their contributions are valued. Therefore the Merit System is a significant component of Pastoral Care at St Clare’s.
ST CLARE’S MERIT SYSTEM

THE MERIT SYSTEM

Merit Awards  Academic Achievements Awards
Student Coordinator’s Awards  Citizenship Awards
Subject Awards  Leadership Awards
Principal’s Awards  Cultural Awards
St Clare’s Award  Sportsperson Award

MERIT AWARDS
Merit awards are given by teachers, across all Key Learning Areas. Students are encouraged to collect five of these to make them eligible for a Student Coordinator’s Award.

STUDENT COORDINATOR’S AWARD
Student Coordinator’s Awards are given to students who have collected five or more Merit Awards. Students are responsible for collecting their Merit Awards and taking them to their Student Coordinators.

SUBJECT AWARDS
Subject Awards are to be given to students who achieve academic excellence in a subject during each Semester. They are presented at the end of Semester Ceremonies.

PRINCIPAL’S AWARD
Principal’s Awards are given to students at the discretion of the Principal.

ST CLARE’S AWARD
These awards are designed to give every student in the school an opportunity to be positively acknowledged formally. Any student can apply for a St Clare’s Award.

ACADEMIC ACHIEVEMENT AWARDS
Academic Achievement Awards are given to students in Years 7 – 11. They are presented at the end of the year ceremonies to one student in each year. They recognise the highest level of achievement in most subjects.

CITIZENSHIP AWARD
This award is presented to one student in each year group annually.

LEADERSHIP AWARD
This award is presented to one student in each group annually.

CULTURAL AWARD
This award is presented annually to a Junior and Senior student for outstanding contribution in the Creative Arts.

SPORTSPERSON OF THE YEAR – This award is presented annually to a female and male student in the Junior school and Senior school.
PASTORAL CARE STRUCTURES

Student Welfare Coordinators manage student related issues. They are assisted by the Pastoral Care teachers who should be the first person contacted in relation to student welfare.

In terms of student discipline, issues related to classroom behaviour or curriculum is initially dealt with by the classroom teacher with the support of the Studies Coordinator in the particular faculty area.

Discipline issues that go beyond one Curriculum area or are not curriculum related are addressed by the Student Welfare Coordinator.

The formal discipline process is outlined in the Pastoral Care Policy found on the school website or available through the Main Office. However, in brief different levels of response are applied depending on the severity and context of a particular incident. Of particular importance is the concept of procedural fairness.

Procedural fairness is a basic right of all individuals dealing with authorities. All communities have a legitimate expectation that all school and system personnel will follow these principles in all circumstances, especially when dealing with suspensions and exclusions.

Procedural Fairness is generally recognised as having two essential elements:

1. The right to be heard which includes:
   - The right to know why the action is happening
   - The right to know the way in which the issues will be determined
   - The right to know the allegations in the matter and any other information that will be taken into account
   - The right of the person against whom the allegations have been made to respond to the allegations
   - The right to an appeal

2. The right of a person to an impartial decision that includes:
   - The right to impartiality in the investigation and decision making phases
   - The right to an absence of bias in the decision maker

(See Pastoral Care Policy for details)

DRUGS

The supply of drugs is illegal and therefore has no place in a school. Any student who, after an investigation based on the principles of Procedural Fairness is found to be supplying illegal drugs at school may be required to leave the school. This decision would be taken in consultation with the Catholic Schools Office.

Students found to be using illegal drugs while at school or participating in a school event or in school uniform, will, following an investigation based on the principles of Procedural Fairness, be faced with exclusion or suspension, again in consultation with the CSO.

As the above actions are illegal the Police will be notified.

ALCOHOL and CIGARETTES
Following investigations based on the principles of Procedural Fairness, students found to have infringed upon the ban on Alcohol and Cigarettes at school, school events, or in school uniform, will face suspension.
ANTI-BULLYING POLICY
(Summary)

RATIONALE
The role of St Clare’s Catholic High School, in partnership with parents and caregivers, is to nurture young people by providing optimum levels of support in learning, positive interpersonal relationship experiences and social support networks. The culture and atmosphere of our school plays a significant role in students developing a balanced approach to life and learning. With this in mind Bullying behaviour is in conflict with the core values and purpose of a Catholic school. Bullying needs to be recognised, named and addressed to ensure our school works towards an authentic Christian school culture.

DEFINITIONS
Whilst there is no definitive and universally accepted definition of bullying, the most influential research in the area of what constitutes bullying has been proposed by Olweus (1993): “…bullying may be defined as a student being exposed, repeatedly and over time, to intentional injury or discomfort inflicted by one or more other students. This may include physical contact, verbal assault, making obscene gestures or facial expressions, and intentionally excluding the student.”
The National Safe Schools Framework (2011) defines bullying as 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.

RESPONSIBILITIES
Students:
By constant instruction and affirmation, students are encouraged to become aware that:-
• All incidents of bullying must be reported to a trusted teacher or to the student’s Pastoral Coordinator;
• They must support the bully identification initiatives of the St Clare’s community.
• Under no circumstances should bullying be allowed to occur; they should never provide an audience by standing by.
• It is a responsibility to encourage victims of bullying to seek assistance;
• Reducing bullying enhances the educational climate and the ability of individuals to perform at their best;
• Playground games and ‘mucking’ around can conceal bullying;
• They can assist friends and other members of their Year group in being safe at school by reporting bullying or intimidation.

Parents:
Parents can make a significant contribution to the achievement of this policy by:
• Watching for signs of distress in their child. There could be an unwillingness to attend school, a pattern of headaches or stomach aches, a loss of equipment, requests for extra pocket money, damaged clothing or bruising, loss of self confidence and self-esteem.
• Taking an active interest in their child’s social life.
• Informing their child’s Pastoral Care Coordinator, Assistant Principal or Principal, immediately they think their child is a victim of bullying;
• Advising their child to contact a trusted teacher;
• Encouraging their child NOT to hit back or respond verbally.
• Actively listening to their child as they discuss the situation of their friends
• Spend time listening and provide physical signs of love and affection
• Attend Parent information nights on the topic of bullying and other well-being issues, when provided.
RESPONSES TO BULLYING

The response to and/or consequences of bullying are outlined in the ‘Restorative Actions Procedures document depending on the degree of seriousness. The options available may include more than one of the following:

- Initial investigation will occur including a Student Interview with the relevant Pastoral Care Coordinator, Assistant Principal or Principal
- Consultation between the Pastoral Care coordinator and other members of the pastoral team
- Parental contact by phone, this may also include formal notification through letter.
- Restorative Justice Conference for all major stakeholders,
- Parental Interview,
- Counselling (either by the school counsellor or referral to an external agency).
- Participation in Wellbeing or Social Skills programs.
- Placement within the school discipline system
- Exclusion, investigation of alternative educational options.
- Regular monitoring of all involved by relevant Pastoral Care coordinator or delegate.
- Police intervention - situations when police intervention is required in cases of bullying (e.g. Possession of weapon, extreme assault) and cyber bullying (e.g. sexting) – see Support Document 4. Advice for Principals (Feb 2012)

RESOURCES/CONTACTS

- Catholic Schools Office - Maitland Newcastle
- www.bullyingnoway.com.au
- www.curriculum.edu.au/mctyapdf/natsafeschools
- www.bullying.org/help
- www.kidshelp.com.au
- www.nobully.org.nz
- Bullying Poster (displayed in each classroom)
- Kids Help line: 1800 551 800
- Parent Help line: 13 20 55
- Police Youth Liaison Officer – Ph. 02 6552 0317
- Centacare Catholic Family Welfare Services – Ph. 02 6551 3715
- Community Health Ph. 02 6592 9315

Phone: (02) 6552 3300
Fax: (02) 6552 3656

Email: principal@tareesc.catholic.edu.au
      admin@tareesc.catholic.edu.au
Website: http://tareesc.catholic.edu.au