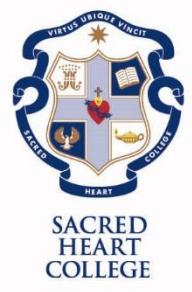




Educating in a spirit of audacity and hope

Sacred Heart College Senior School
Parent Handbook
2016



PRINCIPAL'S MESSAGE

Dear Parents/Carers

Welcome to Sacred Heart College!

Whilst we are a large Catholic College in the Marist Tradition, the College is comprised of a Middle School and a Senior School campus. As such, the day-to-day operation of Sacred Heart College is under the stewardship of Mr Tim Mullin, Head of the Middle School, and Mr Daniel Lynch, Head of the Senior School.

As your son/daughter journeys through Sacred Heart, I look forward to meeting with you and ensuring that your family's experience as a member of this community is all you hope it to be!

Warm regards

Mr Steve Byrne
Principal



HEAD OF SENIOR SCHOOL'S MESSAGE

Welcome to Sacred Heart College, Senior School.

I am confident both your child and your family will be warmly welcomed into our Marist community, and will enjoy every moment of your connection to our wonderful institution.

Sacred Heart College Senior School prides itself on finding a pathway for every student. We unreservedly have high expectations of those entrusted to our care, and place alongside them the highest quality of educator.

I look forward to working with families to achieve the very best outcomes for their sons and daughters, and to meeting all of you in the months ahead.

With best wishes

Mr Daniel Lynch
Head of the Senior School



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THE COLLEGE

THE CORE PURPOSE

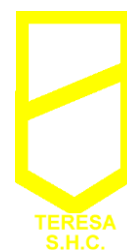
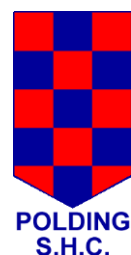
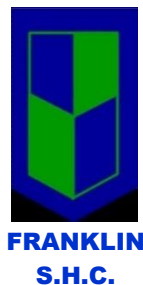
Sacred Heart College Senior School is a Catholic school in the Marist tradition. In a spirit of audacity and hope, each member of our community is challenged to grow and learn in order to be agents of change for a better world.

HOUSE SYSTEM – PASTORAL CARE STRUCTURE

Pastoral Care in the school is based on a House System. There are ten Houses, the names of which were carefully chosen to highlight the prophetic nature of our Christian witness in society. Each man and woman selected is remarkable in a personal and particular way for the unique dimension he or she has brought to the total context of being Christian in the world. Each House will hopefully strive to reflect a unique quality of being Catholic in our school and in our society.

Heads of House are responsible for the overall welfare of students in their group. This includes leadership, academic and personal counselling, discipline and the keeping of appropriate student records.

HOUSE FLAGS AND COLOURS



THE CHAMPAGNAT STORY

Marcellin Champagnat: Founder of the Marist Brothers

“Our aim is to form good Christians and good citizens”.

Father Marcellin Champagnat, Founder of the Marist Brothers, was a peasant from the region of southern France near Lyons. He was born in 1789, the year of the French Revolution and died from cancer in 1840.

Father Champagnat was not an educational theoretician, but he did have a profound feeling for life. He was an outstandingly simple man, wholly given to direct action. His simplicity and outgoing personality quite naturally oriented his sympathies towards young people and their education.

Even though he did not write up his educational ideas, his richest thoughts have come down to us through his letters and the memories of the first Brothers. Here is what he taught and what became known as the Marist style of education:

1. A Special Place for the Poor
2. Loving Discipline
3. The Golden Rule

To educate young people properly, we must love them; we must love them all equally. To love young people is to devote yourself completely to teaching them and to take all the means that a keen imagination can think of in order to form them in gospel values.

4. The Spirituality of Marist Education

Father Champagnat's motivation in founding the Brothers in 1817 was to ensure that the young people of his day came to know about the love that Jesus and Mary - known among the local peasants as *the Good Mother* - had for all of them.

5. Good Example

Father Champagnat consistently stressed the value of “good example” to his Brothers. It reminds us that, with our students, our words are cheap unless we live what we preach.

What Father Champagnat urged of his Brothers has as much point for the lay people who hold the privileged role of teacher in the contemporary Australian Catholic school. Today, Marist schools are mainly administered and staffed by lay people who are very committed to the spirituality and educational approach of Marcellin Champagnat.

Marcellin Champagnat was canonised on 18th April, 1999. This was subsequent to a miracle attributed to Blessed Marcellin Champagnat, which saw the curing of a German Marist Brother, Br Heriberto Webber. In May 1976, in the midst of his normal activities in Uruguay, Br Heriberto was afflicted by fevers reaching high temperatures and experienced severe spinal pains, which forced him to stay in bed. The doctors diagnosed ‘an early, unknown growth which was transferring to the lungs’. The doctors who were attending him pronounced him incurable and as such he was treated in a sanatorium.

On June 13th, the Brothers of the Province of Uruguay, together with their pupils, began a novena of prayers to ask for the cure of Br Heriberto through the intercession of Blessed Marcellin Champagnat.

At the end of the novena on July 26th, 1976 the patient felt a sudden and unforeseen improvement. The X-ray plates taken on that day showed that the signs of the illness had disappeared. Br Heriberto, the Brothers of the communities in Uruguay and the pupils who

knew him from the very beginning considered this cure to be miraculous - a verdict now confirmed by doctors and theologians in Rome.

Let us celebrate with Saint Marcellin Champagnat and thank God for the graces we receive through his intercession.

RELIGIOUS EDUCATION

Religious Education is fundamental to the educational program at Sacred Heart College. Staff regard it as a privilege and a duty to work co-operatively with the parents and guardians of our students to nurture and develop within them a deep love of God borne out of the knowledge of how deeply God loves each of us.

There is an opportunity for regular attendance at Mass or a shared Liturgy and these and other liturgical celebrations encourage student involvement.

All levels of school life strive to create an environment where moral values are promoted, consistent with those of the gospels so that students are challenged to move beyond the lure of a commercial, individualistic society that can put profits and personal gain before personal growth and quality of life.

We believe that the College based Religion courses offer richness in the Marist tradition and opportunities for growth to all our students. We hope that during these final challenging academic years, the fruits of discussion, research and input in RE will reinforce within the students a deeper understanding of their individual worth, of their capacity for making a real difference to the quality of life of others and of the hope that exists within Christianity. Throughout the trials and difficulties of life, God is always present, renewing us and loving us.

Retreats and Reflection Days at Sacred Heart College offer students the opportunities to experience authentic Christian community in action. A live-in retreat is compulsory for all Year 12 students. The retreat is integral to our Religious Education program and offers the opportunity for deepening of students' individual spirituality. Retreats provide students with unique and precious experiences to affirm who they are. *Attendance at retreats and reflection days is a mandatory extension of students' RE lessons.*

STUDENT LEADERSHIP 2016

SCHOOL CAPTAINS

Sarah Hurley
Patrick Pivato

HEAD BOARDERS

Winnie Taylor
Braydon Keech

HOUSE CAPTAINS

CAMARA

Michela Davies
Joe Kitschke

FRANKLIN

Sharlyn Burdon
Hunter Rubino

MACKILLOP

Sophie Vaughan
Conor Noonan

MITCHELL

Grainne Henry
Lachlan Mill

POLDING

Mae Fraser
Thomas Vanehouse

CHISHOLM

Olivia Wild
Samuel Laube

JOSEPH

Nicola Burdette
Leo Potts

MARCELLIN

Matilda Nicholls
Thomas O'Malley

NEWMAN

Jessica Savva
Braydon Richardson

TERESA

Daisy Mesnil
Matthew Fisher

ARTS CAPTAINS

Daniella Rosa
James Killian

SPORTS CAPTAINS

Sarah Chigwidden
Ben Barratt

SHCS STAFF 2016

PRINCIPAL

Mr Steve Byrne

HEAD OF SENIOR SCHOOL

Mr Daniel Lynch

ASSISTANT PRINCIPAL - CURRICULUM

Mrs Gail Morgan

DIRECTOR OF BOARDING

Mr Shane Hennessy

DIRECTOR OF TEACHING AND LEARNING

Mrs Karen Bailey

DIRECTOR OF MARIST MISSION

Mr Daniel Head

BUSINESS MANAGER - FINANCE

Mr Trevor Freeman

BUSINESS MANAGER - OPERATIONS

Mr Peter McCabe

HEADS OF LEARNING AREAS

Mrs Rachel Aldrich	Cross-Disciplinary Studies
Ms Tracey Dorian	English & Languages
Mrs Marisa Favilla	Humanities & Social Sciences
Mr James Grant	Mathematics
Mr Angelo Pirone	Science
Ms Gail Radford	The Arts
Mr Neil McNaughton	Health & PE
Mrs Enza Vessali	Studies in Religion
Mr Scott Smelter	Technology

HEADS OF HOUSE

Mrs Ann von Bujdoss	Camara
Mr Luke Hildyard	Chisholm
Ms Sarah Melhuish	Franklin
Mrs Mary Wilkins	Joseph
Mr Bryan McKeough	MacKillop
Mr Michael Boers	Marcellin
Mr Damien Henry	Mitchell
Mr Alex Dighton	Newman
Ms Irene Cirottola	Polding
Mrs Helen McCarthy	Teresa

SPECIALIST COORDINATORS

Ms Lorraine Cocks	WHS
Mr Tony Finamore	VET
Mrs Meredith Jones	Learning Enrichment
Mr Derek Leibbrandt	Remar
Ms Bianca Pittman	Liturgical Music
Mr Dan Ryan	Director of Music
Ms Robyn Sutherland	Year 10 Transition & Indigenous Education
Mrs Bernadette Thorpe	e-Learning
Mrs Prue Wilkosz	Pathways

TEACHING STAFF

Mrs Annicka Adolphi
Mrs Rachel Aldrich
Mrs Karen Bailey
Mr Clayton Beal
Mrs Donna Blight
Mr Michael Boers
Mrs Majo Bogatec
Mrs Melissa Bousfield
Mrs Amanda Byrne
Mr Kelvin Ching
Ms Irene Cirottola
Mr Damian Creazzo
Mr David Crouch
Ms Adriana Cvorkov
Mr Alex Dighton
Ms Tracey Dorian
Ms Sue Duncan
Ms Louise Durrans
Ms Robyn Eaton
Mrs Marisa Favilla
Mr Tony Finamore
Mrs Rachel Francis
Ms Kaye Frearson
Mr Mark Furnell
Mr Anthony Goodrich
Mrs Christine Goodrich
Mr James Grant
Mr Kurtis Harrison
Mr Daniel Head
Mr Damien Henry
Mr Luke Hildyard
Mr Simon Honner
Mr Garreth Hutton
Mrs Alison Iwanowitsch
Ms Sharon Jeloscek
Ms Meredith Jones
Ms Shannon Jones

Mr John Kelly
 Ms Mary Labozzetta
 Mr Peter Law
 Ms Lindy Leahy
 Mr Derek Leibbrandt
 Mrs Katie List
 Mr Peter Mann
 Prof Paul Manning
 Mrs Helen McCarthy
 Mr Neil McNaughton
 Mr Bryan McKeough
 Ms Bronwyn McLeod
 Mrs Heidi McLeod
 Ms Sarah Melhuish
 Mrs Gail Morgan
 Mrs Judith O'Dea
 Ms Robyn Page
 Mr Angelo Pirone
 Ms Bianca Pittman
 Ms Gail Radford
 Ms Kate Rankine
 Ms Emma Ruston
 Mr Dan Ryan
 Ms Alicia Sampson
 Ms Samantha Savage
 Ms Scott Smelter
 Mr James Sprules
 Ms Robyn Sutherland
 Mrs Tracy Smith
 Ms Sharon Thamm
 Mrs Bernadette Thorpe
 Mrs Annalisi Tsoukatos
 Mr Ali Vessali
 Mrs Enza Vessali
 Mrs Ann von Bujdoss
 Ms Veronika von Bujdoss
 Mrs Mary Wilkins
 Mrs Prue Wilkosz
 Mr Warren Wright

STUDENT COUNSELLORS

Mr Tony Finamore
 Ms Lindy Leahy

LIBRARY RESOURCE CENTRE

Mrs Pat Fooks	Head Librarian/Teacher
Mrs Sue Gyles	Library Assistant
Ms Michelle Hall	Audio Visual
Mrs Carol House	Teacher/Librarian
Ms Ali Trewartha	Library Assistant

ADMINISTRATION STAFF

Ms Jessica Caruana	Curriculum Support
Mrs Deborah Hearl	Registrar/Publications
Mrs Julie Hext	Principal's Assistant
Mrs Annemarie Honner	Careers Support
Mrs Genevieve Hurley	Absentees
Miss Jane Mason	Foundation & Alumni
Mrs Kathryn Mortlock	PA to Head of Senior School & Assistant Principal
Mrs Christine Murphy	Receptionist
Mrs Annemarie O'Grady	VET & SACE
Mrs Malinda Pollok	HR Coordinator
Mrs Amanda Reichelt	Student Services

FINANCE OFFICE

Mrs Katrina Bates	Payroll
Mrs Christene Burke	Accounts Receivable
Mrs Kathy Cilento	Accounts Payable

SPECIALIST STAFF

Mr Andrew Castrique	Laboratory Assistant
Mr Kyle Ellis	Computer Network Assistant
Ms Karyn Mesecke	Home Economics Assistant
Mr Matthew Munro	Network Administrator
Mrs Alex Penhall	Girls Sports Coordinator
Ms Amanda Razon	Youth Minister
Mr Ron Stanborough	Tech. Support
Mrs Susie Ware	Learning Enrichment Tutor
Ms Catherine Whelan	Learning Enrichment Tutor
Mr Trevor Wright	Manager of ICT Services
tba	Boys Sports Coordinator

COLLEGE NURSES

Mrs Sharon Armfield
 Mrs Linda Leck
 Ms Pina Forzisi

BOARDING HOUSE STAFF

Mr Shane Hennessy	Director of Boarding
Ms Caitlin Brown	Coordinator Girls Boarding
Mr Jason Dam	Coordinator Boys Boarding
Mr Lawrence Gherghetta	Supervisor
Mr Harlem Guab	Supervisor
Mr Thomas Hennessy	Supervisor
Mr William Kearvell	Supervisor

Mr Stewart MacDonald	Supervisor
Mrs Barbara Stephenson	Boarding Registrar
Ms Deborah Tonkin	Supervisor/Laundry Assistant
Mrs Lynette Ward	Laundry Manager
Mr Joseph Waugh	Supervisor
Mrs Margie Weller	Supervisor

UNIFORM SHOP

Mrs Lisa Harvey
Mrs Julie Henschke
Mrs Susan van der Jeugd
Mrs Sandra van Pelt

MAINTENANCE & GROUNDS

Mr Brett Bayly
Mr Liam Crocker
Mr David Eldridge
Mr Craig Heffernan
Mr John Kamp
Mr Craig Kelly
Mr Paul Morgan
Mr Stuart Vallance

MARIST BROTHERS'

SOMERTON PARK COMMUNITY

Br Paul Gilchrist (Community Leader)
Br John Hughes
Br Gregory McCrystal
Br Patrick McInerney
Br Ambrose Reilly
Br Marius Woulfe
Ms Robyn Clark (Brothers' Cook)

This List is subject to change post printing.

STUDENT AND PARENT INFORMATION

2016 SCHOOL FEES (Senior School Only)

A. TUITION FEE

Year 10 & 11: \$9,795 per annum

Year 12: \$10,035 per annum

Sacred Heart College offers sibling discounts in accordance with SACCS policies and guidelines.

2 children	5%
3 children	10%
4 children	15%
5 children	20%
6 children	25%

Students undertaking a VET COURSE (Vocational Education Training) outside the school will incur an additional charge for the cost of the external course. The College will credit your account 50% of the total cost of the external course up to \$300.00.

C. BOARDING FEE

Boarding House: \$17,250 per annum

Boarding fee is charged at beginning of school year.

Discount structure for 2016:

2 children	10%
3 children	15%

The payment of fees forms an important part of the overall financial income of the College, and are set to ensure that the College continues to operate with a balanced budget and is able to continue to meet all its financial obligations now and into the future.

All parents/caregivers are reminded that they have entered into a legal contractual agreement for the payment of fees when they signed enrolment forms and accepted enrolment for their child/children at the College.

All parents/caregivers will receive full details of the College's fees, discounts and payment responsibilities via separate correspondence posted to all families/caregivers before the end of 2015 school year. This information is also available at www.shc.sa.edu.au.

D. COMPULSORY BUILDING FUND LEVY

A Compulsory Building Fund Levy for 2016 school year is \$390 per family.

This contribution will be for the exclusive purpose of supporting major building projects.

The levy, set annually by the College Council, will be included in the statement issued at the beginning of the year.

STUDENT ACCIDENT INSURANCE

The College has negotiated a Student Accident insurance policy with Catholic Church Insurances Limited (CCI) that will protect parents from some of the financial burdens of student accidents.

The policy, named "SchoolCare", provides a blanket cover for all day students whilst at school or involved in a school activity (including work experience) and boarders are covered for the entire time they are resident in the boarding house.

In the event of an accident occurring, CCI will pay lump sum benefits. Further information is available from Mrs Deborah Hearl at Sacred Heart College on 8294 2988.

SCHOOL OFFICE HOURS

The School Office is open from 8.00 a.m. to 4.30 p.m. on school days.

Telephone: (08) 8294 2988

Facsimile: (08) 8295 8461

Email: enquiries@shcs.sa.edu.au

Postal Address:

Sacred Heart College,
195 – 235 Brighton Road,
SOMERTON PARK SA 5044

Parents are encouraged to make appointments to see their student's Head of House, Head of Learning Area, Subject or Homeroom teachers at any mutually convenient times throughout the year. It is unreasonable to expect staff to be available without notice. Generally, teaching staff are unavailable to take telephone calls during lesson times. Parents are able to leave messages for teachers and other staff members with the receptionist or to email a teacher.

If a student is absent from school for sickness or any other reason, parents or guardians are asked to notify the school office (8350 2594) between 8.00 a.m. and 9.00 a.m.

Any student arriving late for school must report to the Front Office where the arrival time will be recorded.

Given the nature of our timetable and its early dismissal on Monday, we ask that parents and students organize their appointments for students in the off-site time. There should be no need (except in emergencies) to interrupt school time.

STUDENT ABSENCE/LATE ARRIVAL PROCEDURE

All parents/caregivers of students attending SHCS must notify the **College absentee line 8350 2594, when a student will be absent from school or is arriving late to school.** The absentee line is a recorded message service and is available 24 hours, 7 days a week to take calls regarding your child's absence/late arrival to school. Please call this number before 9.45am on the day of a student absence. For multiple days absent please give dates and the reason.

If your son/daughter will be arriving late to school, please call the absentee line and leave details on the message recording- i.e. name, reason for late arrival and an estimated time of arrival. Students are to then sign in at the Front Office when they arrive.

This service can also be used to advise the College of your daughter/son's early departure for an appointment or family event. Otherwise please write a note of explanation in their diary. **In either case students must sign out at Front Office before leaving College grounds.**

If your son/daughter is unwell at school, we would prefer that they did not contact parents in the first instance. Rather they should attend the Health Care Centre to see the nurse who will contact you if the student needs to go home.

For any further enquiries, please call **Reception: 8294 2988**

Absentee Line: 8350 2594 - please call before 9.45am

Your cooperation in these matters will be greatly appreciated by College staff and will assist us in maintaining accurate attendance records.

PROCEDURES FOR EXTENDED STUDENT ABSENCE IN TERM TIME

CONTEXT

An **extended absence** refers to an absence of one week or more, and relates to matters of the student's or family's own choosing.

From time to time families inform us that their son/daughter will be absent from school for an extended period of time. Reasons for such absence include but are not limited to: overseas exchange, family holiday, and sporting competition (elite level). Please note that absences in this context **do not** include illness nor other circumstances that qualify for special provisions. Refer to the ASSESSMENT PROVISIONS POLICY in these instances.

Issues arise from these extended absences which are varied and dependent on such factors as the length of time missed, the year level of the student and the nature of the subjects in the learning program. Whilst the College understands that there are many valid reasons why parents would, from time to time, take students out during term time, it is important not to lose sight of the fact that in some cases this may have quite a significant impact on the students' learning program.

The impact at different Year Levels

Missing work at any year level has the potential to have negative consequences including disruption to the continuity of the learning program, or missing essential assessment items needed for grading purposes. At senior year levels of Year 11 and 12 in particular, parents need to be aware that missed work may affect the SACE outcome. In the SACE there are many specific requirements that in many instances, if they are not completed to a satisfactory standard, will lead to the student having to repeat work, or catch up at a later time, for SACE completion to be achieved.

When a Year 12 student is absent from school for an extended period of time there is likely to be a significant degree of distress as the student contends with catching up on class-work and assessment tasks and trying to keep up with an extremely busy and full schedule.

The College strongly advises against a Year 12 student undertaking an extended absence during term time.

Staff and student responsibilities

Sacred Heart College teaching staff are extremely generous with their time. Most teachers spend a significant amount of time working individually or in groups to assist students outside of the programmed teaching and learning time. It is an unreasonable expectation to ask teachers to work for extended periods of time with students who have chosen to miss programmed time.

PROCEDURES

Teachers are expected to provide an assessment plan and a subject outline in all subjects. These provide the sequence of learning activities and the timing of all assessments.

Students who miss work have the following responsibilities:

- To inform the teacher of the absence (e-mail is a good source of communication).
- To make sure they are aware of topics/concepts missed and any assessments.
- Where possible to complete work to keep up with the learning program. **Teachers will not be in contact with the student whilst the student is on extended absence.**
- To negotiate any extensions to assignments using the correct protocols (refer to the ASSESSMENT PROVISIONS POLICY (which relates to: Extensions to Deadlines, Absence from Tests/Examinations, Redeemability and Special Provisions).

The College suggests that in these circumstances parents initiate contact with the school – the level of action being informed by the length of time missed and the likely impact on the students' learning program. It is appropriate for parents to do one or more of the following:

- Telephone the STUDENT ABSENCE LINE on **8350 2594**.
- Make contact with their son/daughter's Homeroom Teacher.
- Inform the appropriate Head of House.
- E-mail subject teachers to assess the likely extent of missed work at this time.
- Make external arrangements for the student to receive any necessary assistance to successfully complete the missed work (for example, employ a tutor).

In all instances of extended absence, families are informed that it is **the responsibility of the student** to catch up on missed work.

STUDENT MESSAGES

The College does not have a PA system and staff are unable to deliver messages to students during the day except in extremely urgent circumstances, i.e. serious illness of a family member.

The school will use the phone to make contact with parents when necessary. We will also ring if we are unsure of a student's whereabouts, i.e. he/she has not arrived at school and we have not been previously notified of the absence.

On occasions and where deemed necessary, the College will send SMS text messages to parents' mobile phones as part of a range of communication mediums about issues that relate to school.

STUDENT DIARY

As emerging adults, students in a senior school should be developing a measure of autonomy regarding personal management and organisation. However a school diary continues to have an essential role in the routines associated with school life.

Students are expected to:

- Carry the diary to all classes and to homeroom.
- Use the diary as the 'out of class' log.
- Put parent notes such as absence from classes in the diary.
- Maintain the diary neatly and legibly.

The School Diary is a Management Tool

While modern technology offers alternatives, students are encouraged to use the diary as a means of organising school commitments. Important information such as due dates, required homework, test results and personal study programs are readily managed through the use of the diary.

The student diary also contains useful information relating to school policies and procedures as well as the yearly calendar.

The School Diary is a Means of Communication

The diary is also an important means of communication between parents, students and staff. Some examples of this include notes for absence or appointments and notifications to parents. Parents and staff are therefore encouraged to review student diaries to monitor any concerns.

As such, the diary must be recognised as a relatively public document and not a private journal. When asking whether a comment or drawing etc. is appropriate for a school diary, students should consider if it would be acceptable to their homeroom teacher, their parents or the College Principal; all of whom may see the diary at some time.

Students should also be aware that taking someone else's diary without his/her knowledge and writing in it is a form of vandalism. They could be asked to replace the diary and persistent abuse will be punished.

BOARDING HOUSE

The Boarding component at Sacred Heart College provides the residential care for 120 boarders from country areas throughout predominantly South Australia and overseas. There are three houses: Marian House, Denis Wright House and La Valla House. Day students are welcome to visit the boarders in their "home". When visiting the Boarding House it is appropriate to check in with the person on duty in that area of the Boarding House. Parents of Boarders should refer to the Marian Handbook for further information regarding the operations of the Boarding Houses.

COLLEGE UNIFORM SHOP

The College Uniform Shop is owned and operated by Sacred Heart College and Marymount College with all profits returning to these Colleges. This shop is the supplier of the official uniform for students attending these two Colleges, stocking new and quality second-hand uniforms at affordable prices. Shop in the comfort of your school community with friendly staff and volunteers. Look for all your child's uniform needs in their school diary and handbook.

BUS TRAVEL

Students are reminded that whilst in school uniform at the Marion Shopping Centre they represent the College and should behave and present themselves in a way that upholds the fine reputation of Sacred Heart College.

Note: Marymount (MMT); Brighton High (BHS); Sacred Heart College Senior School (SHC).

SCHOOL BUS SERVICES as at September 2015

Up-to-date information is available on the Adelaide Metro website at:

www.adelaidemetro.com.au/timeables/special-services/school-services

To Sacred Heart

Public Bus 265

Brighton Station via Seacliff to city departs Stop 36 Cedar Ave @ 7:52 am Mon - Fri

School Bus (979) from Aberfoyle Hub

Leaving Marion SC @ 8.09 am to MMT, BHS & SHC via King George Ave and Whyte St Mon – Fri

School Bus 980

Marion SC to SHC via Diagonal Rd 8.29 am Mon – Fri

School Bus 777

Noarlunga Centre Stn to Marion area 7.28am Mon – Fri

School Bus 671

Departs Fulham Gdns to SHC

Details of route available at school 7.54am from Stop 25B Tapleys Hill Rd

School Bus 263

Departs City via Anzac Highway, Brighton Rd, Whyte St & King George Ave 7.58am Mon – Fri

From Sacred Heart

School Bus 980 from

SHC to Marion SC 1.40pm Mon & 3.40 pm Tues – Fri

School Bus 982

SHC to Clovelly Pk via Sturt Rd/South Rd 1.40pm Mon & 3.40 pm Tues – Fri

School Bus 670

SHC north to Fulham Gdns 3.48pm Mon-Fri

School Bus 777

SHC to Noarlunga Interchange Departs Whyte St 3.35pm Mon – Fri

School Bus 981

SHC to Flinders Medical Centre, via Marion Shopping Centre (with connection to Aberfoyle Hub) 1.40pm Mon & 3.40 pm Tues – Fri

CAR TRAVEL – STUDENT DRIVERS

Students who have current driving licences and who have parental approval may apply for permission from the Head of Senior School to drive to school. Permission will be granted on the condition that:

- (a) The student provides the registration number and make of car he/she is driving.
- (b) A written authority has been obtained from the parents.
- (c) Students do not use their cars as a place for recreation or leisure.
- (d) Student do not use their cars to leave the school property without an approved Leave Pass.
- (e) The car is parked in the designated parking area, and never on College grounds.

Students may carry passengers to school only on the condition that a parent or guardian of such a passenger has completed the form which authorises them to be transported by the student who is named in the letter.

Any breaches in this agreement may result in the student concerned being denied permission to drive to school.

HEALTH PROMOTION AND FIRST AID CENTRE

The College employs Registered Nurses, Mrs Sharon Armfield, Mrs Linda Leck and Ms Pina Forzisi, to care for the needs of boarding and day students. One will be on duty each school day from 8.00 am till 5.00 pm.

Please note the following information and arrangements:

1. All parents/caregivers will be asked each year to complete a Student Health Summary and Medical Consent Form, which will be filed at the Centre and which will be confidential to the College Nurse. Parents are requested to ensure that this form is accurate and complete, clarifies which prescribed medication (e.g. Ventolin) the Nurse may administer as well as alerting the school to any health concerns which might arise. **Health Information Forms are required to be returned by Week 2 of the new school year.**
2. If your child suffers from a condition which may require treatment at school or could affect his/her ability to cope with school work please supply a **statement from your doctor detailing treatment required, especially in emergency situations.** The Health Care Centre will provide a medical information form for this purpose, which must be completed. **All students with Asthma, Allergies and/or Anaphylaxis or Diabetes please provide a Plan from your Doctor.**
3. Registered Nurses in the Health Care Centre will manage and oversee all of your child's medication requirements whilst they are at school. Medication administered by SHC staff must be:
 1. Authorised by a Health Practitioner;
 2. Provided in the original packaging;
 3. Contain a Pharmacy label;
 4. Provided by the parent/caregiver (single does only);

5. Have a written medication authority for all medication.

Prescription and non-prescription medications must be authorized in writing by an authorized registered health practitioner on a Medication Authority Form supplied by the Doctor.

Medication cannot be carried by your child during the school day. All medication should be forwarded and stored in the Health Care Centre with exception of self-administered medications, e.g. ventolin. Students are to report to the Health Care Centre following self-administration of any medication. The registered nurse will administer some non-prescription pain reliever medications for short term use only. Nurse initiated pain reliever medication will only be administered with written parent/caregiver consent.

In line with best practice the Health Care Centre will not accept verbal consent to administer medication (e.g. Panadol/Ibuprofen) to students.

Nurse initiated pain reliever medications will include Paracetamol and Ibuprofen only. Students requesting a second dose of nurse initiated pain reliever (i.e. within school day) will need to be collected by parent/caregiver.

4. Parents are discouraged from sending students to school if they are ill and will require the use of the Health Care Centre.
5. In general, the students may attend the Centre any time emergencies arise or any bleeding, however minor, occurs. The usual daily program will be as follows:
 - (a) Day Students may not attend the Centre before 10.00 am to allow the nurse time to care for boarders. Emergencies are obviously outside this rule.
 - (b) During class time students are required to have a note in their diary from the teacher giving permission to attend the Centre.
6. The Nurse will contact parents if serious health concerns arise, if the student is unwell and needs to go home, or if accidents occur at school.
7. The College has an Ambulance insurance policy for emergency situations. Every effort will be made by the school to contact parents immediately to inform them of the action being taken.
8. Parents are encouraged to contact the School Nurse about any health related issues on 8350 2509.

SCHOOL PROGRAM

2016 TERM DATES (subject to change)

TERM 1

January	11	Front Office Open
January	11	Uniform Shop Open
January	26	Australia Day Holiday
January	31	New Boarders' arrive
February	1	Continuing Boarders' return
February	1-3	Year 12 Aquatics
February	2	Classes resume
February	8	Year 10 Induction Day
February	10	Opening Mass
February	17	Laureate Assembly
February	27-28	Boarders' Exeat
March	2	Year 10 & 11 Leaders/Academic Assembly
March	9-11	Year 12 Retreat
March	12-14	Boarders' Exeat
March	14	Adelaide Cup Day
March	25	Good Friday
March	28	Easter Monday
March	25-28	Boarders' Exeat
March	30	College Assembly
April	1	Progress Reports Issued
April	7	Year 12 Parent/Teacher Interviews
April	9	Year 12 Formal
April	11	Year 10 & 11 Parent/Teacher Interviews
April	15	School concludes for Term 1

TERM 2

May	1	Boarders' Return
May	2	Classes resume
May	4	ANZAC Assembly
May	17	Marist Mission March
	20	Boarders Parent/Teacher Interviews
May	21-22	Boarders' Exeat
May	25	College Assembly
June	8	Feast Day Mass
June	11-13	Boarders' Exeat
June	13	Queen's Birthday
June	20-23	Year 11 Examinations
June	21-22	Year 10 Examinations
June	24	Exam Marking (Student Free Day)
June	24-26	Optional Boarders' Exeat
June	27	Semester 2 Commences
July	7	Careers Expo
July	8	Statement of Results Issued
July	8	School concludes for Term 2

TERM 3

July	24	Year 12 Boarders' return
July	25-29	Year 12 Trial Examinations
July	25-29	Holidays Year 10 - 11
July	31	Year 10 – 11 Boarders' return
August	1	Classes resumes
August	3	Academic Assembly
August	11	Year 12 Parent/Teacher Interviews
August	13-14	Boarders' Exeat
August	19-21	Kilmore Exchange (at SHC)
August	25	Year 11 Reflection Day
August	26	Boarders Parent/Teacher Interviews
September	8	Progress Reports Issued
September	9-11	Boarders' Exeat
September	14	School Assembly
September	19	Year 10 & 11 Parent/Teacher Interviews
September	30	Reports Issued
September	30	School concludes for Term 3

TERM 4

October	16	Boarders' return
October	17	Classes resumes
October	26	Graduation Mass
October	27	Graduation Assembly
October	27	Year 12 Boarders Graduation Dinner
November	5-6	Boarders' Exeat
November	18	Year 11 Farewell Liturgy
November	20-25	Year 11 Examinations
November	25	Year 9 Orientation Day
November	25	Year 10 Farewell Liturgy
November	26-27	Boarders' Exeat
November	28-30	Year 10 Examinations
Nov/Dec	28-2	Year 12 2017 Induction Lessons
December	3	Year 12 Graduation Dinner
December	9	Reports Posted Home

NOTE:

Boarding students are asked to make their travel arrangements well in advance for term breaks and exeats. Should a student wish to leave earlier than mid-day for an exeat or holiday, parents are asked to forward a written request to the Director of Boarding. Boarders are normally not allowed to leave for the holidays or exeats until classes have finished for that day.

STUDENT TIMETABLE

We firmly believe that the timetable allows the College to respond to the ever-changing and increasingly complex demands of the curriculum. The timetable is represented by the following diagram, where the numbers refer to lines (and for students, individual subjects). A discussion of the features for each year level appears after the diagram.

LESSON	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
HOMEROOM	HOMEROOM: 8.45 am – 8.58 am (13 minutes)				
1 9.00 – 10.20 (80 minutes)	LINE 2	LINE 1	PASTORAL CARE	LINE 6 Yr 12 Off-line	LINE 4
	RECESS 10.20 am – 10.35 am (15 mins)				
2 10.40 – 12 noon (80 minutes)	LINE 3	LINE 2	LINE 3	LINE 1	LINE 5
3 12.05– 1.25 (80 minutes)	LINE 6 Yr 12 Off-line	LINE 5	LINE 4	LINE 3	LINE 1
Lunch 1.25– 2.05 (40 minutes)	<i>Early Dismissal at 1.25 pm</i>	LUNCH – 1.25 pm – 2.05 pm (40 minutes)			
4 2.10 – 3.30 (80 minutes)	STAFF MEETING	LINE 4	LINE 5	LINE 2	LINE 6 Yr 12 Off-line

TIMETABLE FEATURES

General

All lessons are 80 minutes long and each subject has 3 lessons per week.

Year 10 and 11 students study 6 subjects each semester while year 12 students study 4 full-year subjects, and the Research Project.

Even though Year 10 and 11 students study a combination of full-year and semester-long courses, individual timetables change each semester. Consequently, teachers for year-long subjects are often different after the change of semester.

Year 12 students study 4 full-year subjects plus the Research Project and DO NOT change timetables nor teachers at the change of semester.

Year 12 classes are not placed on Line 6 of the timetable which means that all year 12 students need not attend school at these times.

YEAR 10 & 11

- 8:45am start every day. Students should be ready for homeroom and move off to the classroom at 8:40am.
- 3:30pm finish on Tuesday, Wednesday, Thursday and Friday. Students finish at 1:25pm on Monday (for unsupervised study).
- Recess is from 10:20am to 10:35am every day.
- Lunch is from 1:25pm to 2:05pm each Tuesday, Wednesday, Thursday and Friday. Students are dismissed at lunch time on Monday.

YEAR 12

The Year 12 program is, as it should be, somewhat different from the Year 10 and Year 11 program. This is in keeping with the importance of the year academically and also to promote the necessary skills for transition between school and work and/or further study.

Features

- Line 6 is non-contact or unsupervised study for all year 12's.
- Year 12's start at 8:45am on Monday, Tuesday, Wednesday and Friday. Every Thursday they are expected to arrive at recess time in readiness for Lesson 2.
- Year 12 finish times vary:

Monday	Tuesday	Wednesday	Thursday	Friday
12:00 noon	3:30 pm	3:30 pm	3:30 pm	1:25 pm

The ability to develop and maintain an individual study program is essential to success, and Year 12 students need to consider this when planning activities in their unsupervised time.

Should you have any questions or concerns about the timetable please contact Mrs. Karen Bailey (Director of Teaching and Learning & SACE).

TIMETABLE INFORMATION

1. Homeroom commences at 8.45 am.
2. The College Leadership may alter the bell times to suit changing circumstances. There are no "hot" or "wet" weather arrangements.
3. Students should arrive punctually and may not leave the school grounds during the day unless they acquire formal permission (being recorded in the student's diary) by a member of the Leadership Team. Students who receive these permissions are required to record this information with the Front Office before taking leave.
4. Attendance in class is an integral element of formal subject assessment. Parents are requested to ensure that students attend school on all nominated school days.
5. Special days such as the Athletics Carnival, Retreat Days, Marist Mission March and Feast Day Mass are an integral part of the school curriculum and therefore **attendance is compulsory** on these occasions.

YEAR 10 STATIONERY REQUIREMENTS

Students purchase their own general stationery (red, blue and black pens, ruler, eraser, coloured pencils, lined pad paper etc.). It is suggested students use a large pencil case which will hold a calculator and pocket size dictionary. All students are required to have the following, in addition to stationery:

either

- Graphics Calculator

or

- Calculator (basic scientific functions) {Essential Maths/Consumer Maths **ONLY**}

It is suggested that students keep an organised lever arch folder at home to store work not in current use.

Learning Area	Subjects	Stationery
English & LOTE	all English/ESL subjects	<ul style="list-style-type: none"> • A4 loose leaf ring binder (NOT lever arch) • Plastic sleeves • 96 page exercise book (with holes) • Dividers • Dictionary (link below for approved dictionaries): https://www.sace.sa.edu.au/documents/652891/0/eb42a60-4247-45bd-ae51-75c0f0e8cebf
	Japanese	<ul style="list-style-type: none"> • A4 loose leaf ring binder (NOT lever arch) • Plastic sleeves • 96 page exercise book (with holes) • Dividers • Pocket Collins Dictionary (Japanese / English)
	Italian	<ul style="list-style-type: none"> • A4 loose leaf ring binder (NOT lever arch) • Plastic sleeves • 96 page exercise book (with holes) • Dividers • Pocket Collins Dictionary (Italian / English)
Mathematics	All Mathematics subjects	<ul style="list-style-type: none"> • 2 x graph (5 mm) exercise books • Graph (5 mm) pad • Display folder (20 plastic sleeves) • Geoliner / protractor • Compass
Science	All Science subjects	<ul style="list-style-type: none"> • 2 x Display folders (20 plastic sleeves)
Humanities & Social Sciences	includes Accounting, The World of Business & Economics, Geography, History, Great Australian Trials	<ul style="list-style-type: none"> • A4 loose leaf ring binder (NOT lever arch) • Plastic sleeves
Religion Studies		<ul style="list-style-type: none"> • Display folder (20 plastic sleeves)
Health & Physical Education		<ul style="list-style-type: none"> • 2 x Display folders (20 plastic sleeves)
The Arts	includes Visual Arts - Art, Visual Arts - Design, Drama, Music, Dance	<ul style="list-style-type: none"> • Display folder (20 plastic sleeves) • 48 page exercise book

Technology	includes 3D Design & Manufacture, Food & Hospitality, Web Design, Furniture Construction, Databases & Programming	<ul style="list-style-type: none"> • Display folder (20 plastic sleeves) • 48 page exercise book
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Please note:

There is no Book Day at Sacred Heart College Senior School.

Students will be issued with text books. It is the responsibility of students to ensure they have the appropriate stationery as required by individual teachers. **Students must carry their library card at all times as texts are borrowed via the library system.**

YEARS 11 & 12 STATIONERY REQUIREMENTS

Each year during the holiday break the Front Office receives calls from students or their parents regarding the stationery requirements for Year 11 and 12 subjects. At this senior level the decision is often left to student choice and in any case with more than 40 subjects to consider it is not practical to publish a comprehensive subject of requirements by subject list.

It is recommended that students wait until the beginning of the school year and discuss the matter with their subject teachers.

CURRICULUM AND EXTRA CURRICULAR

CURRICULUM

The focus of the curriculum at Sacred Heart College Senior School is to provide a broad range of subjects where students develop critical thinking skills to assist them to make sense of their world and their role in it. Central to this is the student's ability to sift, sort and evaluate the many forms of information available to them, to analyse and synthesise that information and knowledge, and to apply higher order thinking skills.

The heart of the curriculum and community at the College centres on the Marist ethos and the pedagogy it determines.

Information on the Sacred Heart College Senior School curriculum can be found in the **Curriculum Handbook** which is available in hard copy and on our website www.shc.sa.edu.au.

EXTRA CURRICULAR ACTIVITIES

CONTEXT

In accord with the Vision Statement of the school, Sacred Heart College aims to holistically develop and educate young men and women. More than singularly educate the mind and the intellect, Sacred Heart aims to nurture the creative, physical and social abilities and talents of the students to enable them to reach their full potential which by implication, will contribute to the strength and vitality of the community.

Student participation in the sporting, cultural and artistic life of the school is congruent with the philosophy and principles of Sacred Heart College. In the area of sport, Sacred Heart is a member of the Sports Association for Adelaide Schools (SAAS) and the SA Catholic Secondary School Girls Sports Association (SACSSGSA) and subscribes to the high standards of competition and code of sportsmanship consistent with membership.

DEFINITION

An extra-curricular activity is that which is defined as:

An educationally enriching activity sponsored by the school that requires the student to spend time outside of normal school hours, representing the school and/or contributing to the School Community.

Examples of such activities may be:

- School sport
- Active membership of Remar, Social Justice Group and/or community service
- Drama productions, Bands, Ensembles/Choir, Debating, Public Speaking, Chess
- Assistance in the school's program, including umpiring, managing, scoring etc.

PRINCIPLES

The active promotion and development of the extra-curricular program Sacred Heart College is based upon certain principles.

These include:

- That the opportunity to participate in a range of programs will be consistent with students' interests and abilities
- That opportunities for students' development will be presented to the best of the school's capacity
- That the school community will be strengthened through the contribution of students to the wider educational program
- That meaningful student/teacher relationships will be established and developed through programs that occur outside of the classroom
- That codes of good conduct, sportsmanship and high achievement are consistent with each activity delivered through the extra-curricular program
- That quality facilities will enable students to participate meaningfully in their chosen pursuits
- That all students will participate to the best of their ability in the extra-curricular life of the school
- That Sacred Heart, through the terms of enrolment, be given priority when a student is selected to be involved in particular cultural and sporting pursuits, over and above those selected to external sporting and cultural affiliations
- That at all times, participation in the extra-curricular program is congruent with the espoused values of the school and consistent with the principles of education
- That parents and staff contribute in a positive way to assist the students in their wider development and growth

PROCEDURES

- The school encourages students to participate in activities for which they show an interest and proficiency.
- Students are expected to participate in those activities which they nominate and are required to attend the necessary training/practice sessions.
- Appropriate uniform and/or presentation is required at all times.
- ***Students are expected to represent Sacred Heart in sports and activities for which they show proficiency and particularly in instances where they are involved in sporting/cultural pursuits in bodies external to the school.***
- Students who nominate to participate in a particular activity are required to undertake complete involvement throughout the program. In the case of sport, students who nominate to play in a summer season activity are expected to participate in Terms 1 and 4, while those who nominate for winter sport are expected to fulfil obligations throughout Terms 2 and 3.
- Students are not able to change from one activity to another without the permission of the coaches, the Sports Administrator, or the staff member co-ordinating that activity.
- If a student is chosen to represent the school and cannot attend the event due to a legitimate reason, advance notice is required from the parent so that a replacement can be arranged.
- Breaches of this policy will involve disciplinary sanctions, as determined by the Sports Administrators, staff member responsible for the activity and/or the Principal.

SACRED HEART, SPORTS ASSOCIATION OF ADELAIDE SCHOOLS (SAAS) AND SA CATHOLIC SECONDARY SCHOOL GIRLS SPORTS ASSOCIATION (SACSSGSA) EXPECTATIONS

The SAAS AND SACSSGSA uphold strict codes of conduct for all who participate in the competition.

Expectations include:

1. Deliberate violence should never be used towards opponents.
2. Verbal provocation of any sort is unacceptable.

3. Players should not react with violence to any physical or verbal provocation.
4. Use of bad language, whether directed at an umpire/referee, another player or oneself, is unacceptable.
5. Players are not to argue with an umpire/referee or contest his/her decision. Any negative response towards an umpire's ruling is unacceptable.
6. Immodest behaviour in victory or success, and manifestation of self-disgust at an error or failure are poor sportsmanship.
7. Unfair or illegal tactics to gain an advantage should never be used.

Players are encouraged to play in a positive and sports person like manner and to extend all courtesies to the opposing team.

In addition, parents and staff will support the ideals of SAAS and SACSSGSA competition and contribute in a positive and constructive way to the principles which underpin the program.

If students contravene SAAS or school policies, an appropriate penalty will be incurred which is in accordance with the event. In extreme cases, this may have a direct bearing on the student's enrolment. Parents will be notified of all such matters.

INTERCOLLEGIATE EXCHANGE

Involvement in an Intercollegiate Exchange is a privilege. Students who are chosen to represent Sacred Heart College need to be mindful of the commitment involved. Students who participate in an exchange are expected to attend every activity during the course of the weekend. When we are the host school all students who are in a participating activity are expected to host a billet.

The College believes that billeting is an integral component of Exchange weekends. It provides an opportunity for students to develop strong lasting friendships with colleagues from other Marist Schools.

Billeting also encourages students to compete in a positive manner, not a "win at all cost" attitude.

Billeting, however, is not a task to be taken lightly given the responsibility of looking after other children. Parents will require a Police Check, which is facilitated by the College. The success of the Exchange Weekend depends in a number of ways on the responsibly shown by billeting families. Billeting parents need to provide care and supervision for their guests from interstate. Parents are encouraged to welcome their visitor(s) into the family and it is compulsory to attend spiritual, social, cultural and sporting functions organised by the College on that weekend.

Given the strenuous demands of the weekend the College believes it is not necessary for any of the students to attend functions not organised by the College.

The following guidelines have been developed by Sacred Heart College:

- Parents/guardians must effectively supervise their guests at all times (outside of organised College functions).
- Students are not permitted to visit Hotels, Clubs or other licensed premises over the weekend.
- Students are not to participate in any activities that are inappropriate or illegal.
- Students will, after the Friday and Saturday night activities, return to the home of their host parents immediately.

- It is expected that all students involved in the weekend will support and attend all functions over the weekend.
- A staff member will be on call for the entire weekend.
- As always, over the weekend **ALL** school rules apply.

The focus of the weekend is to enable students to participate in a number of activities in a Marist family setting. Outside of formal school activities billeting families have the responsibility for the safety and well-being of their guests and the College wishes to support the parents in doing this in any way possible.

The College will provide detailed information to ensure that parents are familiar with these guidelines. The Exchange is held between Sacred Heart College and Assumption College, Kilmore.

SCHOOL POLICIES

At Sacred Heart College, policy formation is the process by which consistent, coherent and concise principles and processes are devised that will enable each aspect of school life to be acknowledged and responded to, essential for the effective operation and governance of Sacred Heart College Senior School.

Policy statements are required to identify the rich Marist tradition that provides the framework for educational priorities and initiatives at the school.

All policies, in intent, substance, process and review must be in harmony with the espoused view and values of both Sacred Heart College Senior School and Catholic Education. Copies of policies are available for reading on our website www.shc.sa.edu.au.

A

Academic Integrity
Alcohol Tobacco and Illicit Drugs
Ambulance Policy
Assessment
Assessment Provisions

B

Bullying and Harassment - Staff
Bullying and Harassment - Student

C

Camps, Excursions and Retreats
Child Protection
Computer Use Policy - Students
Computer Use Policy - Staff
Critical Incident
Community Use of School Facilities
Curriculum Policy

D

Development of Personal Responsibility
Duty Of Care

E

Electrical Safety in Student Accommodation
Employment
Enrolment
Extra-Curricular

F

Fees
Fundraising Policy and Procedure

G

Gifted and Talented

I

International Students - Course Attendance
International Students - Course Progress
International Students - Complaints and Appeals

M

Mobile Phones

O

Overseas and Interstate Tours
OHS&W Policy/OHS&W Safety Manual

P

Privacy

R

Records

S

Scholarship
Sponsorship
Student Grievance
Student Grievance - Boarding House
Sun Protection
Students with Disabilities

U

Uniform and Grooming

CHROMEBOOK USER HANDBOOK

BACKGROUND INFORMATION

The focus of providing Chromebooks at Sacred Heart College Senior School is to provide current tools and resources to the 21st Century Learner. Excellence in education requires that technology be seamlessly integrated throughout the educational program. Increasing access to technology is essential, and one of the learning tools of 21st Century students is the Chromebook. The individual use of Chromebooks is a way to empower students to maximize their full potential and to prepare them for post-secondary education and the modern workplace. According to studies and school reports, students who use a computing device in a one-to-one (1:1) education environment are more organised and engaged learners, attend school more regularly, advance their knowledge and understanding of technology, and become constructors and designers of information and ideas. The Chromebook is a 'next generation' device that makes learning more engaging and accessible. Learning results from the continuous dynamic interaction among students, educators, parents/guardians, and the extended community. However, technology immersion does not diminish the vital role of the teacher but transforms the teacher from the director of learning to a facilitator of learning. Effective teaching and learning with Chromebooks integrates technology into the curriculum anytime, anyplace.

Why use Chromebooks?

1. Personalize learning: it is widely recognized the 1 to 25 (classroom) one-way knowledge-transfer model is fast becoming redundant. As teachers begin to create new ways of tackling this issue, the Chromebook could play a useful role in this transformation.
2. Low maintenance: the Chromebook needs little, if any maintenance, with less need for technical support.
3. It's a blank canvas: the Chromebook is an engaging device which could transform the way young people learn.
4. Instant-on and a very good battery life: it is possible to connect quickly to an existing internet connection.
5. Auto-save: student work on the Chromebook saves automatically to the Google Cloud. No more excuses like "I forgot to save my homework!"
6. Contextual Learning: the Chromebook is an 'anywhere anytime' learning device. This makes it ideal for projects and learning which take place out of the classroom.
7. Personal Learning Studio: the Chromebook can be a science lab, literacy tool, research station, history archive, language lab, art canvas, and library.

Goals for Student Users

- *To increase student's productivity in and outside the classroom when completing assignments, projects, and other activities as assigned by teachers.*
- *To capitalize on the convergence of academic resources such as textbooks, scholarly sources, content rich media, applicable apps, and best practices.*
- *To facilitate mobile learning across the school campus and beyond.*
- *To promote leadership in one's own learning by establishing access to educational resources and providing a host of tools to craft information in ways that support specific curricular areas.*

1. Receiving and Returning a Chromebook

1.1 Receiving a Chromebook

- a. Each student will be issued with a Chromebook, protective case, and AC charger at the commencement of the school year.
- b. Parents/guardians and students must sign and return the **Student/Parent and Caregiver's Chromebook Acceptance Form** before a Chromebook is issued to the student.
- c. Chromebooks will be labelled in a manner specified by Sacred Heart College Senior School: this will include the serial number.
- d. The Chromebook and college issued email account may be subject to inspection at any time. The student should have NO expectation of privacy of materials found on a Chromebook or a school supplied or supported email service.
- e. Students are responsible for following the **Acceptable Use Policy** and appropriate handling of the device at all times.

1.2 Returning a Chromebook

- a. Chromebooks must be returned immediately when a student transfers out of Sacred Heart College Senior School, is suspended or expelled, or terminates enrolment for any reason.

1.3 Costs Related to a Chromebook

- a. The actual cost of the Chromebook is incorporated in the College fee structure.
- b. In the case of abuse, neglect, or intentional damage, the parent/guardian will be charged a fee for needed repairs or replacement cost of Chromebook if repair costs exceed replacement cost. Sacred Heart College Senior School will make the final determination of any fees assessed.
- c. If a student fails to return the Chromebook, when required the parent/guardian will pay the replacement cost of the Chromebook.

2. Taking Care of a Chromebook

Students are responsible for the general care of the Chromebook they have been issued by Sacred Heart College Senior School. Chromebooks that are broken or fail to work properly must be given to the Library (refer to point 3.2). Care must be taken to protect the screen. Students are responsible for all activities using their assigned Chromebook or their login.

Chromebooks users will follow these procedures and the **Acceptable Use Policy**.

2.1 General Precautions

- Chromebooks are assigned to individual students and the responsibility for the care of the Chromebook solely rests with that individual. Students are advised not to lend their Chromebooks to another person.
- Chromebooks must be charged for school each day. **This is the student's responsibility.**
- Chromebooks must be taken home at the end of the school day.
- While the Chromebook is considered scratch resistant, the Chromebook will scratch. Avoid using any sharp object(s) on the Chromebook.
- Chromebooks do not respond well to liquids. Avoid applying liquids to the Chromebook. The Chromebook can be cleaned with a soft, lint free cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook.
- Do not attempt to gain access to the internal electronics or repair of a Chromebook. If a Chromebook fails to work or is damaged, report the problem to the Library.
- Never throw or slide a Chromebook.
- Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- Chromebooks and protective case must remain free of any writing, drawing, stickers, or labels.
- Chromebooks have a unique identification number and at no time should the numbers or labels be modified or removed.
- Chromebooks must never be left in an unlocked locker, on top of a locker, in an unlocked car, or in any unsupervised area.
- Chromebooks should be placed vertically in lockers or in a backpack to avoid putting any pressure on the screen.
- Chromebooks must not be left in a vehicle.
- It is recommended that all work/storage should be backed up regularly. Google Drive is no exception to this general good practice.

2.2 Carrying Chromebooks

The protective case/cover provided with the Chromebook has sufficient padding to protect the Chromebook from normal treatment and provides a suitable means for carrying the device within the school. The Chromebook must be protected by a protective case at all times.

3. Using a Chromebook at School

Chromebooks are intended for use at school each day. In addition to teacher expectations for the Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Students are responsible for bringing their Chromebook to all classes unless specifically instructed not to do so by a teacher.

3.1 Chromebooks Left at Home

If a student leaves the Chromebook at home, the student is responsible for completing all coursework as if the Chromebook were present.

3.2 Chromebook Undergoing Repair

A limited supply of devices may be available for short term student use while their Chromebook is being repaired.

3.3 Charging a Chromebook's Battery

Chromebooks must be brought to school each day in a fully charged condition. An AC charger will be issued to the student for charging at home.

3.4 Screensavers/Background photos

While personalized screensavers or backgrounds are permitted, inappropriate or provocative images are not permitted.

3.5 Appropriate Use

- a. Use or possession of hacking software is strictly prohibited and violators will be subject to Sacred Heart College Senior School discipline. Violation of all applicable Australian laws may result in criminal prosecution.
- b. Students must not interfere with the normal operation of the Chromebook.

3.6 Printing

Students will be given information and instruction on printing with the Chromebook at school.

3.7 Home Internet Access

A Wi Fi connection is required for home use of the Chromebook.

REMINDER: Sacred Heart College Senior School provides internet filtering on the College network. These filters do not apply in any other location. It is the family's responsibility to monitor the student's use of the internet outside of the school setting. It is the student's responsibility to operate this technology appropriately as per the "Acceptance Computer Use Policy".

3.8 Using the Chromebook Camera

The Chromebook comes equipped with both camera and video capacities. As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual or group and notifying the individual or group if the image will be posted online. Cameras need to be used responsibly.

3.9 Network Connectivity

Sacred Heart College Senior School makes no guarantee that the school network will be up and running 100% of the time. In the rare case that the network is down, Sacred Heart College Senior School will not be responsible for lost or missing data.

4. Repairing or Replacing a Chromebook

Sacred Heart College Senior School will support and co-ordinate repairs (including warranty repairs) for College issued and managed Chromebooks.

4.1 Fee for Damage

In the case where a Chromebook or accessory is damaged by means other than normal use, wear and tear (i.e. abuse, neglect, intentional damage), the student/parent/guardian will be charged a fee for needed repairs, not to exceed the replacement cost of the Chromebook. Sacred Heart College Senior School will make the final determination of any fees assessed.

- **PLEASE DO NOT ATTEMPT TO CONTACT THE MANUFACTURER DIRECTLY FOR REPAIR QUESTIONS. PLEASE CONTACT SACRED HEART COLLEGE SENIOR SCHOOL.**
- **ALL REPAIRS WILL BE MANAGED BY THE COLLEGE THROUGH THE LIBRARY.**

This document is to be used in conjunction with the Acceptable Use Agreement For Students Policy, which all students and parents/caregivers are required to sign at the start of the school year.

SCHOOL UNIFORM

SCHOOL UNIFORM LIST

SHC SENIOR GIRLS SCHOOL

Girls Summer

Senior Dress (must touch the knee)

SHC blue pullover/vest

Day socks with double blue trim

Girls Winter

Pleated winter skirt (mid knee to mid calf)

Blue blouse and SHC tie with blouse tucked in

SHC blue pullover/vest

SHC blazer - gold buttons included -house braid available from Head of House

Dark blue stockings - may be wool blend

Girls Accessories

Black lace up shoes - no Tbars, sneakers, boots, ripple soles

Dark Blue Hair Ribbons

SHC crested backpack

College hats or cap (recommended)

College navy scarf (optional)

PE Uniform

SHC crested PE skirt or SHC PE shorts

SHC crested polo sports shirt

SHC track jacket or crested rugby top

SHC track pants

Uniform sports socks

Sports shoes with non-marking soles

SHC SENIOR GIRLS INDIVIDUAL SPORTS TEAM UNIFORMS

Athletics

SHC running set (College owned)

(navy PE shorts and royal/sky blue crested singlet)

Basketball

SHC basketball set

Uniform sports socks

Hockey

SHC hockey top

(royal/sky blue hockey shirt)

SHC crested PE skirt

SHC hoop football socks

Netball

SHC Netball Dress

SHC Royal Blue Netball shorts

Uniform sports socks

Softball

SHC PE polo

Uniform sports socks

Tennis

SHC PE shorts
SHC crested tennis polo shirt
Uniform sports socks

Soccer

SHC soccer top
SHC soccer shorts
Navy soccer socks

Swimming

Navy blue or black one piece bathers
SHC team cap (from Uniform Shop)

Volleyball

SHC PE shorts
SHC Volleyball shirt
Uniform sports socks

Waterpolo

Navy blue or black one piece bathers
SHC team cap (from Uniform Shop)

SHC SENIOR BOYS SCHOOL**Boys Summer**

a) Navy blue shorts worn with **Belt**
and open-necked, short sleeved, side split, pin-striped blue shirt
or long-sleeved, pin-striped blue shirt & SHC tie with shirt tucked in
and blue marle walk socks
b) Long grey trousers worn with **Belt**
and open-necked, short sleeved, pin-striped blue shirt
or long-sleeved, pin-striped blue shirt and SHC tie with shirt tucked in
and grey socks
SHC blue pullover/vest

Boys Winter

Long grey trousers worn with **Belt**
Long sleeved pin-striped blue shirt and SHC tie with shirt tucked in
SHC blue pullover/vest
SHC blazer - gold buttons included - house braid available from Head of House
Grey socks

Boys Accessories

Black leather dress shoes
SHC crested backpack
College hats or cap (recommended)
College navy scarf (optional)

PE Uniform

SHC PE shorts
SHC crested polo sports shirt
SHC track jacket or SHC crested rugby top
SHC track pants
Uniform sports socks
Sports shoes with non-marking soles

SHC SENIOR BOYS INDIVIDUAL SPORTS TEAM UNIFORMS

Athletics

SHC running set (College owned)
(navy PE shorts and royal/sky blue crested singlet)

Basketball

SHC basketball set
Uniform sports socks

Football

Football Guernsey – sleeveless or long sleeved
(four stripes / 10" white nos. - 1st XV111)
(two stripes / 10" white nos. - 2nd & 3rd XV111, 10A, 10B)
Football shorts
SHC hoop socks
Optional: Sky blue training singlet
Yellow training Guernsey (1st XV111 squad only)

Hockey

SHC hockey top
(royal/sky blue hockey shirt)
Navy Soccer shorts
SHC hoop socks

Cricket

SHC crested white polo shirt
White trousers
SHC Cricket Cap or broad brimmed white Hat

Rugby

SHC rugby top
Navy PE shorts
SHC football socks

Soccer

Royal/sky blue soccer shirt
Royal blue soccer shorts
SHC soccer socks

Swimming

Navy bathers (Such as Speedos)
SHC team cap (from Uniform Shop)

Tennis

SHC crested tennis polo shirt
Navy PE shorts
Uniform sports socks

Volleyball

Navy PE shorts
SHC Volleyball shirt
Uniform sports socks

COLLEGE UNIFORM SHOP

The College Uniform Shop is owned and operated by Sacred Heart College and Marymount College with all profits returning to these Colleges. This shop is the only supplier of the Official Uniform for all students attending these Colleges, stocking new and quality second-hand uniforms at affordable prices. Shop in the comfort of your school community with friendly staff and volunteers.

NORMAL TERM WEEKLY HOURS

Mondays (Term 1 only)

3.00 pm – 5.00 pm

Tuesdays 1.00 pm - 6.00 pm

Wednesdays 8.00 am - 12.00 noon

Thursdays 1.00 pm - 6.00 pm

1st Term Holidays

Open daily from Thurs 21st April.

1.00 pm – 6.00 pm Weekdays

9.00 am – 1.00 pm Saturdays

Closed Sundays, Public Holidays.

2nd Term Holidays - Winter Trading

Open only last Thursday and Friday

from 1.00 pm – 6.00 pm

and last Saturday 9.00 am – 1.00 pm

3rd Term Holidays

Open last week only (closed 1st week)

1.00 pm – 6.00 pm Weekdays

9.00 am – 1.00 pm Saturday

Parking:

- Scarborough Street. **WARNING** Bike Lane 8 - 9 am and 3 - 4 pm.
- Carpark on College Main Oval
- Carpark adjacent to Uniform Shop
- Cudmore Street

ORIENTATION DAY

from 8.30 am to 5.00 pm

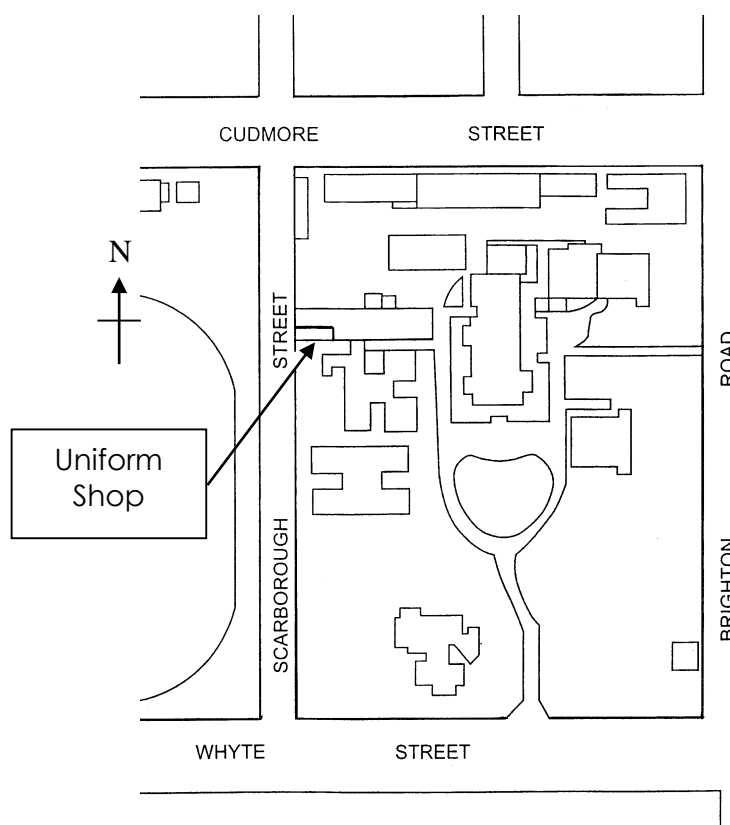
JANUARY HOLIDAY TIMES 2016

Re-Opening Monday 11th.

1.00 pm – 6.00 pm Weekdays

9.00 am - 1.00 pm Saturdays

Closed Public Holidays



Mastercard, Visa and EFTPOS Facilities Available

Direct Telephone: (08) 8350 2586

Scarborough Street, Somerton Park SA 5044

Email: uniformshop@shcs.sa.edu.au

PARENT INVOLVEMENT

PARENT INFORMATION

PARENT - TEACHER

Students and parents are urged to maintain the closest possible contact with the school. There are many informal ways in which this is possible (e.g. attending sporting fixtures, casual meetings in the school yard, house functions, etc.) but there are also a number of formal ways in which this occurs:

Reporting:

Students will be issued with reports as follows:

- (a) Progress Reports: Succinct reports of student progress will be issued half-way through each semester.
- (b) Statement of Results: A summary of final semester results will be issued at the completion of each semester.

In addition, parents will have access to our Parent Portal to access their child's individual subject assessment task results at any time.

Parent-Teacher evenings:

These will occur in two basic forms:

- (a) Parent-Teacher Interview Nights: These are held after Progress Reports have been issued and parents will have the opportunity to speak with subject teachers about the progress of their sons and daughters. These will be held in the Br Stephen Debourg Performing Arts Centre. A second opportunity for interviews occurs in August/September.
- (b) SACE Information Evenings: These are held in Semester Two and will be directed towards discussion of the subject selection students are making for the following year. They will involve Year 10 and Stage 1 students only.

Parents are urged to check their sons' and/or daughters' diaries as the diaries are the primary form of communication between themselves and the teacher.

Parents are encouraged to accept the usual invitation extended by staff to be in contact if they wish to explore any area of concern. In the first instance this contact will be the Homeroom teacher. Similarly, teachers will use their initiative and contact parents if the need arises.

The *Paringa Newsletter* is a vital and comprehensive source of news and information. The Paring Newsletter is emailed to families on a fortnightly basis. Please make sure you have advised the College of your correct/updated email address. Alternatively you can access the information through the College's website: www.shcs.sa.edu.au (About > Newsletter).

The College Council and Parents and Friends are the two main parent organisations in the College. The Parents and Friends provides a lively forum for the exchange of ideas and is a support group for activities such as the social and sporting functions. Sacred Heart College has a longstanding reputation for hospitality at its sporting functions; parents of these players are strongly encouraged to keep this tradition intact.

COLLEGE COUNCIL

The role of the Council is to assist the Principal, on behalf of the College community, to fulfill his responsibilities relating to the college as a Catholic school, and to assist in the formulation of policy in areas such as finance, property, college operation, future planning, and the public profile of the college.

Council members are appointed by the Provincial following a process of nomination coordinated by the Chairperson, Deputy Chairperson and the Principal. Appointments are for a period of three years and re-appointment is possible. The Council includes the Principal, the Business Manager and a nominee of the Provincial. Other positions are filled by parents or old scholars who have expertise in governance or a background in the necessary areas that exist - School governance, including education, finance, law or administration.

The Council is assisted by two main sub-committees which provide recommendations in the areas of finance and building. The Finance Committee comprises accountants and financial planners who provide advice about fee structure, loans, auditing and financial modeling while the Building Committee second expertise is the area of construction management and strategic planning.

PARENTS AND FRIENDS ASSOCIATION

The Parents and Friends provides opportunities for parents to be involved in the support of their children within the wider Sacred Heart College Community. Meetings are held monthly where the Principal or other members of the College Executive and guest speakers from both within the school community and/or general community attend. Day to day issues, special events, and social functions and any relevant issues or requests are discussed, debated and acted upon.

Throughout the year a calendar of events is either supported by the Parents and Friends or organized by them. Monies raised are used to support identified projects/programs and through the executive, staff, the Principal or a faculty make application to Parents and Friends to access some of these funds.

The Parents and Friends provides a platform for parents whether old or new to voice their opinions, give their support and work cooperatively with the Principal, staff and wider Sacred Heart College community for the benefit of their children and their school.

SACRED HEART COLLEGE FOUNDATION INC.

The Foundation was established in February 1989 to assist the College to provide better facilities for its students, both present and future. It is the obligation of every generation of parents to contribute to the capital maintenance and development of College facilities. Since its inception, the Foundation has supported the following projects:

- ❖ SHC Senior Boarding House Stage 2
- ❖ SHC Senior Boarding House Stage 4
- ❖ SHC Hospitality Centre
- ❖ Relocation of Marymount College
- ❖ SHC Middle School Performing Arts Centre
- ❖ Brother Romulus Lyons Memorial Sports Field
- ❖ SHC Brother Debourg Performing Arts Centre
- ❖ Marcellin Learning Centre
- ❖ Sports Lighting on Brighton Road Oval
- ❖ Refurbishment of the Science Laboratories

Additionally, the Foundation works with the College on many projects that promote the school and others that are fundamental to the Marist ethos such as community events and assisting the Sacred Heart Old Collegians Association. Such activities include Bursaries, Bequests, community events, archival requests and reunions.

To assist in its objectives the Foundation asks parents and friends of the College to provide tax deductible gifts to the degree that they are able. All families will be invited by way of an annual giving appeal and various other events and functions.

Further information can be provided by the President of the Foundation, Jim Whiting or the Foundation and Alumni Relations Administrator, Jane Mason on 8350 2590 or jane.mason@shcs.sa.edu.au.

SACRED HEART OLD COLLEGIANS ASSOCIATION

The Sacred Heart Old Collegians Association has been in existence since 1907 and since its inception has strived to maintain the objectives of the Association which are:

- To cultivate and foster a spirit of friendship among the ex-students of Sacred Heart College, the Marist Brothers, staff and the students.
- To provide all students who have attended the College since 1897 with the opportunity of continued support and friendship.
- To assist the continued growth of the College by participating in future developments of the College; and by ensuring that once decisions have been taken, that these decisions will be explained and promoted to the wider community.
- By communicating with all Old Collegians in relation to upcoming functions; and
- By providing a bursary to a Year 11 student(s) to assist with their Year 12 studies.

Today the Association is affiliated with Old Collegian Clubs as follows:

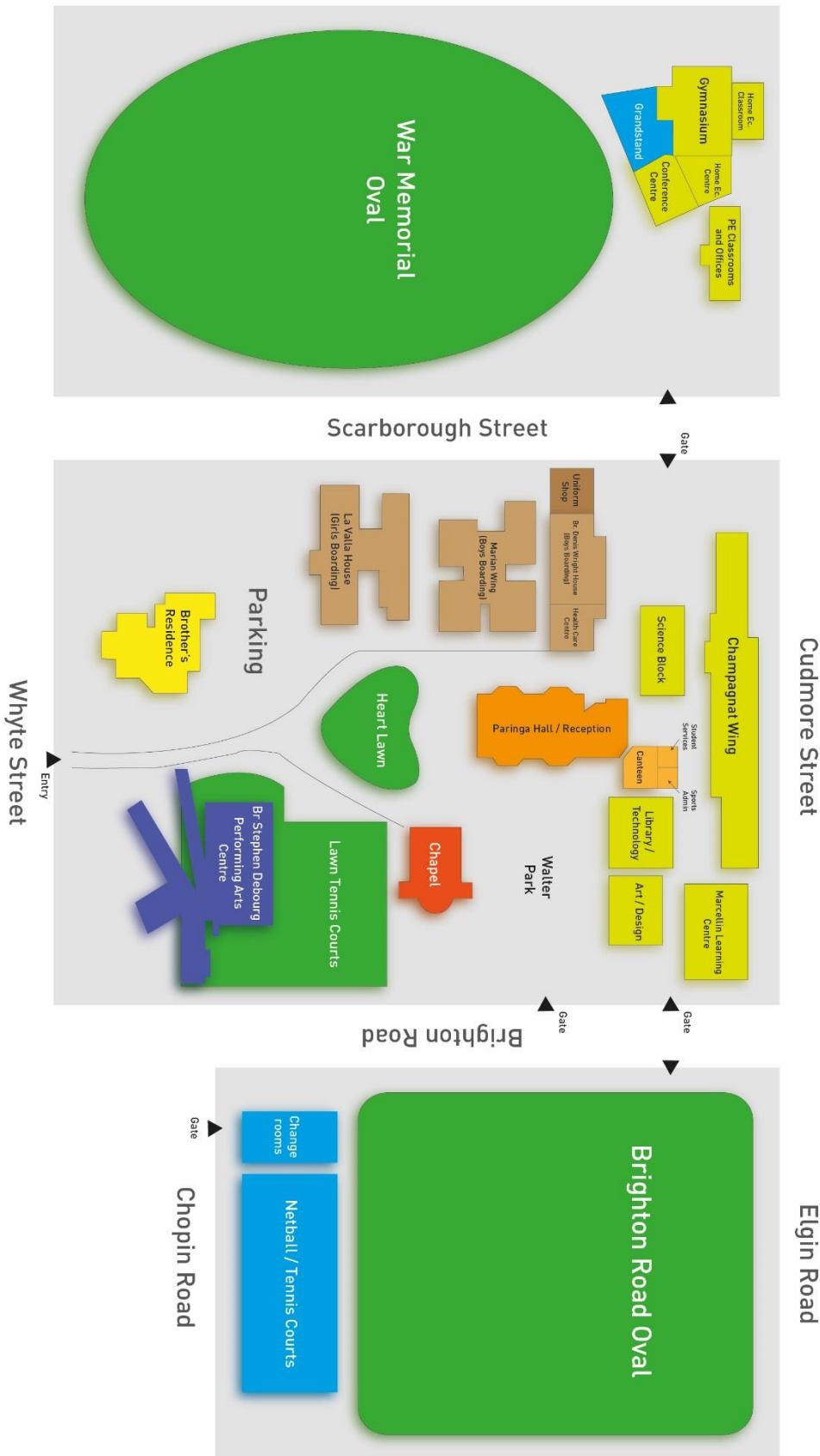
- | | |
|------------------|--|
| • Athletics Club | Luke Hildyard (luke.hildyard@shcs.sa.edu.au) |
| • Cricket Club | Nathan Grasby (ngrasby@pafc.com.au) |
| • Football Club | Scott Collins (scott@collinshr.com) |
| • Netball Club | Shannon Visockis (shocnetball@hotmail.com) |
| • Soccer Club | Michael Cannavan (shocsoccerclub@gmail.com) |
| • Tennis Club | Peter Temby (pjtemby@iprimus.com.au) |

All graduating students will automatically become members of the Association which will entitle them to receive a copy of the Blue and Blue publication currently produced twice yearly via email. They will also receive emails on a regular basis updating them on upcoming events. Life membership is also available at a cost of \$400. Life Membership would entitle all members to a hard copy of the Blue and Blue, together with a Life Membership Certificate and tie or scarf. All old scholars are welcome to join the Sacred Heart Old Collegians Association Committee. Further information on the Association can be obtained from the President, Michaela Kennedally at michaela.kennedally@sa.gov.au or the secretary, Jane Mason at jane.mason@shcs.sa.edu.au.

MAPS OF THE COLLEGE

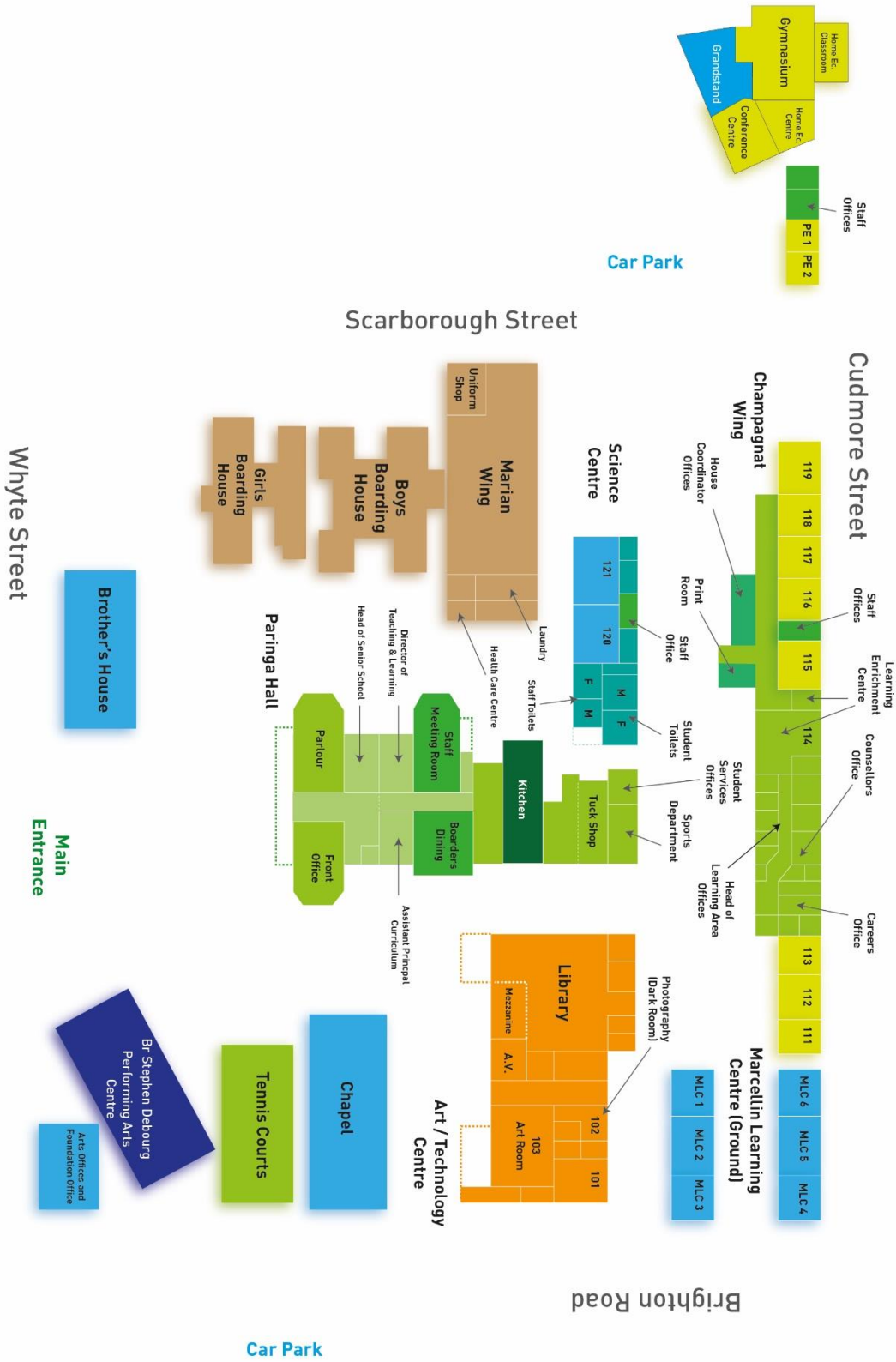


Sacred Heart College Senior / School Map





Sacred Heart College Senior / Ground Level Map





Sacred Heart College Senior / Upper Level Map

Cudmore Street

