

St Euphemia College



High School Guide

St Euphemia High School

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ENQUIRIES

The General Office is open from 7.30 am to 4.30 p.m.

SCHOOL HOURS

The playground is unsupervised before 8.15am. Generally, the School commences at 8:35 am and concludes at 3:10 pm. Period 1 classes commence at 8:35am and Period 7 classes conclude at 4:05pm. The College cannot take responsibility for children who are at school outside these hours unless they are attending approved out of hours school activities.

YEAR COORDINATORS

The Year Coordinators have overall care and responsibility for students in their years. They are always pleased to discuss the attendance, progress and welfare of your son or daughter. Do not hesitate to contact them to discuss the progress of your children.

STUDENT RECORDS

Parents/Caregivers are asked to assist by keeping addresses and telephone numbers up to date. We may need this information urgently one day.

PARENT/CAREGIVER-TEACHER INTERVIEWS

Meetings of parents/caregivers and teachers are conducted throughout the year. Attendance at such meetings is highly recommended. Parents may arrange individual appointments with teachers to discuss the progress of their children. Discussion with teachers on duty is not allowed.

CANTEEN

Students are not allowed to go to the canteen during class time without written permission from the teacher. Always be courteous to canteen staff.

CARE OF YOUR BELONGINGS

The School is not responsible for any personal belongings you bring to school. You must take care of them yourself, labelling them carefully with your name and year. Items of value, whether monetary or personal, should not be brought to school as their security cannot be guaranteed. No money should be left in school bags. iPods, MP3 players and mobile phones must not be brought to school, nor to any other school activity including excursions, carnivals, camps etc.

CHURCH ATTENDANCE

Students and teachers attend Church service on Sundays approximately once a Semester. Church attendance is compulsory and absences are noted. Students who do not attend must provide a note explaining their absence. Failure to attend without a valid reason will be noted on school reports and may lead to exclusion from representation at other School activities or Saturday detention.

SPORT

Attendance at sport is compulsory. Correct sport uniform must be worn or a note explaining the reason for being out of uniform handed to the Uniform Coordinator. Students out of uniform without a valid reason will be withdrawn from sport and placed on sport detention during periods 5 and 6 on Tuesday.

SPORTING HOUSES

Each student will be placed into a sporting house on enrolment. The houses are named after the Olympian gods of Ancient Greece. They are:

Aphrodite	Green
Apollo	Blue
Athena	Yellow
Zeus	Red

SRC

The Student Representative Council is a group of students elected by their peers and staff. The aim of the SRC is to facilitate communication in the School on matters that affect students. Each year group has SRC representatives.

MOBILE PHONES AT SCHOOL

St Euphemia College has a 'no phones on campus' policy. If a mobile phone is seen or is being used it will be confiscated and handed to the School Bursar for safe keeping. If a phone is required for travel security on the day it may be collected in person by a parent or caregiver or by a parent or caregiver contacting the College requesting that the phone be given to the student. On the following day, the phone will have to be handed in to the Bursar and will be confiscated for one week.

The College has adopted this policy because of the following problems related to mobile phones:

- ✚ disruption to educational programs through the receipt and transmission of text messages as well as telephone ring tones
- ✚ privacy concerns mainly related to the ability of many phones to take photographs/videos or record conversations without approval of those being recorded
- ✚ loss and/or theft of phones.

Disciplinary action as sanctioned by the Principal will apply for the following inappropriate conduct relating to mobile phones:

- ✚ using a mobile phone for malpractice in exams or assessments
- ✚ using vulgar, derogatory, or obscene language while using a mobile phone
- ✚ using a mobile phone to harass, bully or offend another person
- ✚ downloading or distributing inappropriate material using a phone.

Parents and Caregivers are reminded that in cases of emergency, the Front Office remains a vital and appropriate point of contact.

The College accepts no responsibility for replacing mobile phones that are lost, stolen or damaged whilst on College premises or on College approved activities.

St Euphemia College accepts that parents or caregivers give their children mobile phones for their personal security and safety particularly with the ever increasing concern about children travelling alone on public transport or commuting long distances to school. Mobile phones must be turned off before entering school buildings and during all organised College activities.

TRAVELLING

When travelling to and from School, students should remember that they are acting as ambassadors for St Euphemia College and their behaviour should reflect the School Code. When travelling to sport venues it is important to travel by the shortest, safest route.

VISITORS

If parents, caregivers or visitors wish to talk to students, they must first report to the Office and obtain permission and a visitor's pass. These procedures are implemented to protect our students.

PROCEDURES FOR LEAVE

SICK LEAVE

Please help us to keep our School medical records up to date by telling us of any major changes in your children's health.

In the event of an acute illness or injury to a student during school hours, the College will attempt to contact the parents or caregivers. Students who are ill at School will not be allowed to leave during school hours to go to an unattended home. If contact cannot be made (including Emergency Contact), the College will arrange medical treatment.

The College does not take responsibility for payment of medical, hospital, transport or any other fees.

Only students who are sick should be absent from School. Where possible, parents or caregivers are asked to make appointments for their children outside of school hours.

If child is absent, parents or caregivers are required to contact the School no later than 9.00am. Alternatively, you can email the school on office@steuphemia.nsw.edu.au.

On the first day back after any absence, an explanatory note specifying date and the reason for absence must be presented to the Roll Call teacher. Attendance Rolls are legal documents and must state reasons for absences. Any absence, which has not been validly explained within 5 school days, will be recorded as an 'Unexplained Absence', i.e. truancy.

OTHER LEAVE

Exemption from attendance eg family holidays, may be granted only if a completed Exemption from Attendance form is submitted to the Principal or Director of Primary in advance. This form is available at the Front Office.

Students will not be permitted to leave School prior to the final day of each Term except in exceptional circumstances.

OUT OF CLASS

Students should be out of class only with the written permission of their class teacher. Students should return to class as soon as possible.

LEAVING EARLY

Students who request to leave School early to attend an appointment must present a signed note to their Roll Call teacher on the day required. This note must include a contact phone number of the doctor, dentist, etc. so that the appointment can be verified.

Students are reminded that attendance is compulsory and that appointments should be made outside school hours.

Early leavers must be picked up and signed out by a parent or caregiver from the Office before leaving the school premises.

LEAVING SCHOOL GROUNDS

Students must not leave the College grounds during the school day without written permission. The College and parents and caregivers share concern for the safety and whereabouts of children.

Students must remain at School once they have arrived. They are not permitted to leave the School grounds for whatever reason without the written authority of the Principal.

PUNCTUALITY

Students must arrive to class on time. Late comers disrupt the class. If you are late to class you need a note from the class teacher who detained you.

All students must arrive punctually in the morning at least 5 minutes prior to the bell.

If a student is late to School there must be a note accompanying them with a valid reason for the lateness.

Whenever a student is late to School without a valid reason they will incur a demerit. Five late to School demerits will lead to after School detention.

ILLNESS

A written note with comprehensive and clear instructions is required if a student is to be given medication. Staff are unable to issue students with analgesics such as Aspirin and Panadol.

Students who are ill during the day must report to their class teacher who will provide them with a note to leave class. The teacher will then direct a sick student to Sick Bay.

EXPECTATIONS — HOMEWORK

Students are expected to do a reasonable amount of schoolwork at home in order to revise and practise what has been learnt at school. Each student always has homework.

EXPECTATIONS — GRADES/ASSESSMENTS/ASSIGNMENTS ASSIGNMENTS (YEARS 7–10)

Students will be informed in writing of assignment requirements at the beginning of each term. The sheet will contain date due, topic and task description.

For home assignments, a late penalty of 5% per day will apply and work will not be graded after it is five days late. The assignment, however, must still be submitted and a letter will be sent home.






Unless otherwise informed, all assignments (including diagrams) are to be a maximum of 5, A4, double sided pages. Teachers will not mark additional pages above this limit.

GRADING/ASSESSMENT TASKS (YEARS 10, 11 AND 12)



Students will be informed in writing of the grading/assessment requirements of each course.

At the beginning of each term, the Year 10, Preliminary and HSC Coordinators will hand out all assessment tasks for that term.

The written advice to students will include:

-  the tasks and their weights of each
-  the nature of each task e.g. assignment, topic test, examination
-  notification of the timing of each task
-  the duration of each task
-  the mark value of each task in relation to the total number of marks of all tasks.

Students will be given a minimum of two weeks notice if any changes are made to the tasks. In any task, students will receive a zero grade and a 'N Award' (Unsatisfactory) notification letter if they:

-  have been found to have engaged in malpractice during the task
-  make a non-serious attempt at the task.

EXPECTATIONS — SCHOOL UNIFORM

Students should remember that they are ambassadors for St Euphemia College and so should wear their correct uniform with pride at all times. The school uniform should be clean and neat. Shoes should be polished.

Hair – Students must have a conventional hairstyle and hair colour. No streaks are allowed. Hair should be clean and tidy. Boys' hair should be neat and short. No steps, lines or undercuts are allowed. Girls' hair, which touches the collar, is to be tied back. Hair accessories should be blue. No gel or other hair products are allowed.

Jewellery – The only jewellery that may be worn is a wristwatch, one pair of small stud or hoop earrings and a cross on a small necklace. Earrings may not be worn high on the ear. Boys may not wear earrings. The School has a policy of confiscating inappropriate jewellery and keeping it to the end of the year.

Makeup – The use of makeup and nail polish is not permitted.

If the students are in breach of the uniform policy, they will be given a demerit regardless of a note justifying their attire/appearance. Three demerits will result in an afterschool detention. Students will be issued a uniform pass in Roll Call. After ONE uniform detention, a letter will be sent home to parents or caregivers informing them that their children have been placed in Time Out. This will be a permanent record and will be referred to when completing the uniform section in the School reports.

Students should change from winter to summer uniform at the start of Term Four. The change from summer to winter uniform should take place at the beginning of Term Two.

The School uniform is available from the Uniform Shop which is open every Tuesday and Thursday from 2.00pm to 4.00pm.

Excursions and formal occasions will require students to wear their dress hats.

ATTENDANCE

This School has determined that satisfactory attendance is a minimum 85% of the available school days and a suitable pattern of attendance must be maintained.

Missed work must be caught up once the student returns after an absence. The Principal may grant extended leave for legitimate purposes.

Students with unsatisfactory attendance may not satisfy course completion requirements, resulting in a 'N' Award for Years 7-10, Preliminary and HSC courses.