



Character through community

Parent & Student Guide

Uniform, Procedures & Expectations

Primary Campuses

Faith · Wisdom · Compassion

Uniform Expectations

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, where appropriate, only on designated days. If necessity requires a temporary departure from the uniform, a written note/ SEQTA DM 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. 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 our various uniform, jewellery hair etc guidelines is that of simplicity and keeping items to a minimum. Items of fashion that go outside 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:

- 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
- Nail polish, graffiti on skin and visible makeup

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. 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.
- 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 black, blue, gold, white or green in colour. The list is indicative only and is not intended to be exhaustive or conclusive.
- 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 mohawk cuts, rat tails, mullets, skin head styles, dreadlocks and other extremes of style and colour.

Like any part 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 reserves the right to make a judgement call on any hair style.

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.

If in doubt, please consult with your Campus Leader before purchase.

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 without a t-shirt underneath, NBA singlets
- 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

House Colours

The College sports top is navy and has splashes of colour representing the House the students are in. RICE house wears green; BENEDICT house wears gold and MACKILLOP house wears blue.

Common Items

- Scarf - plain black brushed acrylic
- Hat – slouch style, charcoal micro-fibre, with embroidered logo, adjustable toggle in the crown. The hat is to be worn for extended periods outside and in Terms 1, 3, and 4.
- Wet Weather Jacket – black with embroidered logo (R-12)
- School Bag – School backpack with College logo – Charcoal (Small and large size available)
- Library Bag (R-6) – library bag with logo – Charcoal (available at the uniform shop or the campus front office)
- Art Smock (R-6) – Students are required to wear art smocks when participating in art and craft activities. Junior art smocks are available at the Uniform shop

Uniform Requirements R-6

- The R-6 Uniform is unisex and is worn **throughout** the year. The Primary Uniform is also the Secondary Sports Uniform.
- House Team Polo Top
- Leisure Shorts
- Rugby Top/ Year 6 Commemorative Jumper
- Trackpants
- Socks - white Samaritan Sport Socks
- Sandshoes - please refer to the information on the previous page

Procedures & Expectations – Primary Campus

Absentees and Late Arrivals

If a student is going to be absent, parents can phone the school in the morning after 8:00am. A SEQTA Message will be sent to a parent before Recess requesting information regarding a child's whereabouts if they have not attended school.

Late arrivals (i.e. any arrival after 8:45am) are to report to the Front Office to sign in. To ensure success it is essential that students attend school every day. Prior notice of absence should be given whenever possible.

Parents are asked to notify the school if a child is going to be absent. Children who have been absent are to supply a note from parents stating the reasons for the absence upon their return to school.

Arrival at School

Students are supervised by teachers from 8:30am. The first bell rings at 8:45am when students take their class places in readiness for the day. Students must wear the full school uniform to and from school. Attendance is recorded by the class teacher in the class roll in the morning.

Assemblies

Classes will have an Assembly once a semester. This is an opportunity for each class to discuss their journey throughout the year, share work and present information about a common theme developed by the college.

Class teachers will communicate via SEQTA DM with families leading up to these events. If your child's class is coordinating these or if your child is receiving an award, you will receive a message from their teacher.

Assemblies are held in the Vessey Unit at OLHC Campus and the Shelter Shed at STC Campus.

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.

Enquiries	First Contact	Further
Enquiries about your child's learning	Teacher	Campus Leader or Assistant Principal – Teaching & Learning
Questions about assessments	Teacher	Campus Leader or Assistant Principal – Teaching & Learning
Unfair treatment by another student	Teacher	Campus Leader Deputy Principal/Principal
Issue regarding teacher	Campus Leader Deputy Principal	Principal
Matters of a personal nature	Teacher Counsellor	Campus Leader Deputy Principal/Principal
Delivery of absence notes, etc.	Front Office / Teacher	
Approval for missing a key school event i.e. Sports Day, camps etc	Request in writing to the Campus Leader	
Informing school of long term leave i.e. student going overseas on holiday with family for a term	In writing to the Principal	

Bell Times

8:45am	School day commences
11:00am	Recess
11:25am	Return to Class
1:00pm	Lunch eating
1:40pm	Return to Class
3:20pm	Dismissal

Breakfast Club

Our Breakfast Club provides students with a nutritious start to the day, offering them an option to access breakfast before school begins on most days. We understand that a healthy breakfast is essential for academic success, concentration, and overall well-being. By ensuring our students have the opportunity to eat a balanced meal, we aim to improve their focus and energy levels throughout the day. The Breakfast Club also fosters a sense of community, as students gather to share a meal and socialise in a welcoming environment. We believe that by addressing the nutritional needs of our students, we are setting them up for a productive and positive school day.

Canteen

The canteen operates with the help of generous volunteers. Lunch orders can be made using the QKR app (by 8.55am) or 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. Any items of value can be left at the Front Office for safe keeping. Valuable electronic equipment essential to learning (such as hearing aids etc) can be left at the Front Office provided a management plan has been developed and agreed upon by the Campus Leader.

Students should not bring toys or other items of personal value to school. The school cannot be held liable for any damage to any personal belongings.

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 and SEQTA Engage

Further information and reminders can also be found on our Facebook page and on the SEQTA Engage App.

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.

Crunch and Sip

Students are required to bring a healthy snack such as a piece of fruit and/or vegetable to eat at approximately 10:00 daily. Class teachers will provide more information on this.

Excursions and Camps

When educational excursions and camps are held all students are expected to take part.

Normally, we have an overnight camp in Year 6 (included in fees) and any other year level or class may also arrange a day excursion. For example, last year in...

Rec/Year 1	Road Safety Centre
Year 2	Glen Forest Wildlife Park, Port Lincoln
Year 3	Farm Tour, Cummins
Year 4	Wadlata + Arid Lands Tour, Port Augusta
Year 5	Cowell Waterpark + Historical Tour
Year 6 Camp	Woodhouse Activity Centre, Picadilly

Parents will be given notice about such camps/excursions. Additional excursions may incur a cost.

Before such excursions and camps, students are required to return the 'Parent Consent Form'. Students participate in these excursions only if neatly groomed in correct uniform or appropriate clothes.

Extreme Weather Procedures

In cases of wet weather or extreme heat students are supervised under shelter or indoors during break times. We do not dismiss students early in the event of extreme heat. On these days extra drink breaks are arranged and students gather in rooms with the best air conditioning. Parents/caregivers are welcome to collect their child on these days, and any day. Each campus has refrigerated water taps.

Events

During the year the college will host a range of events that you will be invited to attend – these will include the BookWeek Parade, Samaritan Shines, Meet-the-Teacher Night,

Family/Christmas Night etc – you will receive further information about each event closer to the date – normally in the Newsletter, Facebook or via email.

Front Office

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

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.

There is no specific amount of homework that will be set each night. Students will have reading, revision, projects etc to work on in their own time. Do not worry if you feel your child should have 'more' homework. But we would be concerned if your child feels they have a lot of homework. Please contact your child's teacher if you feel they are spending a lot of time at home doing schoolwork – this should not be the case.

Alternatively, if you feel you would like to work on some extra reading or spelling or maths etc at home with your child, but don't know where to start, then also contact your child's teacher.

You can see what your child is working on and when it is due, by accessing SEQTA Engage.

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.

Leaving the School

Students are dismissed at 3.20pm. Staff supervision concludes at 3:30pm, after which time students will wait in the office to be collected. Students are not permitted to leave the school grounds without written parent permission. Should parents need to collect students in school hours a note needs to be written/or communication occur via the SEQTA DM and the student can be collected and signed out from the Front Office.

Library

All students are invited to use the many facilities of the Library.

Liturgies

Classes host a Liturgy once a semester. This is an opportunity for the class to share their faith journey through a liturgical celebration which consists of prayer, scripture, reflections and links to the catholic liturgical calendar.

As a general guide, Upper Primary and Junior Primary host liturgies separately. Class teachers will communicate with families regarding the scheduling of these events and families are encouraged to attend.

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.

Mobile Phones and other Electronic Devices

In the interests 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 communication and entertainment devices are not permitted for student use during the school day. The College acknowledges that the students may from time to time need to have their mobile phones at school for legitimate purposes, therefore:

- Mobile phones and other electronic devices must always be switched off and out of sight during school hours.
- We recommend mobile phones and other electronic devices are handed into the Front Office/Class teacher
- If an electronic device is heard or seen in the possession of a student, it will be confiscated. These can be collected after 3:20pm from the Front Office.
- Phonecams or digital cameras are not permitted to be used for photographic purposes unless previously communicated with parents. The college will provide appropriate resources for school use.
- Students with Smart Watches and other internet connected devices that are worn, should set the watch to 'school mode' during the day. The expectation is that students are only to use Smart Watches to tell the time and not to receive messages.
- Students who bring mobile phones or electronic device to school do so at their own risk.
- The school cannot be held liable for any damage to any personal belongings.

Mullu Mullu Gulya

Our Mullu Mullu Gulya group is dedicated to fostering a culturally safe and inclusive environment for our Indigenous students. We invite Indigenous students to participate in a variety of campus-based and cross-campus activities. These activities are designed to celebrate and honour their rich cultural heritage while providing academic and social support. We engage students in traditional practices, educational workshops, and community events, ensuring they feel valued and respected. We strive to create a supportive space where our students can thrive and proudly express their cultural identity.

Nut Allergies

In recent times, schools have been asked to broaden their consideration of nut allergy procedures. An allergy aware approach is recommended rather than implementing food bans. Banning foods, and use of terminology such as 'nut free' is not an effective strategy

for preventing or managing anaphylaxis in schools. (National Allergy Council. Best practice guidelines for the prevention and management of anaphylaxis in schools. 2023.)

Notices

Newsletters are sent electronically to the main email address on record by the College every fortnight. Hard copies are available from the Front Office if required.

Campus notices are available via SEQTA Engage or sent via the class teacher through a SEQTA DM.

Occasionally, hard copy notices may be sent that 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.

Parents' Cars

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. The car-parks clearly set aside for disabled use must be kept available at all times.

Parents Help

We would love to have you help the college! Speak to your child's teacher of the Front Office about how you can help and the appropriate checks and introductions will be arranged.

Pets

Pets should not be brought into the school or school yard. This includes before and end of day for drop off or pick up. We understand that it may be exciting and fun for students to pat a puppy, for example, but there are simply too many risks involved i.e. allergies. Other factors include how we limit the number of animals in the yard i.e. 4-5 parents bring in their pet at end of day or even the type of dogs. There will be special occasions when, through consultation with the class teacher, that a pet may be brought in from home.

Physical Education

All children will wear PE uniform on the day of their Physical Education Lesson where they participate in a variety of team and individualised activities. Fitness is a vital part of your

child's education. If your child is unable to participate in PE for any reason, a written note to the class teacher, or communication via SEQTA DM.

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, alcohol, cigarettes and vaping devices
- Laptops/iPads/tablets – exceptions to this may occur after consultation with class teacher

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 twice a year in Terms 2 and 4 in the Primary Campus. Parent Teacher Interviews occur towards the end of Terms 1 and the start of Term 3, or at any 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 6 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.

SEQTA Engage/DM

SEQTA is our online communication tool between home and school. Updates to curriculum outlines, assessments, results and reports is one of the many features. Direct communication with your child's teacher is also facilitated through the SEQTA Engage online platform. It is generally used for day-to-day matters. Should you have an issue you deem to be more serious in nature, contacting your child's teacher by telephone (or the Campus Leader, if necessary) is preferred. Please see 'Avenues of Advice' for more information.

Student Bikes/Scooters

For reasons of safety students are asked to walk their bikes/scooters into the school yard and ensure that they lock their bikes in the racks securely. Students are advised that approved helmets are to be worn with all forms of transport, bikes and scooters, as is required by law.

Student Representative Council

This group of student leaders meets regularly throughout the year and is composed of elected members from the different classes. It is important in the College and does much to foster good relationships and generally build community within the College. Students are elected from each class at the start of the year and a new group of SRC is elected at the start of Term 3.

Sun Smart Policy

The Students will:

- Be responsible for following the 'no hat, no play/ participation' rule during all outdoor lessons and activities, including camps and excursions, as well as during lunch and recess breaks
- Stay in classrooms, on verandas and other shaded or designated areas during recess and lunch breaks during hot weather days
- Wear hats when outside during Terms 1, 3 and 4 and at other times during the year when the UV Rating is above 3. Students also wear hats at outside, all-day events i.e. Sports Day, regardless of the UV rating
- Sit in designated shade areas if they do not have a hat in Terms 1, 3 and 4
- Be encouraged to apply 30+SPF broad spectrum sunscreen when exposed to the sun
- Be encouraged to wear sunglasses approved by the Cancer Council
- Be expected to observe campus specific rules and procedures relating to the sun protection policy
- Be expected to wear their College hat on coloured clothes days in Term 1, 3 and 4.

Workbooks

Children's workbooks are a means of continuous assessment and a vital learning log. Students are to have their books neatly covered and labelled. Pages should be maintained with headings and dates and ruled according to the specific subject requirements.

Bookwork guidelines support students to maintain neat, organized and consistent presentation of their written work. Samaritan College acknowledges that in a modern society the use of technology for student work is becoming more common. These guidelines are aimed at the following:

- **Consistency:** all learners, staff, parents and carers know the bookwork expectations.
- **Pride and Attitude:** Neat bookwork fosters pride in a students' work and develops a positive attitude towards learning.
- **Routine:** Consistent bookwork helps develop routine and consistent practice across the College.

Teachers align bookwork expectations to published guidelines, which can be found on the college website.