



**Samaritan**  
COLLEGE

*Character through community*

**Parent & Student Guide**  
**Uniform, Procedures &  
Expectations**  
**Secondary Campus**

**Faith · Wisdom · Compassion**

# Uniform Expectations

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The College uniform has been developed through consultation with students, parents and staff and is viewed as a reflection of our aims and values in our vision to develop responsible, work ready citizens. The uniform symbolises belonging, respect for equity, consideration and appreciation of convenience, aesthetics and pride in identity. The College at all times insists on highest standards of uniform, grooming and general appearance.

The full uniform is to be worn, to and from school, and at school, or the sports uniform, where appropriate, only on designated days. If necessity requires a temporary departure from the uniform, a written note from parents/caregiver and/ or Doctor's Certificate is required.

Coloured or printed t-shirts are not permitted under the school shirt. A plain white singlet or chesty t-shirt is allowed. Students are not permitted to wear long-sleeve t-shirts under their polo shirts so that they (the long-sleeved tops) are visible. Additional items such as wet weather gear that are NOT part of the uniform are NOT permitted. Outer jackets for protection and warmth are provided in the Samaritan College uniform kit. It is expected that students conduct themselves appropriately when representing the College through wearing their uniform in accordance with the guidelines.

Essentially, the premise behind all of our various uniform, jewellery, hair etc guidelines is that of simplicity and keeping items to a minimum. Items or fashions that go outside of this premise will be queried and probably disallowed.

## ***Jewellery, Cosmetics***

Jewellery, in general, should not be worn to school, however, the following basic items are permitted:

- A watch.
- Earrings: no more than one in each ear lobe only. Size is restricted to sleeper, stud or 'huggy' style only.
- 1 Crucifix or affiliated religious medal on a plain chain.

Items not permitted include:

- Facial or visible body jewellery ('keepers' or concealers are permitted, provided they are clear or flesh-coloured)
- Nail polish, graffiti on skin and visible makeup
- Visible tattoos

Items that are not permitted include (but not exhaustive or conclusive of all possibilities): migraine earrings, eyelash extensions, obvious hair extensions, wrist bands.

## ***Hair***

In the interests of maintaining neatness, cleanliness, safety and uniformity, and in the interests of maintaining the high standards of student presentation which the College wishes to uphold and the College community expects, the following policy now applies in respect of students' hair:

- At all times students' hair is to be kept neat and clean.
- Students with hair longer than collar length must at all times have their hair tied up or tied back using an approved hair management device.
- Hair must not cover the face or eyes or parts of the face. By way of example (but not exhaustive or conclusive of all possibilities), hair that is level or below the eyebrows must be tied back using the hair management devices listed below. In specific environments i.e. Tech Studies, Home Economics some hair styles may require the wearing of hair nets. This is at the discretion of the relevant teacher at the time.
- Each hair management device will be considered individually as to its suitability for approval. The types of hair management devices which might be approved may include hair clips, head-bands, ribbons, scrunchies, rubber and other elastic bands.

They need to be plain blue, gold, white or green. The list is indicative only and is not intended to be exhaustive or conclusive. Head bands should be thin and not the style used by tennis players, for example. Hats are not to be used as a hair management device i.e. students cannot wear the hat in class as a way of tying their hair back.

- Other haircuts, hair styles or hair colouring which do not comply reasonably with the standards of presentation required by the College are not permitted. By way of example (but not exhaustive or conclusive of all possibilities) the types of haircuts, hair-styles or hair colouring which are not permitted include rat tails, skin head styles, dreadlocks and other extremes of style and colour. Haircuts with a no.2 or less blade, where the no 2 blade has been used over the main/top part of the head/hair are not acceptable. Portions of the scalp must not be shaven, e.g. undercuts or have designs shaved into the hair.
- Faces are to be clean shaven
- Like any parts of the uniform, hats need to be maintained in good order and replaced if worn, frayed, torn or marked.

The Principal or Head of Campus reserve the right to make the final call on any uniform or grooming matter including those items that are 'trendy' or that come in and out of fashion.

### ***Sandshoes/Sneakers***

Sandshoes should be the appropriate style for the sporting activities undertaken. By the way of example: general running, track and field shoes are appropriate for the range of sporting activities. To protect students' physical health and stature, other leisure shoes including thin soled canvas shoes, are NOT permitted. For example only, (but not exhaustive or conclusive of all possibilities) high sided basketball boots, casual volleys, canvas casuals or skate shoes are inappropriate for general sporting activities

### ***Coloured Clothes Day***

On certain occasions students may wear casual or coloured clothes to school. Safety and appropriateness are still a consideration and the following are not acceptable on any occasion:

- Singlets including short sleeved football guernseys, NBA/basketball tops (without t-shirt underneath)
- Spaghetti strap tops

- Sandals
- Thongs, slides, ugg-boots
- High heel shoes
- Caps
- Clothing that has inappropriate images on it. These can include violent images, anti-religious images etc

### ***Uniform Shop***

The Samaritan Uniform is only available at the Samaritan College Uniform Shop located:

Toal Street, Whyalla Stuart      Ph: 8649 3168

Opening hours during term time are:

Wednesday 8:00-10:00am    Thursday 1:00-4:30pm.

Additionally, the Uniform Shop is open for extended hours prior to each term's commencement. These times are advertised in the College newsletter.

Uniform items such as Hats and Socks can be purchased from the Canteen.

# Uniform Requirements

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## ***Hat***

Slouch style, charcoal micro-fibre with embroidered logo, adjustable toggle in crown

## ***School Bag***

Samaritan Bag with logo – Charcoal (Small and large sizes available)

## ***Shoes***

Leather or leather look lace-up, school shoes Not runners (e.g. volleys).

## ***Wet Weather jacket (optional)***

Black with embroidered logo

## ***Jumper***

Vee neck azure blue jumper with embroidered logo

## ***Vest (optional)***

Vee neck azure blue vest with embroidered logo

## ***Summer/Winter***

As of Term 2, 2023, students can now 'choose' when to wear summer or winter uniform. This means a student can wear winter all year or summer all year or wait and see the weather for the day and then choose. Students can also wear a short sleeved shirt with trousers.

\*it needs to be noted that if a student chooses to wear summer uniform all year, then the tie is not worn at all with summer uniform options.

## ***Unisex:***

All students can wear the grey shorts or trousers. These are a unisex fit. There are male and female\* short sleeve shirt options available.

## Summer (Terms 1 and 4)

<i>Boys' School Uniform (7-12)</i>	<i>Girls' School Uniform (7-12)</i>
<p><b>Shorts</b> Shorts, adjustable side tabs, longer leg, charcoal (summer only). Unisex, Full elastic, longer leg, charcoal.</p> <p><b>Shirt</b> Boys' short sleeve azure blue shirt with side splits and embroidered logo on pocket</p> <p><b>Socks</b> Boys' socks, college grey with college initials</p>	<p><b>Dress</b> Summer dress, check poly/viscose fabric with embroidered logo</p> <p><b>Shorts</b> Unisex, Full elastic, longer leg, charcoal</p> <p><b>Shirt</b> Girls' short sleeve azure blue shirt with side splits and embroidered logo</p> <p><b>Socks</b> Girls' summer socks – white with stripes</p>

## Winter (Terms 2 and 3)

<p><b>Trousers</b> Boys' belt loop trouser, charcoal Youth, half elasticated trouser, charcoal Unisex, full elasticated trouser, charcoal</p> <p><b>Shirt</b> Boys' long sleeve azure blue shirt</p> <p><b>Tie</b> Striped Samaritan College tie</p> <p><b>Belt</b> Plain black leather belt (no brand names)</p> <p><b>Socks</b> Boys' socks college grey with college initials</p>	<p><b>Shirt</b> Girls' azure blue long sleeve blouse with azure collar trim</p> <p><b>Tie</b> Striped Samaritan College tie</p> <p><b>Skirt</b> Girls' skirt azure blue poly/wool check</p> <p><b>Trousers</b> Youth, half elasticated trouser, charcoal Unisex, full elasticated trouser, charcoal</p> <p>Socks Girls' summer socks – white with stripes</p> <p><b>Tights (with skirt)</b> Opaque tights, 70 denier nylon/elastane, black</p> <p><b>Scarf (optional)</b> Black Brushed acrylic scarf available from the Uniform Shop</p>
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## ***Sport and Physical Education - unisex***

### ***Shorts***

Sublimated mesh sport short with college logo and zip pocket

### ***Polo Sports Shirt***

Sublimated mesh, House coloured sports polo shirt featuring college logo

### ***Tracksuit Pants***

Sublimated track pants with college name and logo

### ***Tracksuit Jacket***

Sublimated track jacket with college name and logo

### ***Rugby Top***

Striped rugby jersey with embroidered school logo

### ***Socks***

Sports socks, white with college initials

## **Procedures & Expectations – Secondary Campus**

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### ***Religious Education***

All students participate in the Religious Education program of the school. Each class will organise a Liturgy or attend a Parish Mass which normally happens once a semester. Family members, other staff and senior students are welcome to attend.

### ***Prayer***

Prayer forms part of Caregroup time each morning and afternoon. It is prepared by the students and staff. The Chapel is available for students and parents at all times.

### ***Caregroup***

Students are allocated to classes in which a Caregroup Teacher takes personal responsibility for each child. Parents and students may contact Caregroup Teachers or the House Coordinators as often as they wish. The pastoral care of the students by the teachers who are “loco parentis”, is a chief concern.

### ***Absentees and Late Arrivals***

To ensure success, it is essential that students attend school every day. Absenteeism is treated very seriously as it can have a great impact on a student’s learning. Prior notice of absence should be given whenever possible. If a student is going to be absent, parents can phone the school in the morning after 8:00am or send a text message to the secondary attendance hotline on 0473 989 587. An SMS will be sent to a parent requesting information regarding a child’s whereabouts if they have not attended



caregroup and Lesson 1. Students who have been absent are to bring a note from parents stating the reasons for the absence upon their return to school.

Late arrivals, after 8:35am, are to report to the Front Office to sign in.

### ***Arrival at School***

Students are expected to arrive between 8:30am and 8:35am. The first bell rings at 8:35am when students take their class places in readiness for morning Caregroup.

Students must wear the full school uniform to and from school. Attendance is recorded by the Caregroup teacher in the class roll in the morning and afternoon.

### ***ASAS and Detentions***

After School Academic Support (ASAS) is issued to a student who has failed to meet an assessment deadline. These are usually held in the library and the subject teacher is on hand to provide additional support to the student. Students are encouraged to be proactive if they feel there is legitimate reason for an extension of time on an assessment. They will need to apply for such an extension 48 hours before the due date.

Detentions are given for serious or continued breaches of the student enrolment agreement. These are held after school on Monday, Tuesday or Wednesday.

Parents are contacted before an ASAS or Detention is issued to a child.

### ***Avenues of Advice***

Samaritan College is committed to:

- Providing a stimulating, safe and nurturing environment,
- Learning as its central activity
- A student focus
- Quality and excellence
- Encouraging and recognising the contribution of each student, their family and each member of staff.

On the next page is a checklist of reasons you might have for seeking advice, or an opinion, or making a complaint. In each case, the person whom you should see in the first instance is given in the First Contact column.

<b>Enquiries</b>	<b>First Contact</b>	<b>Further</b>
<b>Enquiries about your child's learning</b>	Teacher	Asst Principal Teaching & Learning Director of Teaching and Learning (SACE)
<b>Questions about assessments</b>	Teacher	Asst Principal Teaching & Learning Director of Teaching and Learning (SACE)
<b>Unfair treatment by another student</b>	Teacher	House Leader Head of Campus Deputy Principal
<b>Issue regarding teacher</b>	Head of Campus	Deputy Principal Principal
<b>Learning Support</b>	Learning Support Coordinator	Asst Principal Teaching & Learning Director of Teaching and Learning (SACE)
<b>Personal Problems</b>	Teacher Counsellor	House Leaders Head of Campus Deputy Principal
<b>Damage or issues with college property</b>	Ground Staff Business Manager	Head of Campus Deputy Principal
<b>Delivery of absence notes, etc</b>	Front Office / Caregroup Teacher	
<b>Approval for missing a key event i.e. Sports Day, School Camp etc</b>	Caregroup Teacher	Campus Leader
<b>Informing school of long term leave i.e. student going on overseas or extended holiday with family etc</b>	In writing to the Campus Leader or Principal	

## ***Canteen***

The canteen operates with the help of generous volunteers. Lunch orders need to be written on a paper bag and placed in the class basket in the morning. The canteen is open at recess and lunch times. Students are expected to show courtesy to the volunteers who help.

## ***Care of Personal Property***

All articles of personal property including clothing should be clearly labelled. Money and other valuables should not be left in bags, on desks or in classrooms. Lockers are available to each student for personal possessions. Money or other items of value can be left at the Front Office for safe keeping. The school cannot be held liable for any damage to any personal belongings.

## ***Class***

The College has a number of strategies which it employs to ensure “Christian consideration and politeness are practices at all times.”

Therefore, students are expected to:

- raise their hand when they wish to speak in class
- not name call
- not upset fellow students
- not engage in any other form of provocative behaviour.

“Each student is expected to study and allow others to study.”

Therefore, students are expected to:

- arrive to lesson on time
- have the required books
- complete the work required
- not engage in excessive talking
- not move around the room unnecessarily.

Students also retain the Christian Brother’s tradition of standing when an adult enters the room and then wait to be greeted by the adult.

## ***Communication***

### ***Personal***

In order to foster and maintain close communication we hope parents will feel at ease in discussing any issues or concerns with our staff. Likewise, the staff will always contact parents should there be an issue that needs to be addressed.

### ***Interviews***

A parent information evening is conducted in Term 1 and parent/teacher interviews take place in Terms 1 and 3. However, staff are always prepared to discuss your child's progress with you. We do ask, though, that you make an appointment either before or after school. Impromptu discussion during lesson time is disruptive and takes away children's valuable learning time. Therefore, it is discouraged.

### *Newsletters*

The Newsletter is a reflection of events of all three campuses, and is issued fortnightly on a Thursday. (Where possible, we endeavour to only send home information on a Thursday with the Newsletter.) It provides a link between home and school, containing reminders, dates, notices and an outline of current school activities. Please read the newsletter carefully and keep it in a prominent place for future reference. Newsletters can be emailed direct, or downloaded from the College website.

### *Website*

The college website is also a great resource for policies, procedures, newsletters and in fact anything you need to know about the college. It has links to be able to contact staff, download Enrolment Forms and anything in the diary is also found on the website. It is updated weekly.

### *Facebook*

Further information and reminders can also be found on our Facebook page.

### **Consent**

There is a General Consent form that needs to be signed at start of each school year (or when a child enrolls). This covers some of our 'regular' walking trips i.e. to Ada Ryan Gardens for STC students or St Teresa's Church for SJC students etc. It also covers the regular bus trips that students may do during the year between each campus and our churches. It does not cover excursions to any other locations than listed on the form or car trips to any location. These extra excursion or trips or camps, will always have an additional consent and/or medical form to sign.

### **Diary**

Microsoft Office 365 has replaced the College Diary. During their first year at the secondary campus students will be taught how to use features of Office 365 as a means of recording homework and reminders for assessment task due dates.

### **Electronic Devices**

In the interest of learning and developing considerate and responsible information communication technology (ICT) practices in the community, and to take advantage of the face to face socialisation opportunities afforded to young people in a school setting, mobile phones and other electronic devices are not permitted for student use during the school day.

Whilst the college acknowledges that the students may need to have their mobile phones at school, it is expected that they adhere to the following:

- mobile phones and other electronic devices must be switched off and out of sight at all times during school hours. If an electronic device is heard or seen in the possession of a student it will be confiscated. These can be collected after 3:25pm from the Front Office
- parents are discouraged from allowing their child to contact them via mobile phone during the day and visa versa. Parents and students should not contact each other directly during school hours, unless via the Front Office
- in the interests of our duty of care, in the event of illness, a student must report to the front office and staff will contact the parent/caregivers. A student must not use his/her mobile to make personal arrangements to be picked up from school – he/she must do this through the Front Office
- Phone cameras or digital cameras are not permitted to be used on campus (unless for legitimate approved lesson purposes). Non adherence will result in the confiscation of the items used
- All electronic devices need to be switched off (silent) and handed in to invigilators prior to examinations
- Senior staff will have the discretionary decision of when a mobile phone or electronic device shall be returned to students, based on the nature or history of misuse. Items may be retained by senior staff until the parents are invited to collect them.

### ***Excursions, Camps and Carnivals***

All students are expected to participate in all of the retreats, educational and cultural excursions and camps that are offered. Students must return their 'Parent Consent Form' before the retreat/excursion/camp commences, payment for any camps will be added to school fees. Students participating in local excursions must wear the correct uniform and be neatly groomed as they are representing the College in the community. Appropriate clothing must be worn on all retreats and camps.

Sports Carnivals and Sports Day – students are encouraged to participate in the various sporting competitions arranged during the year. The College Sports Day (Athletics) is a compulsory event.

## ***Extension of Time (Assessments)***

Assessment tasks demonstrate student learning, knowledge and understanding and inform further learning and teaching programs. It is important that all students endeavour to produce their best work when submitting tasks. Failure to meet a deadline could result in an After School Academic Support (ASAS) session, however, students with valid reasons can ask their teachers for an extension to their due date. Students should read the **ASSESSMENT SUBMISSION PROCEDURE** to see if their circumstances suit an extension and complete the **Application for Extension of Time** form.

## ***Extreme Weather Procedures***

The present policy of schools in the Port Pirie Diocese is not to allow students to leave school early on hot days as this would mean going home during the hottest part of the day. Most rooms are air-conditioned and full use is made of these on hot days. The College enacts the hot/inclement weather procedure which allows for students to remain indoors when temperatures exceed reasonable comfort or if rain impedes activities. When the temperature is 37°C or over, students are advised to remain indoors and outdoor activities will be deferred.

## ***Front Office***

The front office is open from 8.00am – 4.00pm daily to assist with various matters.

## ***General Expectations***

Students should take pride in their own neatness, cleanliness and behaviour.

Correct speech and good pronunciation are part of an individual's progress in education. Bad language is not permitted.

The possession or use of alcohol, cigarettes and illicit drugs are not permitted at school or school functions.

The chewing of gum is not permitted at school.

## ***Homework***

The classroom is a place where much of the learning activity begins. Further understanding may be consolidated when, outside the classroom and sometimes later, students review the work introduced in class, test their understanding, and extend their reading practise.

This additional work comes under the heading 'homework'. Homework thus provides an opportunity for students:

- To consolidate, by further practice, work already discussed and taught in school
- To develop sound and consistent habits, of independent study, based on personal self-discipline away from the regulated routine of school
- To undertake private research and extended reading
- To revise school work already studied and to commit basic principles to memory by rote learning
- To prepare for new topics.

Unless a student develops a sound pattern of study, academic success will be very difficult.

Work undertaken independently at home is vital to ongoing progress and becomes increasingly important when advancing through the year levels.

Homework is a contract that is entered into by the teacher and the student. The parent's role in relation to homework is to provide support and encouragement and to take an interest in what work is being done.

### ***Tips for Parents***

For the individual, reading is a vital and pleasurable habit that we should all encourage. For the reluctant reader, any text, whether it be a magazine, comic or storybook is helpful to improve reading skills. As a family and individual, we should all make reading a daily past-time.

The benefits of reading with your child are multi-layered. Whilst learning vocabulary and the skills of reading, they are also enriched by the interaction that occurs between adult and child.

Therefore, it is important to approach reading as a positive opportunity, a time to relax and enjoy your child and the experience.

### ***How to Help***

Regular homework is set in all classes from Years 3 to 12. Support and encouragement can best be provided by:

- Helping your son/daughter and providing a quiet place where noise is not intrusive, lighting is adequate and where there is suitable surface for spreading out books and papers
- Helping your child establish a time when he or she can work best and keep this time consistent so that a routine develops

- Balancing the amount of time spent on homework with other needs such as sport, having fun, watching a favourite television program and spending time with the family
- Providing support for project work by helping to provide project materials including books, maps and pictures
- Taking an interest in what homework is being given and discussing this with your child. The diary system will help keep you informed with homework tasks
- Remembering that praise and taking pleasure in your child's efforts and achievements is a much better motivation than punishment and fear.

The table below is a ***guide*** and the times suggested are the total for the evening. Parents are encouraged to seek clarification from their child's subject teachers if they feel their child is consistently over or above these suggested times.

Year Level	Monday to Thursday	Over the weekend
7	50 mins including 10 mins read	nil
8	80 mins each night	80 mins for whole weekend
9	100 mins	120 mins
10	125 mins	150 mins
11	150 mins	180 mins
12	180 mins	240 mins

### ***Illness / Injury***

If a student receives a minor injury at school (graze, bump) basic first aid will be administered. For more serious injuries or illness, parents/student emergency contacts will be called to collect the child. Depending on the severity of the illness/injury the College may ring an ambulance. College admin staff follow a general guide as to whether parents are contacted each time a child needs some medical help. For example, not every time a band aid is put on will mean we will ring home.



## ***Issuing Sports Equipment at Recess/Lunch***

Students can borrow sports equipment at recess/lunch providing they have a current Student ID card. No card = no borrowing.

## ***Leaving the School***

Students are not permitted to leave the school grounds at any time during the school day without written permission from a parent. Parents must write a note if they wish their son or daughter to leave the grounds during school hours. This note must be signed by the student's Caregroup Teacher, in the morning, and then taken to the Front Office where it will be collected when the child signs out to leave. Year 12's on flexible study lessons are only permitted to leave the grounds when their day concludes with a study lesson.

Students must sign out at the Front Office when they are leaving the school grounds.

## ***Library***

All students are invited to use the facilities of the Library and to borrow books. The rules of the library are to be respected. The Library is open at lunch time for games and reading. Parents may also borrow from the Library. The Library operates between the hours of **8:00am to 4:00pm Monday to Friday**. Students may continue working beyond this time with teacher supervision. Students may also arrange homework assistance in the library with their teachers.

## ***Lifts***

The College has several lifts that are available for use by students with permanent or temporary mobility restrictions. Students are not to use the lifts unless permission has been granted.

## ***Lockers***

Students are provided with a locker and lock at the start of their time at Samaritan College. This is to ensure that they have somewhere secure for their valuable items.

It is imperative that students do not share their lock combination with others, combinations can be reset if necessary by House Coordinators. Each year the locker needs to be emptied and left unlocked for cleaning and maintenance purposes.

Students are encouraged to keep their lockers secured at all times. If a lock is lost a new one can be purchased for \$25.00. The school cannot be held liable for the loss of or damage to any personal belongings.

## ***Medication Procedures***

The college has procedures around keeping and administering medication. If your child requires medication, this must be discussed with the college. Students do not keep medication with them at school, excluding puffers and in some cases, epipens.

## ***Moving Around Campus***

During lessons it is important for students to be in class and not moving around the campus. However, sometimes it is necessary for a student to leave a classroom. When these times occur students will need to get permission from the teacher in the form of a "Permission to Leave Class" slip which must be carried with them in the school yard.

To reduce times when students are out of class they may have a drink bottle with water in the room with them, and toilets should be used at recess and lunch time.

## ***Notices***

Newsletters are sent home with the youngest child in the College every fortnight. Notices are sent home with the newsletter if they are College based.

Campus notices are sent home with the youngest child at that Campus.

Often notices have tear-off slips that need to be returned. We ask that these be returned as soon as possible and any money be sent in an envelope marked with your child's name, amount of money, and what the money is for.

We cannot allow students to attend excursions, concerts or other activities if permission slips are not returned. Last minute phone calls to gain permission are discouraged.

## ***Personal Contact***

Students need to respect the personal space of other students both in terms of playing games and sport i.e. no tackling, but also in terms of physical affection. As such, cuddling, kissing holding hands etc is not permitted at school.

## ***Printing***

Students have access to printing facilities through Web Print. There is a cost associated with printing based on the number of pages. Students in Year 7 – 11 start each term with \$6.00 of printing credit, while those in Year 12 start each term with \$12.00. Printing in colour costs up to twice as much as Black and White printing, so students are encouraged to draft their work carefully before printing anything in colour.

If a student runs out of credit they can pay for more at the Front Office, who will issue a receipt that needs to be taken to the ICT technicians to increase the account.

## ***Prohibited Items***

There are a range of items that students should not bring to school. The list is technically endless but in general includes:

- Aerosol cans i.e. deodorant
- Weapons (often these may be historical more than dangerous but nevertheless not required at school)
- Pets (without prior arrangement)
- Large sums of money
- Valuable personal items including items belonging to other family members
- Medication (arranged through parents and Front Office)
- Drugs and alcohol

## ***Protocol for Parents***

Samaritan College values the partnership we share in the education of your child /children, as they develop towards taking their place in the adult world as responsible citizens. In support of the policies and procedures the College has in place, we expect parents to:

- Work in partnership with the College to ensure patterns of open communication are established and maintained
- Inform the College of any incident that requires the attention of staff
- Work collaboratively with the College in the best interests of the student
- Model respectful behaviours
- Work in partnership with the College to provide an environment whereby your child has every opportunity to reach their full potential
- Undertake to support the College policies by encouraging your child to follow the guidelines
- Encourage the development of personal safety and protective behaviours in your child
- Be aware of and support the College's policy and procedures regarding anti-bullying/harassment
- Work with your child's teacher and/or members of Leadership if the child is involved in any way in a bullying incident
- Encourage your child to report any incidents of bullying/harassment so the problem can be resolved in a timely way

- Work in a way which encourages reconciliation and ensures the dignity of each individual is preserved
- Support the College's retreats, camps and excursions policy
- Ensure your child's participation in camps and excursions should they be involved
- Support your child in the development of respectful relationships
- Have an opportunity to acknowledge and celebrate your child's success.

### ***Reports and Teacher Interviews***

Reports are issued to students in Terms 1, 2, 3 and 4 in the Secondary Campus. Reports will be held over until the following term if students are unable to collect them. Parent Teacher Interviews are scheduled to occur towards the end of Terms 1 and 3, however, these can be arranged any convenient time a teacher or parent chooses.

### ***Respectful Relationships, Responsible Behaviour***

Samaritan College encourages a harmonious educational and work environment. Students have a responsibility to follow the expectations of the College.

These expectations are:

- Work and play safely and sensibly
- Respect yourself and each other
- Care for the campus environment
- Respect your learning and the learning of others.

The Students will:

- Develop an understanding of behaviour as a process involving personal choice
- Accept responsibility for their own behaviour
- Respect the dignity and the rights of others
- Accept that everyone has the right to feel safe and be safe in the College community
- Be able to acknowledge and celebrate success.

### ***Sacramental Program***

Catholic families who have children wanting to celebrate the Sacraments are able to enrol in Sacramental programs that are run cooperatively between the parish and the school.

Year 4 students are able to celebrate the Sacraments of Penance and Eucharist.

Year 7 students are able to celebrate the Sacrament of Confirmation

Children who wish to celebrate Sacraments in a year different to those indicated may be able to make other arrangements with the parish. Any families, children or adults, wishing to explore the Catholic Faith are invited to contact the parish office.

### ***Smoking and Vaping***

Smoking of any kind including e-cigarettes and vaping is strictly prohibited on site.

### ***Student Bikes***

For reasons of safety students are asked to walk their bikes into the school yard and ensure that they lock their bikes in the racks securely. No student is to use another's bike without permission of the owner. Students are advised that approved helmets are to be worn with all forms of transport, such as skateboards, bikes and scooters, as is required by law.

### ***Student Tablet/Laptops***

Students in Year 8 – 12 must have their own Tablet/Laptop for school purposes. To engage fully in the classroom it is important that the students ensure that their Tablet/Laptop is brought to school fully charged. Due to tagging and testing regulations students are not permitted to charge their Tablet/Laptop at school. Students should switch off at the end of every lesson so as to preserve the battery. The school has some laptops available for student use, through the library, if batteries run out.

Students are encouraged to save their work in their OneDrive storage, associated with their school login. This allows students to access their work from any device, and is not dependent on access to a USB.

### ***Student ID Cards***

All students in secondary school will be issued an ID card which should enable them to access student fares for public transport. These cards are also used around the school when borrowing from the Library as well as sports equipment at lunch and recess.

### ***Student Representative Council***

This group of student leaders meets regularly throughout the year and is composed of elected members from the different Houses. It is important in the College and does much to foster good relationships and generally build community within the College.

## ***Subject Changes***

During the course of a semester students may find that the elective subject that they have nominated isn't what they had expected. It is possible to change subjects to another, if there is space in the class. To make a change in subject students will choose a new subject and find out whether there is space in the class, this is usually done through discussion with individual teacher or the Secondary Campus Leader.

Once a new subject has been nominated the student will need to complete a "Subject Change Form" this requires, if the subjects have already started, signatures from both teachers and a parent/caregiver. The form then needs to be submitted to the Front Office for processing. Processing usually takes a day, students will receive a confirmation email once the change has been made.

## ***Sun Protection***

The Sun Protection Policy applies to all staff and students. The purpose of this policy is to reduce the risk associated with over exposure to damaging UV radiation. As such the College requires that:

- all students and staff wear hats which protect the face, neck and ears when outside during Terms 1, 3 and 4 and at other times during the year when the UV Rating is above 3. The hat must also be worn at all-day events outside i.e. Sports Day, regardless of the UV rating. All students must wear the College broad brimmed hat.
- SPF 30+ broad spectrum water resistant sunscreen be worn on all exposed parts of the body. This is provided at school
- staff and students utilise shaded or covered areas whenever and wherever practicable
- students who do not have hats must sit outside the staffroom at recess and lunch times, in the designated area
- students without the College hat will not be permitted to participate in lessons or activities conducted outdoors in areas exposed to sun
- students must still wear their College hat on coloured clothes days.

## ***Vehicles***

### *Parent's Cars*

For reasons of safety, parents are requested to pick up and drop off students in Gowrie Avenue or Norrie Avenue. Parents are advised to observe local speed limit and parking signage, or incur the associated fines imposed by the municipal laws. It is imperative to keep traffic to a minimum in pedestrian areas. Only cars transporting students with a permanent or temporary impairment or musical instrument may use the College driveway for drop off and pick up purposes. The car-park clearly set aside for disabled use must be kept available at all times.

### *Student Vehicles and Passengers*

Permission must be sought in writing by parents and students through the appropriate forms for students wishing to drive to and from school. Students do not drive other students on excursions.

Student must seek written permission from their parents and the parents of the driver if they wish to be a passenger in another student's cars coming to and from school.