



St Joseph's College

FAMILY HANDBOOK



St. Joseph's College Echuca
STRENGTH & KINDLINESS



Kildare
EDUCATION
MINISTRIES
In the Brigidine Tradition

*A Kildare Education Ministries
Catholic secondary school in the
Brigidine tradition*



OUR VISION

We envision an inclusive Catholic Learning Community where all people are valued, where all creation is sacred, where the pursuit of personal excellence is paramount, and where our core values of wonder, courage, justice, hope, compassion and hospitality are our hallmarks.

Purpose of this handbook

This handbook is designed to assist parents and guardians to understand the processes and procedures at St Joseph's College. The effectiveness of the relationship between the school and parents/guardians depends on cooperation and mutual respect. This handbook forms part of the agreement between parents/guardians and the school, by identifying some of the important expectations that apply to us all. We look forward to working with you over the coming years as we seek to provide a learning experience that allows all students to flourish and grow.

We invite you to read this document carefully, and if you have any questions, please contact the school.

Welcome to Catholic Education

Thank you for choosing a Catholic education for your child.

Your child will be nurtured in an environment which engages with the mission and message of Jesus, which instils a hope and possibility for each person.

Catholic schools recognise that every child is special and unique. At the heart of each Catholic school is a desire for the full flourishing of each student - spiritually, academically, emotionally, socially and physically.

Principal's Foreword



Welcome to St Joseph's College, Echuca and thank you for choosing us to care for and educate your child.

We will endeavour to provide a quality Catholic education, that acknowledges and embraces the Brigidine history of the College, and also prepares your child for a contemporary world; one that seeks justice for all.

As a community, we want to strengthen the capacity of all students to become lifelong learners, faithful to the call of Jesus Christ and compassionate contributors. We aim to build strong partnerships between students, staff and families. These relationships are pivotal to the transformational learning experiences that we will provide at the College.

The commitment and dedication of our staff is exceptional, and your child will be energised and engaged by the Catholic education provided by us. We envision an inclusive Catholic learning community where all people are valued, where all creation is sacred, where the pursuit of personal excellence is paramount, and where our core values of wonder, courage, justice, hope, compassion and hospitality are our hallmarks (College Vision Statement).

This handbook provides the information needed to help you to partner with the College and build a positive relationship that will encourage your child to be their best possible self.

It is together that we take this journey.

God Bless,

Anne Marie Cairns
Principal

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St Joseph's College Identity, Vision & Values

Our Mission

To challenge and empower students to be creative and critical thinkers who act with strength and kindness in the Gospel tradition.

Our Vision

We envision an inclusive Catholic Learning Community where all people are valued, where all creation is sacred, where the pursuit of personal excellence is paramount, and where our core values of wonder, courage, justice, hope, compassion and hospitality are our hallmarks.

Inspired by the Brigidine story, St Joseph's College seeks to inspire and transform lives with Strength and Kindness. Serving the Echuca Moama region for almost 140 years, we recognise and celebrate our special place in the heart of our local community. Together, we aspire to be confident, creative and loving people, who incarnate daily the Kildare Ministries' Core Values.

We believe in and work for a strong and lively rural life, where people of all ages and backgrounds feel welcomed and valued. So too, we are enriched by the presence of our Koorie sisters and brothers, who bring a deep experience of this land and its stories to our common journey.

We strive to serve the needs of our region by cultivating young people who are "not like wheelbarrows, useless unless they are pushed, but rather like a gold watch: open faced, pure gold, quietly busy and full of good works." (*Bishop Daniel Delany*)

As such, we affirm that:

- The Gospel message invites us to courageously discern and embody all that is good and just. We seek to build a community that nurtures and inspires a vibrant spirituality.
- Made in God's image, everyone is valued and celebrated. We promote safety and belonging by respecting diversity and encouraging harmonious relationships.
- Learning enables a hope-filled future. We are audacious in endeavouring to ignite and engage a love of learning.
- Servant leadership is life-giving. We model and promote that, "what you are, those who come after you will be". (*Bishop Daniel Delany*)
- Our resources are precious. We commit to their careful stewardship.

Graduate Outcomes

Catholic Identity

The Gospel message invites us to courageously discern and embody all that is good and just. We seek to build a community that nurtures and inspires a vibrant spirituality.

Upon leaving St Joseph's, our students:

- understand life as a hope-filled spiritual journey and are courageous in exploring and developing a relationship with God
- appreciate the importance of liturgy, silence, prayer, sacramentality and retreat in building a mature spiritual life
- are inspired by the Gospels to 'live justly' with compassion, understanding and empathy
- appreciate the interconnectedness of spiritual, emotional, relational and physical wellbeing.

Pastoral Wellbeing

Made in God's image, everyone is valued and celebrated. We promote safety and belonging by respecting diversity and encouraging harmonious relationships.

Upon leaving St Joseph's, our students:

- have the skills to form and promote positive relationships and are respectful of the rights of others
- understand themselves to be resilient people and are able to feel strong and at ease in times of challenge and difficulty
- are peacemakers, and able to forgive and to receive forgiveness
- are caring of the vulnerable and challenging of the exploitative.

Learning

Learning enables a hope-filled future. We are audacious in endeavouring to ignite and engage a love of learning.

Upon leaving St Joseph's, our students:

- are aware of how they learn best, strive for personal excellence and understand that learning is a life-long undertaking
- have an enquiring mind and are problem-solvers, able to work cooperatively and independently
- can express themselves creatively, and value imagination and the possibilities it inspires
- are persistent, appropriate risk-takers, who understand that challenge, and sometimes failure, are important elements of learning and self-improvement.

Graduate Outcomes

Leadership

Servant leadership is life-giving. We model and promote that, “what you are, those who come after you will be.” (*Bishop Daniel Delany*).

Upon leaving St Joseph’s, our students:

- are people of generous service, who understand leadership as an opportunity to contribute to the common good
- understand how to use and inform their conscience to live with courageous integrity
- inform themselves on local, national and global issues, discerning responses that meet both immediate and future needs
- can celebrate the success of self and others with joy.

Stewardship

Our resources are precious. We commit to their careful stewardship.

Upon leaving St Joseph’s, our students:

- will be imbued with an appreciation of the sacredness of all creation
- can inform themselves in order to make ethical decisions that promote the wellbeing of the entire earth community
- are aware of ‘needs’ vs ‘wants’ and are able to critique excessive and passive consumerism
- are convinced of the finiteness of the earth’s resources and can adopt and advocate for sustainable policies and practices.

Commitment to Democratic Principles

The programs of learning and teaching at St Joseph’s College, inspired by our values of hope, compassion, justice, wonder, courage and hospitality, support and promote the principals and practice of Australian democracy.

- We educate our students about the value of democratically-elected government and their place as a contributing citizen within our society.
- We respect and observe the rule of law and believe that no person is above the law.
- We acknowledge freedom of religion and the need to practice tolerance and understanding of others’ beliefs, supported by our Religious Education program.
- We respect the value of freedom of speech and freedom of association and acknowledge that we have the responsibility not to abuse this freedom.
- We value the importance of openness and tolerance, and value and respect all members of the school community regardless of background.

History & Tradition

The Aim and Mission of Catholic Education

Education plays a critical role in the transmission of culture. The Catholic School has the responsibility of transmitting culture in the light of faith and of integrating faith and culture in the life of the young person. Its aim and purpose clearly are to assist the Church in its mission of proclaiming the Good News of Jesus Christ to the world. It exists principally for the purpose of evangelisation and has an irreplaceable role in handing on the faith from generation to generation. Situated within a secular society the Catholic School is charged with forming individuals to take their place in that society as responsible citizens and effective Christian witnesses. It strives to develop the students as people who, in their family life, in their work and in their neighbourhood, will have the knowledge and skills to transform society into a more just and peaceful society.

The Philosophy and Distinctive Nature of the Catholic School

Good education needs to be holistic in its approach - cognitive, affective, and behavioural. It is a dynamic activity and is not hierarchical. All people involved in the education activity are being formed - not just the student.

There needs to be something distinctive about the Catholic School, evident in its attention to the personal formation of each student; in the relationship established between culture and the Gospel; in the illumination of all knowledge with the light of faith. In a particular sense this should translate into the development of a Gospel-inspired community; a praying and celebrating community, a community that reflects compassion and forgiveness, care and a balanced sense of justice - all of which are integrated within the school climate and its curriculum.

Pastoral care that is adaptive to the needs of young people is an essential element in the Catholic School. Respect and concern for the individual are central to the education process. Each person has the right to realise his/her full potential; a right to the achievement of self-understanding and self-confidence, not just contributing to society but aspiring to develop it in the context of the Christian value system which should permeate each Catholic School.

A Partnership with Parents

The Catholic School does not act alone in the education and nurturing of faith. It is in partnership with the parents to whom belongs the prime responsibility of developing and nurturing the faith in their children. It is acknowledged that some parents pass over this responsibility almost entirely to the school. In such cases the school does its best, recognising that it has a very difficult task without support and cooperation from the home.

Our Story

The St Joseph's College story began in 1886, when a group of brave young Brigidine sisters sailed the treacherous seas from Ireland to Australia to establish Catholic education in Echuca. The Brigidine Sisters were founded in Tullow, Ireland, almost 200 years earlier by Bishop Daniel Delany who placed his congregation under the protection of Saint Brigid. St Brigid lived in Ireland in the fifth century and was a woman of great initiative and faith. Her sense of compassion, social justice and generosity were legendary, and those values continue to guide our way today.

History & Tradition

The journey begins....

On 4 January 1886, Mother Borgia Hayden, Mother Benedict Moore, Sister Vincent Brennan and Sister Thomas Healy left their dear convent and their loved mothers and sisters in Tullow for their new and distant home in Australia. They had been invited to open a convent and school in Echuca by the first Bishop of Sandhurst, Bishop Martin Crane.

The nuns were escorted to Dublin, and then on to London, before setting sail on the RMS Austral to Melbourne.

The journey from London to Australia took two long months and on arrival at Echuca the nuns were enthusiastically welcomed by a crowd of 500 residents.

The sisters took up residence in Apsley House, the former home of Henry Hopwood, the founder of Echuca.

The birth of our school....

The Brigidine Convent High School (as it was originally known) opened in the convent parlour in March 1886 with 8 pupils. Six weeks later the girl's boarding school was opened. By the end of the first year student numbers had increased to 30 in the high school and 30 in the primary section of the school.

In 1888, the extension to Apsley House began, and a year later the sisters moved into the new convent building. The hall and adjoining classrooms were built in 1894.

In 1897, the fountain which adorns our front lawn was generously donated to the sisters and in September 1899 the memorial stone of the new convent chapel was laid by Bishop Reville.

In 1940, a two-storey wing of new classrooms was completed. These are the rooms adjoining the hall that currently house the consulting suites for our school social workers, staff offices and our VCAL classrooms.

In 1960 the boarding house dining room was completed and by this stage our boarding numbers had grown to more than 60. The dining room is now commonly referred to as 'the ref' and is used by Year 12s as their common room.

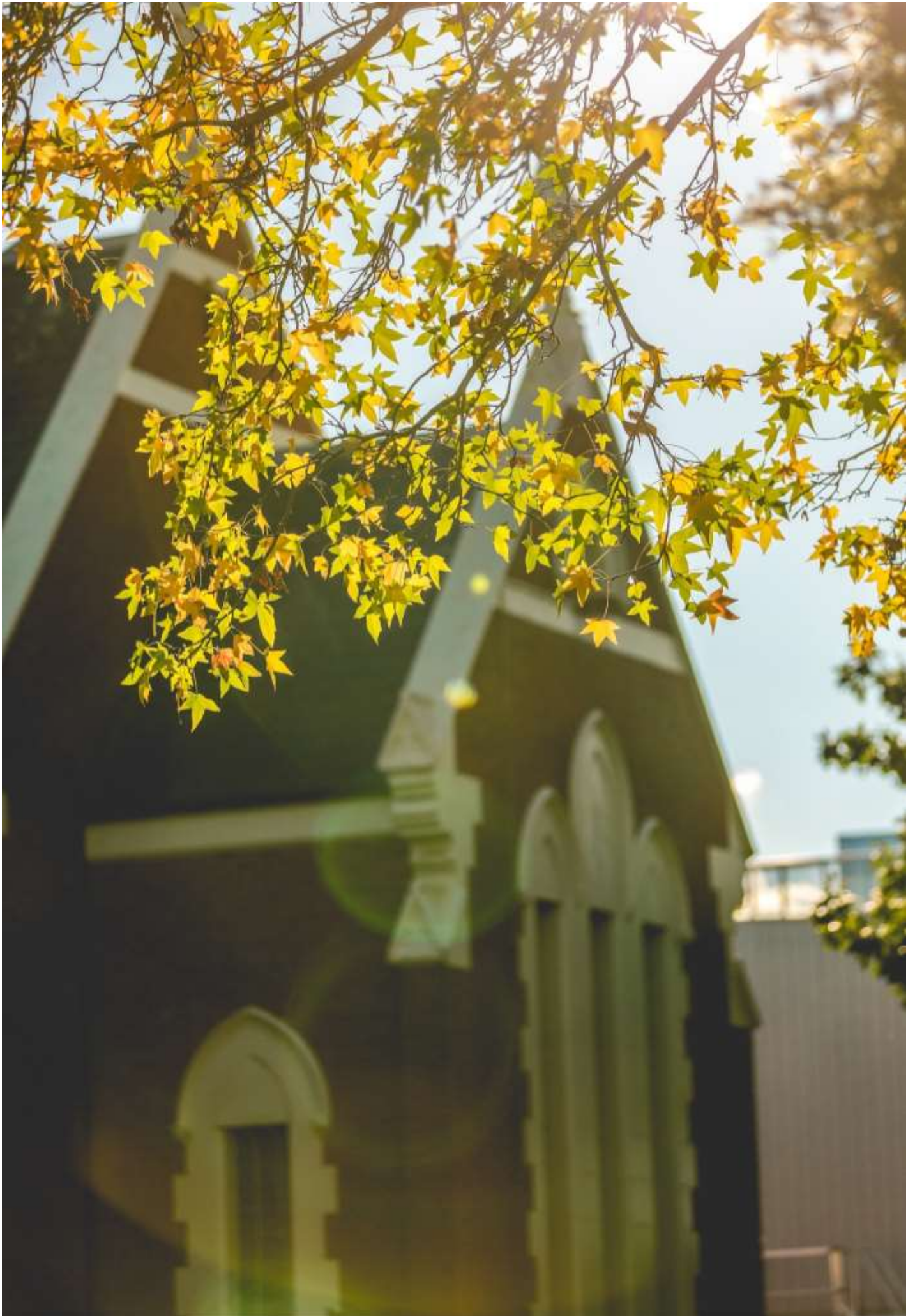
Primary students transferred to St Mary's Parish Primary School in the 1960s when the primary section of the College closed down.

In 1961 and 1967, the first science rooms were built on site, as well as additional classrooms. These rooms form part of the renovated section of Tullow.

A second storey was added to these rooms and the College Library was housed in upstairs Tullow until the end of 1998.

In 1982 portable classrooms were purchased and used as Arts/Music and Technology classrooms for almost 32 years, and in 1984 the Delany wing was built.

St Joseph's College ceased to be a boarding school in 1988, marking the end of more than 100 years of boarding at the site.



History & Tradition

In 1993, the convent (built in 1888) was refurbished and turned into the administration area and classrooms. By this stage the sisters had taken up residence in the set of units across the road at 1 Charlotte Street, Echuca.

In 1996, the first lay principal, Bill Teggelove, was appointed, and two years later the building known as the West Wing was demolished and replaced by a two-storey building named Tullow. The ground floor of this building now houses our Information Centre (Library) specialist Science classrooms and a Textiles room.

In 2000, co-principals Rosemary Copeland and Bill Teggelove were appointed to lead the school, and so began a new form of joint leadership for St Joseph's College.

In 2003, Phillip Healy replaced Bill Teggelove as co-principal and six years later, in 2009, Kate Fogarty was appointed as co-principal to replace Rosemary Copeland.

In 2005 the College purchased the property at 33 Dickson Street, now known as Cill Dara which is our Learning Enhancement Centre. This building has a number of small consultation rooms as well as larger rooms for group work.

That same year, the Arts/Technology wing, known as Chanel, opened to classes in VCE Art, Visual Communication and Design, and Years 7-12 Materials and Technology.

In 2007, building commenced on the second storey of the Chanel wing and classes in Food Technology, Creative Arts and IT Support commenced in February 2008.

In 2011, our Science classrooms (built in the early 1960s) underwent renovation and significant modernisation - a reflection of the significant change in classroom pedagogy and technology. A number of open spaces were created and specialist 'practicum' facilities were introduced.

Phillip Healy completed his appointment as co-principal at the end of 2011 and Kate Fogarty was appointed as principal from the start of the 2012 school year.

In 2013 considerable planning was undertaken to design a new building for the College. The portables, erected in the 1980s, were removed and the original asphalt basketball courts and cricket nets were torn up. Work began at the end of 2013 to prepare the site for construction and in 2014 the College was left with a reduced yard while a major building operation was undertaken to prepare new learning areas for Health/PE, Allied Health and Music Technology. This multipurpose building was aptly named The Oak Centre and for the first time in a number of years the College had an assembly place where all students could gather together and be protected from the weather elements.

Michael Delaney started as principal at St Joseph's College in January 2015 - during the same year that we were also blessed to begin using our new Oak Centre. After six years as principal, Michael Delaney retired at the end of 2021 and Anne Marie Cairns took over the role in 2022.

History & Tradition

Setting foot on new ground....

In 2018, a steering committee was established to investigate the future provision of Catholic Education in the Echuca Moama district.

Extensive research and investigations into our enrolment numbers, student demand and projected population growth in the Echuca Moama district culminated in a clear conclusion that our current site, already under pressure, would not be able to cater for the needs of our community into the future. The Brigidine Sisters have been offering quality Catholic education in the region for almost 140 years and it was important that we position ourselves to continue the Brigidine tradition for another 140 years - and beyond.

In 2020 a site at 194 Mt Terrick Rd was secured for the provision of future education. This 80 acres of open land future-proofs our school by enabling us to meet the increasing demand for enrolment at the College. The location of our new Kildare Campus provides clear and quick travel to and from our Brigidine Campus on Dickson Street, as well as Echuca's main township and Moama (via the new bridge).

Building began on our Kildare Campus in November 2021 and our first intake of Year 7 students commenced on the site in Term 3, 2023. Stage 2 works began in June 2023 and will include a technology building, science classrooms, art spaces, a new learning space and learning enhancement provision.

In 2024, Years 7 and 8 students will attend the Kildare Campus, with landscaping works and play spaces to be completed that year.

The campus will accommodate Years 7 to 9 from 2025, with preparation for Stage 3 Capital Works (including a multipurpose learning centre for performing arts, sport and physical education, science, community use and teacher planning) to begin that same year.

A major capital works project is also scheduled to take place at our Brigidine Campus in 2024/25.



The emergence of Kildare Ministries

From its very beginning, St Joseph's College has always been a co-educational, Brigidine school, committed to teaching the Catholic Tradition but always open to people of other faiths. It has offered a very sound and broad education consistently seeking out the needs of the students of the time. It has promoted academic excellence while at the same time catering for the cultural needs of the students. St Joseph's College Echuca is at the forefront of educational innovation, pursuing the best possible ways to educate young people in the 21st century.

In September 2013 Kildare Ministries was established by the Holy See as a Public Juridic Person (PJP) at the request of the Congregation of the Sisters of St Brigid (Brigidine Sisters) to succeed and to carry on the ministries previously conducted by the Brigidine Sisters in Australia. Its civil incorporation is under the Roman Catholic Church Communities Lands Act 1942 (NSW) under the name Trustees of Kildare Ministries (TKM). In March 2014 the Victorian Institute of the Sisters of the Presentation of the Blessed Virgin Mary (Presentation Sisters) was accepted as the second member of TKM. As a PJP, the Trustees of Kildare Ministries is the Catholic Church authority for the ten schools and three community works previously conducted by the Brigidine and Presentation Sisters.

In April 2014, Kildare Education Ministries (KEM), a public company limited by guarantee under the Corporations Act 2001 (Cth), was incorporated to govern the Brigidine colleges in Victoria and South Australia. The Board Directors of KEM are appointed by TKM to govern the colleges in the areas of education, finance, property and employment responsibilities and to plan for the ongoing development of the colleges. As such, KEM is the civil authority for each of the seven schools. TKM, has reserve powers in areas such as the ratification of the appointment of a principal and approval of capital loans.

Each College conducted by KEM is responsible for the Catholic ethos and mission of the school and for the administration of the temporal goods assigned to it for its work.

The [Stewardship Council](https://www.sje.vic.edu.au/stewardship-council/) (<https://www.sje.vic.edu.au/stewardship-council/>) of each school has delegated authority from KEM in matters such as policy, strategic planning, annual budget recommendations and community liaison.

The principal of each school has delegated responsibility from KEM to employ and supervise staff and to lead the College in the areas of faith and mission, stewardship of resource, wellbeing of the community, and compliance and risk management.



College Prayer & Symbols

College Prayer

Our Father, Son and Holy Spirit
we gather before you
as St Joseph's College.

We are young, vibrant and
hopeful
for your love of us, we thank you
for your wisdom, we praise you.

We ask you for your guidance
as we journey through each day.

We stand together
as we hope and pray
for all that is good and just
for all that will make
our world a better place.

In the spirit of St Brigid
inspire us to serve you and
each other with respect and
dignity.

Encourage us to love learning
and to live with a sense of
purpose.

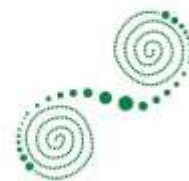
Challenge us to uphold the
Gospel values with strength and
kindliness.

Life is your gift to us.
May we choose to live it well.

In the name of the Father
and of the Son
and of the Holy Spirit.
Amen.

College Symbols

The College Symbols have been reimagined by designer Reanna Bono in a contemporary manner. These include Brigid's Cross, our magnificent Oak Tree, The Lamp of Learning, our Candle and the local Murray Cod. For more information about our College symbolism please visit our website (<https://www.sje.vic.edu.au/symbolism/>).



House Patrons



Brigid House

St Brigid of Kildare is one of Ireland's favourite Saints. The stories of her life are legendary and almost always centre on themes of hospitality, care for the vulnerable and having the confidence that with God's help, we can build the gifts and talents to make our world a better place! Brigid was a leader and a problem-solver in her community who used every available resource with flair and ingenuity. She didn't let tradition or habit get in the way of doing the right thing and she always put people ahead of possessions. As well as being a role model, she sounds like she would have been a fun and energetic person to have around!



Chisholm House

Chisholm House is named in honour of Caroline Chisholm who was one of the heroes of Australia's convict beginnings. With determination, and a strong sense of justice, she established and ran centres to support unemployed women and to help families to build stable, loving and prosperous homes. She was adventurous in travelling the world with her family and took considerable risks in getting her programs up and running. She also wasn't afraid to challenge governments and the Church to do more for the poor, which means we obviously have pretty big shoes to fill if we're going to live up to her standards!



Delany House

Our House patron is Bishop Daniel Delany of Ireland who's probably best known for re-founding the Brigidine Sisters. Daniel was clearly one of those charismatic people who others just felt they needed to follow. He used music and catchy sayings to help teach the Gospels, but more importantly, he lived his life in a way that clearly inspired people to want to live up to his hopes and expectations. As a priest, he firmly believed in the importance of education and importantly for us, he trained and trusted young people to undertake big responsibilities in bringing his dreams to life. He also seems to have had a bit of a green-thumb, judging by the gardens he planted all over Tullow!

House Patrons



Moore House

Mother Benedict Moore was one of the founding four Brigidine Sisters of St Joseph's College, and later on, she went on to found Brigidine schools in other places in Victoria. We have letters from Mother Benedict that show she had a pretty wicked sense of humour, but perhaps more importantly, that she was one of those people who seemed to always have a sunny outlook on life. Records show she formed easy relationships and that 'nothing was too high or too lowly for her'. She loved to work with young children and as one friend recalled 'she is a model for everyone, unselfish, lovely and motherly'. Having worked in so many places from such a young age, she was clearly a flexible thinker, who faced each day with awe and wonderment, wondering what new adventure God had in store for her.



Nicholls House

Pastor Sir Douglas Nicholls is an Australian hero. Born a Yorta Yorta man at Cummeragunja, he went on to be a professional athlete, Christian Minister, Indigenous Rights Activist, Australian Father of the Year and Governor of South Australia. Nicholls is remembered as both an exceedingly kind man, and as someone who never compromised his values. He supported people in need with abundant generosity and took that same concern for others into political battle to ensure that all people, especially Australia's Indigenous people, experienced human rights in practical and meaningful ways. His life is characterised by visionary leadership and persistent effort, and as a patron for our House, (although he was a short man!) we have huge shoes to fill if we want to walk in his footsteps.



Patrick House

The story of St Patrick's life is like an adventure movie! As a young boy, Patrick was sold into slavery in Ireland and after fleeing, he learnt about Christianity and so went back to Ireland to teach his captors how love and peace conquer hatred and war. Many of Patrick's life-changing moments came to him in his dreams, but his success came about because he was an excellent storyteller, and because he was able to model gentleness and honesty, even when faced with aggression and violence. Trusting in God, he brought enemies together in a spirit of reconciliation and gave desperate people a reason to hope that life can be better. As our House Patron, he calls to us to be people who do likewise!

Contacting the School

Contact Details

Brigidine Campus

21 Dickson Street, Echuca VIC 3564
Ph: 03 5482 2577

Kildare Campus

194 Mt Terrick Rd, Echuca VIC 3564
Ph: 03 5469 0354

General:
enquiry@sje.vic.edu.au

Enrolments:
registrar@sje.vic.edu.au Ph: 03 5469 0202

Careers Advisor:
careers@sje.vic.edu.au

School Fees:
fees@sje.vic.edu.au

Wellbeing:
wellbeing@sje.vic.edu.au

Compliments & Complaints:
complimentsandcomplaints@sje.vic.edu.au

For those accessing this document online, [click here](#) for an interactive map of our historic Brigidine Campus.

Reception Hours

Parents/Guardians are welcome to contact or visit Reception at either of our campuses regarding any enquires, information or appointments. For security reasons we require all visitors, including parents and guardians, to always report to Reception upon arrival at the College.

HOURS:

General Office	8.00am - 4.30pm
Accounts	8.30am - 4.30pm

Keep up to Date

Please subscribe to our newsletter, and follow us on social media for the latest information about events and activities at St Joseph's College:

Newsletter: <https://inewsletter.co/st-josephs-college>

Website: www.sje.vic.edu.au

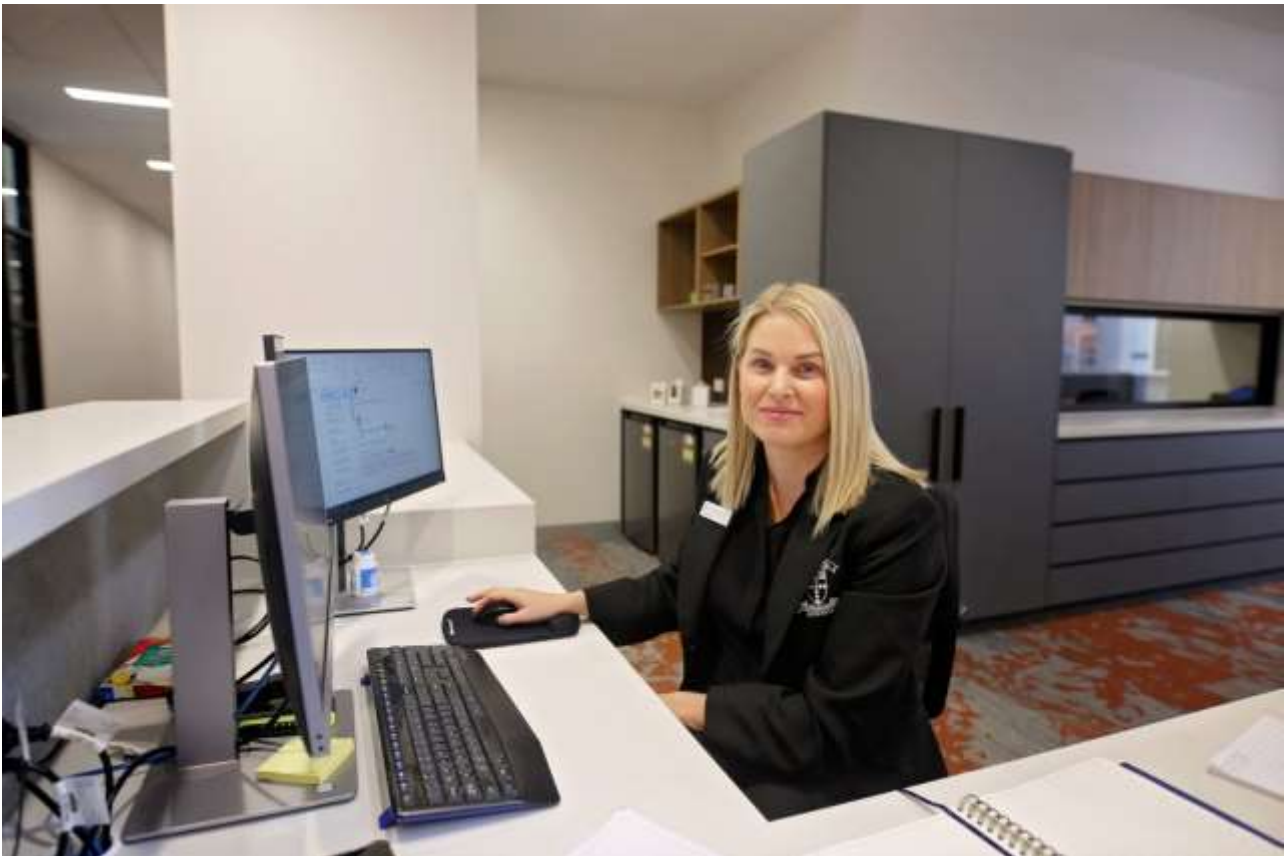
Social Media: [Facebook](#) / [Instagram](#)

Contacting the School

Newsletter

A newsletter is distributed via email fortnightly, or sent home with students if specifically requested. This is the primary form of communication on current happenings, school dates, and future events and is thus an important part of school/home communication.

The newsletter can also be found on the College website: www.sje.vic.edu.au or at this newsletter link: St Joseph's College <https://inewsletter.co/st-josephs-college>.



Communication

Compass - The Parent Portal

St Joseph's College uses Compass as our School Management System.

Every family will have a separate account to log in to the Compass Parent Portal.

Parents will be provided with a username and temporary password to access the Parent Portal, as well as access to a Parent Guide when their student commences at St Joseph's College.

Welcome to St Joseph's College -
Echuca's Compass Platform

Dear {ParentName},

Welcome to St Joseph's College - Echuca's Compass platform!
Learn more about Compass using our parent guide [available here](#)



Your login details are below to get you started:

Compass username:
{Username}

Temporary password:
{TemporaryPassword}

School portal:
<https://sje-vic.compass.education>

Use Compass through your web browser or by downloading the Compass School Manager app from the App Store or Google Play

The Parent Portal will enable parents access to:

- monitor their child's attendance and enter in explanations for late arrivals or absences
- communicate with their child's teacher and update their family contact details
- monitor homework, assessment tasks and view outstanding learning tasks
- download and view their child's progress and semester reports
- view a news feed of school announcements, alerts and updates ('My News')
- view their child's timetable and the school calendar
- book conferences
- provide consent for events and excursions
- order school photos.

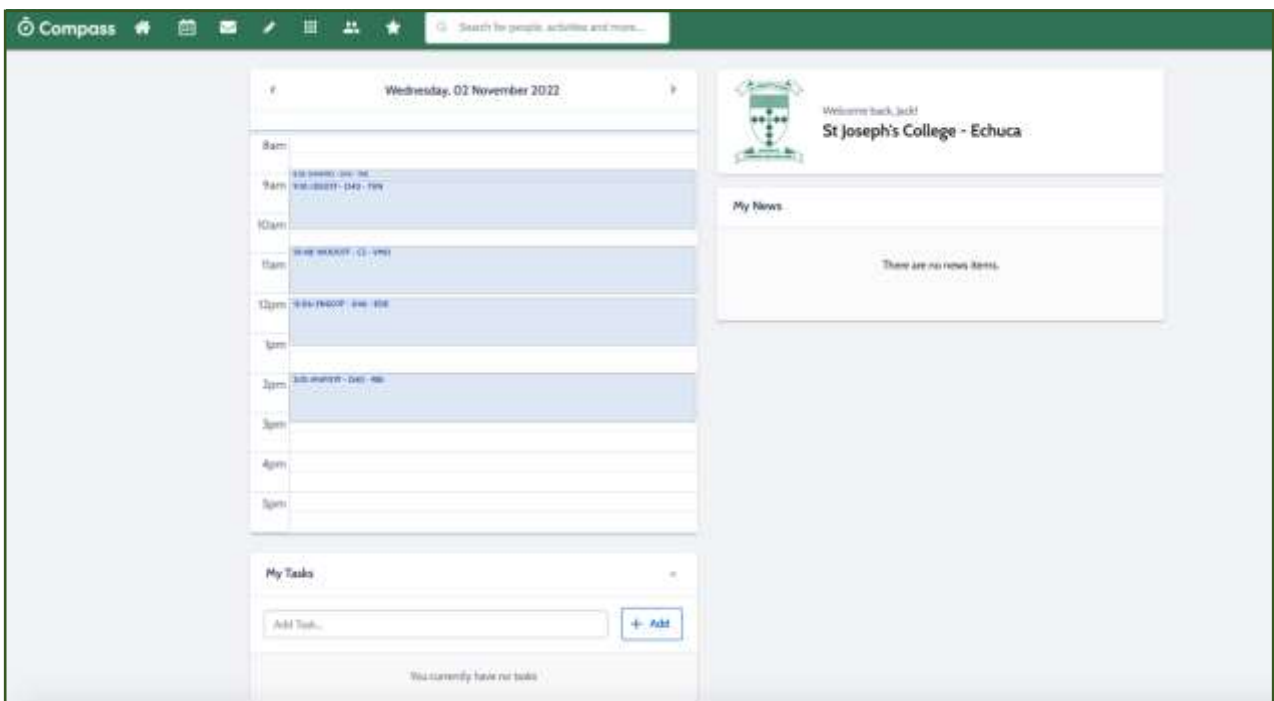
For more information about Compass and how to use it please read Appendix 2.

Communication

Compass – The Student Management System

Compass is also the student facing Learning Management System, where students access their courses, receive their daily notices and access other important links to benefit their education experience.

All students receive their own login when they commence at St Joseph’s College.



Leadership

Leadership Team

The Leadership Team assists the Principal with both strategic planning and the day to day operation of the College. This team consists of the Principal and six College Leaders who each have specific portfolio responsibilities.

Principal: Ms Anne Marie Cairns

College Leaders:

Learning and Teaching	Lisa Saillard
Staff and Culture	Rachel McAsey
Faith and Community	Lee Pethybridge
Student Wellbeing	Suzanne Pola
Enrichment and Inclusion	Adam Prime
Business Manager	Cheryle Ryan

Directors:

Brigidine Campus	Geraldine Ryan
Kildare Campus	Jarrod O'Brien
Data and Improvement	Rhys Leslie
Capacity and Coaching	Kristen Watson
Co-Curriculum Coordinator	Shari Gotch
Programs	Thomas Dicker

School Leaders:

Student Agency Coordinators	Brock Kennedy & Brooke O'Brien
Living Justice, Living Peace Leader	Brooke O'Brien
VCE Coordinator	Nathan Beck
Sport Coordinator	Justin Cantwell

Learning Leaders

Learning Leaders are to lead and support the implementation of a rigorous and engaging curriculum for our students, improve teacher reflection on student learning and the use of data for tracking and modifying student learning and assessment and reporting.

Religious Education	Elle Molluso
English	Angela Tutty
Maths	Sarah Richardson
Science	Jacque James
Arts	Allison O'Brien
Humanities	Ruth Phillips
Technology	David Robinson
HPE	Annika Meisen
Languages	Andrea Romano
Koorie Education	Donna Walsh
Learning Enhancement Leader 7-9	Asher Arnel
Learning Enhancement Leader 10-12	Honni Goulding and Felicity Hutton

Leadership

House Leaders

House Leaders have particular responsibility for the care of the students in their House, including student attendance, wellbeing, and the maintenance of a positive and engaging learning environment.

Brigidine Campus

Brigid House	(Yellow)	Tracey Pearson
Chisholm House	(Red)	Stuart Taylor
Delany House	(Blue)	Sarah Mai
Moore House	(Purple)	Kaine Anderson
Nicholls House	(Orange)	Helen Fontana
Patrick House	(Green)	Bianca D'Souza

Kildare Campus

Brigid House	(Yellow)	Les Butler
Chisholm House	(Red)	Bronwyn Chatfield
Delany House	(Blue)	Carri Carter
Moore House	(Purple)	Angela Bourke and Jenna Laughlin
Nicholls House	(Orange)	David Armfield
Patrick House	(Green)	Adam Brady



General Information for Parents/Guardians

Attendance

The school day usually begins with Learning Mentor at 8.53am. Students must attend school every day and be present for the beginning of every lesson unless they have a legitimate excuse, identified by the College or their parents/guardians.

Parents can access the child's attendance record in real-time through Compass.

Absentee Students

If a student is ill, parents should **log a Parent Notified Absence on Compass by 9.30am on that day**. Otherwise an automatic text message will be sent notifying parents of the student's absence.

For long absences, arrangements must be made with the Principal regarding the holding of a place.

The school is required by legislation to monitor attendance and follow up any unexplained absences.

Accidents, Illness and Ambulance Insurance

Despite our best efforts to avoid accidents occurring, when they do happen, we act promptly to minimise injury or aggravation of injury. It is our policy to seek the best medical support for students who suffer injury from an accident. This may involve calling an ambulance. We have the same response to serious illness.

While school accidents are covered by insurances (see below), this insurance does not cover the costs of ambulance callouts. Parents need to be aware of this, as costs of treatment must be met by parents.

We strongly recommend families consider taking out membership of an Ambulance Fund, which covers all ambulance transport for the family. Pensioners and holders of Health Care Cards are entitled to free ambulance transport for all individuals listed on the card.

All students will be covered by AIG Group Personal Accident Student Policy, which covers students on school camps, school sports (including sports out of school hours, as long as they are organised by the school), work experience, as well as travelling to, and from, school or school activities. It also includes any activity organised or authorised by the school.

General Information for Parents/Guardians

Anaphylaxis Management

Parents are required to inform the College if their child has been diagnosed and is at risk of anaphylaxis. This includes the provision of an ASCIA Action Plan. Parents are also required to inform the College if their child's medical condition changes, and to provide an up-to-date photo for the emergency plan. This is done via Compass.

Asthma and Diabetes Management

Students who have a diagnosis of Asthma or Diabetes require an up-to-date management plan. The relevant forms are available from the office. Parents/Guardians are asked to complete the details of the plan and have it uploaded to Compass, before the school year begins, or upon diagnosis. The information provided is available to all staff including CRTs as required.

Behaviour Management

Our school-wide 'Positive Behaviour Support Framework' is underpinned by *Respect, Commit, Be Grateful*. Our Matrix explicitly outlines the positive behaviours and actions we expect and value. We also have our 'Honour Our Learning' process that supports classroom management. We work collaboratively with students and families utilising and implementing our Student Discipline Policy and related policies and procedures. Our Student Discipline Policy can be located at our website or alternatively through Compass.

In dealing with challenging behaviours and, where necessary, reprimanding such behaviours, St Joseph's employs the use of a Behaviour Management Procedure, which includes provision for a class exclusion, internal or external suspension and, in extreme cases expulsion. A Complaints Procedure exists where there is cause for a challenge to the use of the Behaviour Management Procedure.

Bell Times

There are 4 periods of 74 minutes each day. The final bell times at Kildare Campus are slightly different to Brigidine Campus to allow students time to transit from one site to the other at the end of the day.

PERIOD	KILDARE CAMPUS Mon, Tue, Thu, Fri	KILDARE CAMPUS Wed	BRIGIDINE CAMPUS Mon, Tue, Thu, Fri	BRIGIDINE CAMPUS Wed
LM	8.58am – 9.07am		8.53am – 9.07am	
Period 1	9.10am - 10.24am	8.57am - 10.11am	9.10am - 10.24am	8.57am - 10.11am
Recess	10.24am - 10.44am	10.11am - 10.44am	10.24am - 10.44am	10.11am - 10.44am
Period 2	10.47am - 12.01pm	10.47am - 12.01pm	10.47am - 12.01pm	10.47am - 12.01pm
Period 3	12.04pm - 1.18pm	12.04pm - 1.18pm	12.04pm - 1.18pm	12.04pm - 1.18pm
Lunch	1.18pm - 1.58pm	1.18pm - 1.58pm	1.18pm - 1.58pm	1.18pm - 1.58pm
Period 4	2pm - 3.07pm	2pm - 3.07pm	2pm - 3.15pm	2.pm - 3.15pm

General Information for Parents/Guardians

Bike Storage

A number of students ride their bikes to school. We have a bike shelter located at the Charlotte St entrance of our Brigidine Campus and at the east side of the Learning Building at our Kildare Campus, where students can park their bikes during the school day. We recommend bringing your own lock to ensure your bike is kept secure.

Booklists

Booklists for all year levels are available on Compass. You will find them located in the School Documents folder. To view our current Year 7 Booklist please visit:

<https://drive.google.com/file/d/1MWbzajKA2ZlpktMYX2fByKHp5HUCpgOi/view?usp=sharing>

Bullying

The College procedure for anti-bullying clearly states that all members of the College community have the right to feel safe and be treated with dignity and respect. Breaches of this policy are treated seriously as they erode the wellbeing of the community. St Joseph's College has a 'no tolerance' approach to bullying. If you are a victim or you know someone who is a victim, we encourage you to speak up and keep speaking up until your parents or teachers listen and act. Bullying can be addressed, managed, and stopped when you, your parents and your teachers work together.

Our Bullying Prevention and Intervention Procedure outlines more specifically the steps involved in investigating and challenging bullying behaviour.

The safety@sje.vic.edu.au email address can be used by students and/or parents to notify the school of concerns.





SWPBS

School Wide Positive Behaviour Support

A framework that supports our community based on positive values and expectations.

OUR GUIDING EXPECTATIONS FOR ALL BEHAVIOUR AT OUR SCHOOL ARE:



*respect, commit,
be grateful*



OUR EXPECTATIONS FOR BEHAVIOUR EVERYWHERE IN OUR SCHOOL AND IN PUBLIC:

Expectations	Learning Spaces	Assemblies Liturgies Masses	Yard & Corridors	Online	In Public
<i>Respect</i>	Enable teachers to teach and students to learn Listen	Embrace our Catholic identity Listen	Hands off Share our space Follow instructions	Be kind, always Value diversity Protect personal information	Be an SJC ambassador Do the right thing, always
<i>Commit</i>	Growth mindset Meet deadlines	Participate Device free zone Be open minded	Keep it clean Be punctual	P.A.U.S.E before you post (Positive, Accurate, Useful, Supportive, Ethical).	Actively participate Encourage others
<i>Be grateful</i>	Appreciate learning spaces Appreciate resources Embrace opportunity	Celebrate Community	Care for our environment	Use as a learning tool Value technology	Use manners Embrace opportunity



*respect, commit,
be grateful*



General Information for Parents/Guardians

Camps, Excursions, Retreats and International Cultural Immersions

Throughout their time at St Joseph's College, students will have the opportunity to participate in a variety of outdoor camps, excursions and faith retreats to provide special opportunities for interaction, growth, celebration and faith development outside of the classroom.

Through our international programs, we challenge our students to engage in culture and develop skills that will help prepare them to be good global citizens of the world.

Canteen

A canteen is available during recess and lunch at our Brigidine Campus. Our preference is always that lunches are ordered before school, although hot and cold food can be bought at recess and during lunch times. Students are not permitted to leave the school grounds at either campus to buy lunch, nor can they receive deliveries.

The canteen at Kildare Campus is currently under construction and due for completion in mid-2024. In the meantime, our existing canteen at the Brigidine Campus is offering a lunch order service for Kildare Campus students.

Students can pay by Student Card (Flexischools) or cash. If you are accessing this document online, please click this link for further information - [Canteen Cards & Canteen Pricelist](#). For those viewing a hard copy, visit www.sje.vic.edu.au/canteen/.

Communication

St Joseph's College is committed to developing and maintaining strong relationships between families and the College community. Parents are always welcome and encouraged to make contact with the College, and the following pathways for communication are also in place: a fortnightly newsletter, Compass, SMS & email contact with parents, parent/student/teacher interview evenings, and parent meetings. The College website also provides valuable information on up-coming events.

The primary mode of parental access to information about student progress is through the online Compass. If you do not have your unique family username and password, please contact College Reception.

Complaints

Catholic teaching emphasises the primacy of parents as the first teachers of their children. Within the reality of the schooling experience, it is recognised that from time to time misunderstandings and differences of opinion will occur, and that these need to be resolved satisfactorily in partnership with the stakeholders involved. Addressing such matters within a framework of dignity, respect and truth can provide powerful opportunities to model the love of Christ in the reality of our contemporary world.

A student, parent or community member can raise a complaint about any decision, behaviour, act or omission (whether by the Principal, members of the Leadership Team or other staff/students/parents) that they feel is unacceptable, unreasonable or discriminatory.

General Information for Parents/Guardians

Sometimes the aggrieved person can address the issue by raising the complaint directly with the person involved with the issue. However, that is not always possible, and sometimes several attempts at local or face-to-face resolution have been attempted or have taken place with little success. While most issues can be resolved through direct discussion with the parties, there may be instances where it is not possible to address the issue face-to-face with the other person. If there is an issue that you believe requires further attention you can refer to our Complaints Policy on our website which outlines the process and supports in fuller detail.

In the first instance areas of concern should be raised with the relevant teacher or student's Learning Mentor. If that is not appropriate or the issue was not addressed to your satisfaction, please use the link on our website, or a direct email to our Assistant Principal – Staff & Culture (Rachel McAsey) to lodge a formal complaint. Email: complimentsandcomplaints@sje.vic.edu.au

Courtesy and Respect

Despite the circumstances in which we, students, parents and/or staff may find ourselves, it is a very clear expectation that our response to any situation is one which conveys courtesy and respect for the dignity of others. Crude, aggressive or offensive language, outbursts or actions which are verbally or physically violent, or which imply violence, will not be tolerated by or from staff, students, parents or guardians. This also applies to the use of electronic communication.

In situations where student behaviour has been inappropriate, we clearly expect students to be honest, acknowledge their wrong-doing and be accepting of the logical and appropriate consequences.

These expectations are outlined in our [Parent Code of Conduct Procedures](#) located on the College website.

Cyber Health

The internet is a fantastic resource but does come with some hazards! Do not share your username and passwords with others. A good rule for uploading information or photos is, if you wouldn't stick it on the fridge at home, then don't put it online! If you receive threatening messages, share it with your parents or teachers so that appropriate action can be taken. Passwords are changed every 80 days and must meet minimum criteria as outlined in our Password Procedure.

Dress Code when representing the College

At St Joseph's College we believe it is important that students dress appropriately when representing the College. Appropriate dress depends on the nature of the function and these guidelines should be followed for all such occasions. Unless otherwise stated, students are expected to wear their uniform as per the requirements found on the College [website](https://www.sje.vic.edu.au/uniform/) (<https://www.sje.vic.edu.au/uniform/>).

General Information for Parents/Guardians

Exit Process (Family interview when a student is exiting)

When a student intends to leave the school during the year, they, or a parent/guardian should notify their House Leader and arrange an interview with the Director of Campus or Principal.

We wish to ensure that students leaving the College are offered every possible support and are fully aware of the options open to them. The Principal, House Leaders, Wellbeing staff, Pathways Coordinator, VCE Coordinator, Learning Mentor and subject teachers may all have something to contribute. On many occasions we become aware of the student's intention to leave when they request an 'exit form'. This request is made to the registrar and is granted if there is a note from the parent/guardian or if phone contact has been made in advance. The family interview is to be convened by the Principal and will involve other members of staff as deemed appropriate. The purpose of the family interview is as follows:

- to ensure the student and their family genuinely want to leave the College
- to ensure all College support measures are in place for the departing student
- to inform families of support mechanisms outside of the College, should the decision be made that their child will exit
- to evaluate and continuously improve our performance.

Family Holidays during School Times

Removing children from school can interfere with their learning. Parents who wish to take children out of school during school time are required to inform the House Leader, in writing no later than three (3) weeks ahead of the intended time of the holiday. The House Leader will consult with the appropriate members of staff about the intended student absence and parents will be notified of any concerns in relation to the request.

Fees

Catholic schools in the Kildare Education Ministries are committed to providing an affordable quality Catholic education for families. We understand the financial demands placed on families and seek to keep the fees as low as possible. No child who meets the enrolment criteria will be refused enrolment or disadvantaged because of a family's financial circumstances.

School fees are approved by the College's Stewardship Council and are reviewed annually. The Council is accountable for balancing the affordability of school fees with its responsibility to manage College resources effectively to achieve the mission of the College community. Consequently, the level of fees charged considers the needs of the College and the capacity of the community to pay.

For additional school fee information please email fees@sje.vic.edu.au.

General Information for Parents/Guardians

House Structure

There are six (6) Houses at St Joseph's College, all named after inspirational 'Patrons' and led by House Leaders. Students become a member of a House for the six years of their journey. The Houses meet regularly and compete for points across a range of extra-curricular activities. The Houses each have their own identity and team spirit and become a small community within a bigger community.

Internet and Computer Usage

All students and their parent/guardian are required to read and sign the College's ICT Agreement. (On enrolment, you will receive an email regarding acceptance of this contract and agreement which you need to complete on Compass).

At the commencement of each laptop lease period, students sign an Acceptable Use Agreement for use of technology. This agreement covers protocol regarding electronic communication (email), proper care of school resources (computers, peripherals and software) and use of the internet for communication and research.

Breaches of the agreement can result in what may appear to be serious penalties, because the logical consequence involves denying access to the facilities for a period of time. Parents and students are reminded that the right to use school equipment, including computers, goes hand in hand with responsibilities and that a foolish act can have quite serious consequences.

A copy of these can be found on Compass.



General Information for Parents/Guardians

Koorie Education

St Joseph's College is built on the traditional lands of the Yorta Yorta people and has strong ties with the local community. Approximately 5% of our student numbers identify as Koorie.

Auntie Donna Walsh, Koorie Educator, works closely with staff, students, parents and the wider community to ensure our students get the best educational outcome when they graduate from St Joseph's.

Our Pastoral Wellbeing structure celebrates the pioneering work of Sir Douglas Nicholls of the Yorta Yorta Nation as a campaigner for Reconciliation.

As Koorie Educators we work with the staff on protocols, and in the classrooms and draw on the rich knowledge and support of Yorta Yorta Nation Aboriginal Corporation and local Aboriginal community members.

We have many initiatives that specifically focus on improved outcomes:

- Fire (Friends Igniting Reconciliation through Education) Carriers group, which is driven by staff and students to promote reconciliation.
- Indigenous youth leadership program (IYLP) provides opportunity for our Koorie students to develop leadership skills and a deep and passionate understanding of their culture.
- Targeted intervention, support and withdrawal offered through Donna.
- Cultural awareness and wellbeing development groups are provided to support students to achieve smart goals relating to Cultural Enrichment and Inclusion.
- Programs are facilitated by our social workers, Koorie education workers and members of our wider community.
- Cultural awareness and immersion programs are provided throughout the school year, assisting students to better understand their personal cultural story.

At St Joseph's our objective is to continue to support students in years 7-12 who will graduate with confidence and then seek to further their education through a university degree, an apprenticeship or traineeship.

Every year we have a school-wide focus and celebration of NAIDOC week and Reconciliation week, including the participation of our students and staff in the Sandhurst Reconciliation Mass.

Many of our former Koorie students who have graduated from St Joseph's College have gone onto very interesting careers. In recent times our past students have established careers in chiropractic, nutrition, medicine, dentistry, graphic art, AFL football, professional singing and much more.

General Information for Parents/Guardians

Laptops (1:1 Program)

St Joseph's College is committed to providing learning environments that will engage our students and give them independence and flexibility in their learning.

One-to-one learning provides every student and teacher access to his or her own laptop computer in a wireless environment allowing students to learn at their own pace and ability level. In the one-to-one program, students' access to a laptop and the internet enables them to be self-directed and receive highly personalised instruction.

Students use their personal devices to do research, access rich information from a variety of sources, complete homework, problem-solve, collaborate in team projects, email, as an organiser (e.g electronic diaries) and academic coursework. At the same time, they gain valuable skills that will be beneficial throughout their lives and careers.

More information about our 1:1 Laptop Program can be found on Compass.



General Information for Parents/Guardians

Learning Enhancement

While St Joseph's offers a differentiated curriculum for the diverse range of learners in the modern classroom, some students may still be overwhelmed. Sometimes these challenges can be overcome through reasonable accommodation. The Learning Enhancement Team supports students and their families to navigate these challenges with a student-centred approach. Our school-wide approach supports students with identified needs and provides an opportunity to access their personal learning pathway.

Student interests vary greatly and positive relationships influence engagement and success. Finding work placements in an area of passion for disengaged students can be inspirational. Equally, students are able to build relationships through our community partnerships with members of the community such as during the *Mates Mentoring* program. These targeted programs are an effective means to re-engage students. From 2018 we have been part of Echuca's *I Can Network*, supporting some of our students identifying on the autism spectrum and developing a greater understanding and support for autistic members of our community. Our College Leader – Enrichment & Inclusion is Adam Prime, and he is supported by our Learning Enhancement Coordinators - Felicity Hutton, Honni Goulding and Asher Arnel. They can be contacted at learningenhancement@sje.vic.edu.au.

Learning Mentors

Learning Mentors are the first point of call for parents and students. Their immediate concern is the pastoral and academic progress of the student. They are responsible for attendance records, uniform passes and as a conduit for information about the student between parents, other staff and the student themselves.

Library

We are lucky to have extensive libraries at both our Brigidine and Kildare campuses. These libraries support the educational programs of the College. Our collection includes books, journals and newspapers.

Students are welcome to use the library before school, at recess and lunchtime, and after school. Please check each Campus for opening hours. To borrow books students must use their ID cards. Books can be borrowed out for four (4) weeks at a time, but may be reborrowed at the library or through Compass.

General Information for Parents/Guardians

Learning

In our school we aim to create an environment where all students thrive spiritually, academically, emotionally and physically. All students are expected to contribute to a positive learning environment and to use all opportunities for success.

Disruption of this positive learning environment, either by undermining the efforts of teaching staff, or by spoiling the educational opportunities for other members of the class will not be tolerated.

Further information, including a copy of student expectations, can be found at:

www.sje.vic.edu.au/student.behaviour.

Learning Mentor Program

All students are allocated to a Learning Mentor Group under the care of a Learning Mentor staff member. The Learning Mentor, or LM, will be a wonderful source of all things St Joseph's including House spirit. Students will gather in these groups at least eight times per fortnight. They will also meet in their LM for an extended period once a fortnight to focus on more specific areas of pastoral care, wellbeing and to address any student issues.

The LM staff member is also the first point of contact for parents/carers and students for any questions, concerns, celebrations or successes. The LM is a constant support person for students during their time at St Joseph's and will guide them on their academic and personal journey at the College.

For more information about our Learning Mentor Program please read Appendix 1.



General Information for Parents/Guardians

Lockers

All students at Kildare Campus will be issued with a locker. At Brigidine Campus, currently students in Year 11 and 12 are issued with a locker.

At this stage, all other students will use their bag as a portable locker. At lunchtime and recess students in Year 9-10 can either leave their bags in a safe place or take them out to the yard. We will progressively issue lockers to the remaining year levels as more students transition to our Kildare Campus.

Lockers are to be used for storing student equipment only. Where necessary, items of value should be left at the front office. Where there are reasonable grounds to suspect that there is material in the locker that is inappropriate or illegal, lockers can be searched by a member of the College Leadership Team.



General Information for Parents/Guardians

Lost Property

We recognise it is inevitable that items will be misplaced by students and visitors to the school. We therefore endeavour to provide an efficient and effective lost property service for all.

We aim to minimise property losses and to return misplaced items to their rightful owners as efficiently as possible. There is a central collection point for lost property located at the front office, where students and adults can look for missing items.

Medical Conditions

It is essential that school records are kept up to date about a student's medical condition, especially as to its impact during school hours. Parents/Guardians are asked to notify the House Leader if there is relevant information to be shared. In the event of a serious health issue, failure to inform the College could compromise effective care for your child and could be considered a breach of the Enrolment Contract. A student's medical profile needs to be kept up to date through Compass.

Medicines

We are not permitted to give any medication such as Aspirin or Panadol. Our procedure is that students requiring medication are to leave this at the front office accompanied by written instructions from parents/guardians.

Mobile Phones and other electronic devices

Mobile phone use is not permitted at school. If students are in possession of their mobile phone, they must ensure their phone remains out of sight (in their bag or locker) once they arrive at school and it is not to be used at any stage throughout the school day. Students are permitted to access their phones following the final bell at the end of the day. If a student's mobile phone is seen, heard or used without the expressed direction from a staff member, the following steps are to be undertaken:

1. Students will be required to hand their phone to the staff member who will take it to the front office for collection at the end of the day. (This is to be behaviour-tracked and documented.)
2. Should this occur a second time, the phone will again be removed to the front office for collection at the end of the day, and parents/guardians will be contacted. (This is to be behaviour-tracked and documented.)
3. If there is a third occurrence, the parents/guardians will be required to collect the phone from the front office. (This is to be behaviour-tracked and documented.)
4. If a fourth transgression occurs, the phone will again be confiscated and a meeting will be held with the student, parents/guardians and House Leader.

Appropriate action will be taken against any student who photographs or films other individuals without their consent, or who sends anti-social, harassing or threatening messages. Disciplinary action will be taken against any student who is caught using a mobile phone to seek unfair advantage in exams or assessments.

General Information for Parents/Guardians

Parent/Guardian Access to School

Like all visitors to our College, parents and guardians must report to Reception when visiting the school. It is not appropriate or legal for parents to bypass this procedure when seeking their child or a staff member. Any verbal or physical violence or aggression will result in the person being asked to leave the premises and legal recourse may be engaged.

Parental Involvement at the College

While teenagers do not always appear to want their parents involved with their schooling, all the best research demonstrates that young people are most settled and demonstrate better resilience when their parents take an active interest in their education. Parents and guardians are always welcome to visit the College to discuss progress and we encourage you to come along to as many school events as possible. Within the busyness of the school week, visits are best made by appointment (welcome via phone or email).

Policies and Procedures

Policies and procedures that relate to the information in this handbook can be found on our College website at: www.sje.vic.edu.au/policies

Permission to leave the College during the school day

Students are not permitted to leave the school grounds during the day unless they have permission to do so from a parent or guardian.

If a student is required to leave during the day parents must log a Parent Notified Absence on Compass and students must sign in and out through Student Services.

Printing and Photocopying

Papercut is the printing/photocopying program used within our school and is a simple and affordable print management software for students. Students are able to print/photocopy using their Student Identification Number as their log in. Students are assigned ten dollars at the beginning of each year and are able to top up their account at the front office when needed. Each sheet of printing/photocopying is 10 cents per copy.

Privacy Legislation

Privacy legislation is employed by St Joseph's College in any number of ways. If you have any queries about the dissemination of information, please contact the Principal (privacy@sje.vic.edu.au). Upon enrolment, parents/guardians indicate if student photos and work can be used in College publications. If for some reason this situation should change, please notify the school immediately.

General Information for Parents/Guardians

Punctuality

It is important that students are punctual for all lessons. Records of punctuality to all classes are recorded on Compass.

If students are leaving school, they are required to sign out at Students Services and sign back in when they return.

Reception (Main Office)

Reception offices are located at both our Brigidine and Kildare campuses, and are open from 8am – 4.30pm to the public to assist with any queries, information, deliveries or appointments. All visitors to the College must report to Reception before continuing onto the College grounds.

Religious Education

Religious Education is a compulsory subject for all students at all year levels. All students, regardless of their own religious affiliation are expected to participate fully in the RE program, including retreat days, RE seminar days, Christian Education for Personal Development (including sexuality education) and masses/liturgical celebrations, and to be open to the possibility of personal spiritual growth as a result of their participation.

School Events

One of our strengths at St Joseph's College is our sense of community. Students are expected to attend whole-school functions, particularly sports days, year level retreats, community celebrations and year level/house days. Active participation is expected on these occasions - even if only as a supporter. These occasions are regular school days and we appreciate the support of parents in encouraging and supporting your child's involvement in our community events.



General Information for Parents/Guardians

Sport in a Secondary School Environment

St Joseph's College is a large secondary school bringing together an amalgamation of students from many different primary schools in the region with many different skills, talents, interests and values.

St Joseph's College has a strong sporting history and we provide our students with many opportunities to participate in a variety of different sports at a school level and also representation at a regional and state level. However, while we try to be as fair and transparent as possible, team selection can be competitive and there will be times when students miss out, regardless of their sporting background or friendship groups. We ask families to show kindness and compassion towards our teaching and coaching staff in these instances.

St Joseph's College reserves the right to withdraw student privileges to represent the school in sporting activities as a consequence of breaching classroom or school behavioural standards. We ask families to respect this policy and to ensure their children understand that representing our College at a school, regional and state level is a privilege that comes with responsibility.

We love to celebrate the sporting achievements of our students both at school and in the community. We encourage families to share their success stories through their Learning Mentors or House Leaders.



General Information for Parents/Guardians

Stewardship Council

Our Stewardship Council supports the Principal and Leadership Team as a wisdom group that assists in key decision making for the College. As such it is an advisory group that helps the Principal and Leadership Team:

- to monitor the structures and processes that exist for the College to be a strong place of learning and wellbeing for students
- to monitor and contribute to the development of policies for the College, to be part of the KEM consultative process of policy making, and to offer constructive advice so that all policies strengthen the College as a good place for young people
- to plan for the future by studying trends in education, local demography and emerging needs
- to monitor the recurrent and capital finances of the school and to accept the College's annual budget in accordance with KEM Delegations of Authority
- to participate, together with staff, in the development of strategic planning documentation and annual action and master plans for the College
- to contribute to the public relations of the College within the wider community.

In the selection of members, it is recommended that people from the following groups be considered:

- past parents, teachers and students for a knowledge and understanding of the College
- people from the wider community who have an interest in education and can bring understanding of the issues in the general community to bear on the discussions
- parents of present students (it is recommended that no more than three members be from this group in order to ensure objectivity in discussions).

Stewardship Council is a very rewarding experience. To find out more information, or to nominate a community member, interested parents should contact the EA to the Principal (principal@sje.vic.edu.au) at the College.

Student ID Cards

All students will be issued with a Student ID Card when they commence at St Joseph's College. Students are required to carry their ID Card on them at all times to help with identification and for signing in if they arrive late, or signing out if they have permission to leave early.

If your child requires a new Student ID Card at any stage, please order a card through the Compass portal.

General Information for Parents/Guardians

Student Services

St Joseph's College has a dedicated Student Services Office at both our Brigidine and Kildare campuses for all student related concerns and support.

All students arriving late or leaving early must present at Students Services to sign-in/out on the kiosk using their Student ID card. Access to sickbay is also through Student Services.

If a student needs to make contact with a parent during the school day, they should report to Student Services and ask staff to contact them on their behalf. Likewise, if you need to make contact with your child/children please phone or email Students Services at the campus your child is located at. Please be aware that we do not have direct phone access to students or classrooms so it may take a few minutes to locate your child/children.

Students who drive cars

While we generally wish to discourage students driving cars to school for safety reasons and because parking is extremely limited in the College neighbourhood, we understand some may require to do so. If this is the case, we require the following procedures be followed:

- Students planning to drive a car to and from school are required to complete a form which can be obtained from Reception or via the link on Compass.
- Cars are to be parked at own risk, preferably at Victoria Park rather than in neighbouring streets – no driving onto school property.
- Cars will be parked in such a way as to demonstrate utmost respect to those living in the neighbouring houses.
- If the student needs to visit the street at lunchtime, generally he/she walks, unless a specific request (in writing) to use the car comes from the parent.
- Students are not, under any circumstances, permitted to transport other students as part of a school activity.
- Victoria's Graduated Licensing System condition states that no more than one peer aged passenger (aged 16-22 years) is permitted to travel with the driver, unless the passengers are siblings of the driver.

Students' Personal Relationships

We acknowledge and rejoice in the many close and new relationships that students form with each other during their time at the College.

At the same time, we also wish to point out that demonstration of affection and 'pairing off' by students is not encouraged at school. Students need to understand that the College is a workplace, therefore we believe it is not appropriate for students to be engaged in hugging, kissing or even holding hands whenever together in the school.

General Information for Parents/Guardians

Subject Time Allocation

Students attend 4 x 74 minute lessons each day. The timetable is arranged on a fortnightly basis, and students will undertake units per semester from the key learning areas of English, Maths, Science, Religion, Physical Education, LOTE, Humanities, Art and Technology. Student timetables are designed so that all students experience all key learning areas (subjects).

Success and Achievement

Success will only occur if the best efforts of all students are valued. This 'valuing' has to occur not only by teachers but by all other students. It takes only one student to belittle the efforts of another for the student putting in the effort to give up or change their standards. It's an all too common feature of Australian society that we lop the tall poppy by devaluing the efforts of someone who tries hard or achieves better than ourselves. This is an anathema to St Joseph's attitude to learning.

Sun Smart Policy

Broad-brimmed College hats are required for lunchtime and recess in terms 1 & 4, as well as physical education classes, school excursions, assemblies and all outdoor activities.

Students are also encouraged to wear sunglasses while outside, ensure they utilise sunscreen, and move into the shade whenever possible.

Transition

The process of completing primary school education and commencing secondary school brings a sense of excitement, but may also trigger a sense of anxiety for Grade 6 students and their parents. Likewise, transitioning from a different school at any year level can bring its own set of challenges.

We have a thorough process for transition and the pastoral care of our students here at St Joseph's College and a dedicated team of staff to ensure the adjustment is as smooth as possible.

We encourage you to view our Transition Booklet for specific details relating to transition from Grade 6 to Year 7 (www.sje.vic.edu.au/enrolment).

For more information about our transition process or for extra support please contact: transition@sje.vic.edu.au

General Information for Parents/Guardians

Uniform

Summer Uniform



Summer Sports Uniform



Winter Uniform



Winter Sports Uniform

General Information for Parents/Guardians

Vandalism and Damage

Our school provides resources and facilities for a wide variety of purposes. Students are responsible for taking care of these resources and ensuring that their condition is no worse after use than before, other than fair wear and tear.

The cost of any damage which results from either deliberate intent or is the result of irresponsible behaviour will be passed on to the student and his/her family.

Visitors to the School

The school grounds are private property and only those with legitimate business should be on the property. Students should not encourage visitors/friends to call or visit them during the school day.

All visitors must report to Reception on arrival. Any person working in a volunteer or contractor capacity will be required to provide a current Working with Children check.



Appendix 1: The Learning Mentor Program at St Joseph's College

The Aim of the Learning Mentor Program:

The aim of the program is to provide students with a staff mentor to track their performance, and to strengthen relationships between the College and families. It aims to encourage all students to make a smooth transition to secondary college, and to challenge them to reach their full potential.



Role of the Learning Mentor

Learning Mentors, through close contact with their students, have the opportunity and responsibility to promote the Vision and Mission of our school. In particular, the Learning Mentor should create a classroom environment where each person feels accepted, valued and stimulated to further growth and can also foster Christian attitudes towards themselves and others.

In addition to monitoring academic progress, the Learning Mentor is the key person for pastoral care of the student and needs to be aware of students with difficulties, whether social, physical or academic.

Appendix 1: The Learning Mentor Program at St Joseph's College

The responsibilities of the Learning Mentor are:

- to develop a positive rapport with their students so that each student sees the Learning Mentor as someone who is interested in their academic progress as well as their personal growth and development
- to be actively involved with the subject teachers, administration and parents in helping the student find the resources needed to be successful
- in getting to know their students' needs, interests, academic and personal history, and in advocating for the student
- to function as the key school contact for parent concerns and questions
- to seek additional assistance from school counsellors, subject teachers or administration to help address the needs of their students
- to meet with the students daily at morning Learning Mentor time and to meet individually with each student on a regular basis
- to work with each student and their parents to set long-range and short-range goals
- to monitor student academic progress and discuss successes and concerns with both the parent and the student
- to have a basic understanding of all subject areas and assist students in their planning
- to monitor attendance and punctuality
- to monitor correct wearing of the school uniform.

How it Works:

- Morning Homeroom takes place in Learning Mentor groups.
- Students, parents and Learning Mentors set goals together and plan strategies to achieve these goals. These are reviewed and edited at Learning Mentor meetings.

What are the outcomes for your child?

Through the Learning Mentor program, we expect that students will:

- be better organised
- be more highly motivated
- be more competent in their development of self-management
- be more confident and progressively take control of their learning
- have a more mature approach to teaching and learning
- be better known and understood and not be anonymous.

What can I do as a parent/guardian to help my son/daughter?

Despite the fact that you might be challenged by Facebook, Instagram, TV, video games and mobile phones, try to foster an environment conducive to working efficiently.

Help establish a comfortable work zone at home with:

- good lighting
- comfortable seating
- time for rest/relaxation/family
- time for food/snacks.



Appendix 2: Compass – How to Guide

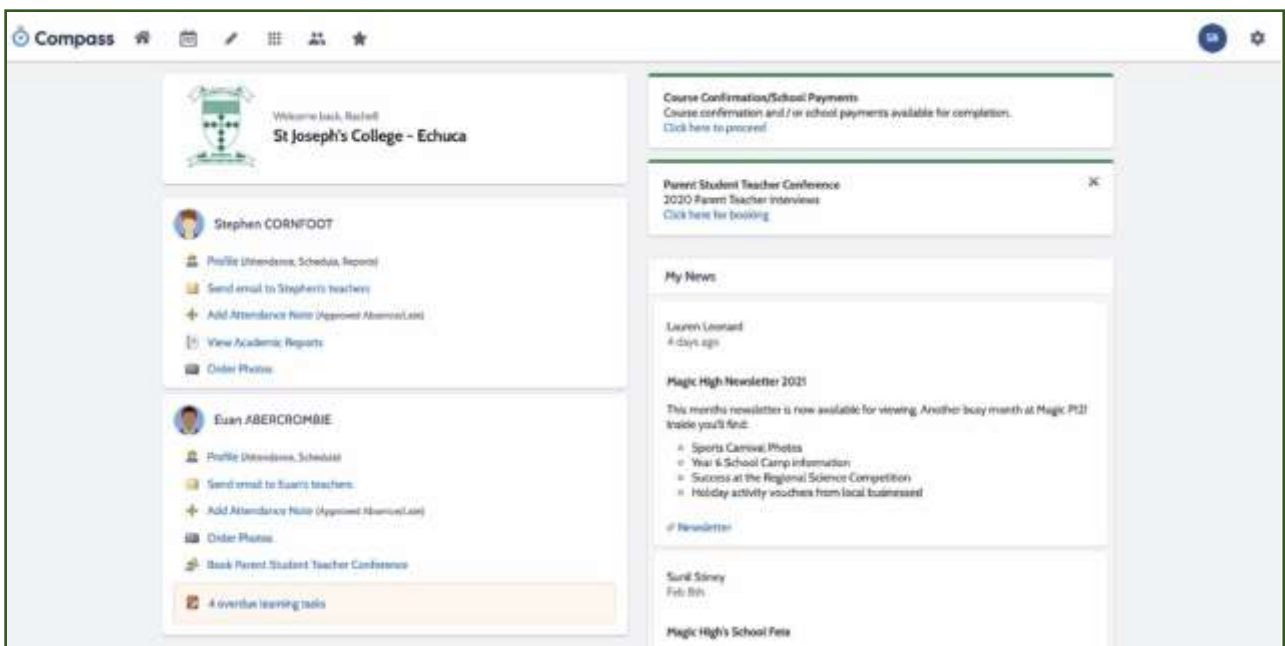
What is Compass?

The Compass Parent Portal is an online portal that allows you to access up to date information about our school and your child's progress. The portal is accessible via the web and also the Compass School Manager App (available for download via the App Store on your device).

Every family receives a separate login to our school's Compass site. This login information is provided to you by the school.



When you log in, you will be taken to the home screen.



Appendix 2: Compass

To navigate back to this screen at any point, parents can click the home icon in the top left corner of the screen.

On the left hand side of the home screen, parents will be able to view any children they have at the school, and on the right, any alerts or notifications specific to their account, followed by any news feed items that have been targeted to the applicable parent audience.

Underneath the student names are links from which parents can access:

- the student's profile page
- email functionality
- attendance pages customised for their children, where notes/approvals can be entered
- academic reports for the student
- parent/student/teacher conference bookings
- any overdue learning tasks that the student has not yet submitted
- photo orders.

At the top of the 'My News' section, any applicable reminders or notifications will appear. These may include:

- outstanding absences or late arrivals that require a note or approval
- course confirmations or payments that need processing
- parent/student/teacher conferences that are available for booking
- excursions or events that require consent
- school photos that are available for purchase
- semester reports or progress reports that are available to download.

Menus and Functions

Along the top of the screen there are various icons, and from these icons the parent can navigate through the Compass portal.



The Home icon will take parents back to the Home page.

The Calendar icon will take parents to the school calendar, where you will be able to see the schedules of your child/children, as well as any school events or activities that have been entered to the calendar.

The Pencil icon will bring up the Teaching and Learning menu, from which parents can access learning tasks and school resources.

Appendix 2: Compass

The Grid icon will bring up the Organisation menu, providing access to events and course confirmations.

The People icon will bring up the Community menu, where parents can access parent/student/teacher conferences, school photos, canteen and school documentation.

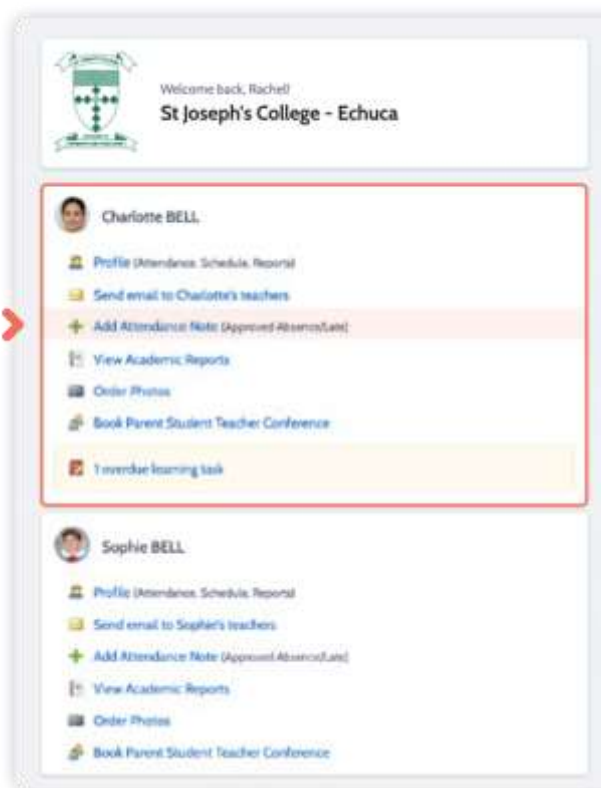
The Star icon will bring up the Favourites menu, where any websites that our school has added for parent access will be linked.

To the right of the screen, the parent name will be displayed, with the Cog icon, which will bring up the Tools menu. From here parents can access their files, reset their password, update their contact details, and log out.

Clicking on the parent name will take the parent to their profile page.

How to view your child's Learning Tasks

Learning Tasks are used to issue homework, class tasks and assessment tasks. To view your child's task, click the **'Profile'** option for that child on your dashboard.



This will take you to their profile page.

Appendix 2: Compass

Click on their 'Learning Task' tab.
Here you will see their tasks listed.

Student: **Charlotte BELL - 09A, Year 9** Active

Dashboard | Schedule | **Learning Tasks** | Attendance | Reports | Analytics | Insights

Show Hidden Tasks | Group by code | Academic Year: 2022 Academic

Code	Learning Task	Status	Result	Actions
USENG_09A	Assessment Final Semester Grade Class Task Report: Yes	Due date: No due date Submitted: <input type="checkbox"/> Pending	-	
NSPNT_09A	Class Task Class Performance Review Term 2 Class Task Report: No	Due date: No due date Submitted: <input type="checkbox"/> Pending	-	
09ENG_09A	Assignment CAT 3 - Final Essay Submission Class Task Report: Yes	Due date: No due date Submitted: <input type="checkbox"/> Pending	-	
09ENG_09A	Assignment CAT 2 - Macbeth Essay Class Task Report: Yes	Due date: No due date Submitted: <input checked="" type="checkbox"/> On Time	-	
09ENG_09A	Assignment CAT 1 - Poetry Studies Class Task Report: Yes	Due date: 10/06/22 04:00 PM Submitted: <input checked="" type="checkbox"/> Received Late	-	

Click the title of the task to view the details and any results/feedback provided by their teacher.

Learning Task - CAT 1 - Poetry Studies

Task Details | **Feedback**

Grades

Any assessment results provided below are raw scores and may change during school or state based statistical assessment moderation. The statistical, state based, moderation process is used to ensure that schools' assessments are comparable throughout the state. It involves adjusting each schools' coursework scores for that study to match the level and spread of the combined examination and CAT scores for the students in that cohort doing that study. For more information on assessment moderation, please contact the school.

Percentage	88
Letter Grade	A
Performance	Outstanding

Teacher Responses

Filename	Uploaded
No responses have been uploaded yet	

Conversation

Add comments...

Compass Parent Guide

The Compass Parent Guide will assist parents with navigating the portal and includes step by step information on how to complete key processes.

<https://cdn.compass.education/knowledgebase/CompassParentGuide.pdf>

Appendix 3: Flexischools – Canteen Lunch Ordering System

In 2024, students at Kildare Campus can order lunch from the canteen at our Brigidine Campus and pre-pay via the online Flexischools system.

How does it work?

Families will need to register with Flexischools via their website or the smartphone app. This will allow families to load funds and link them to their student's ID.

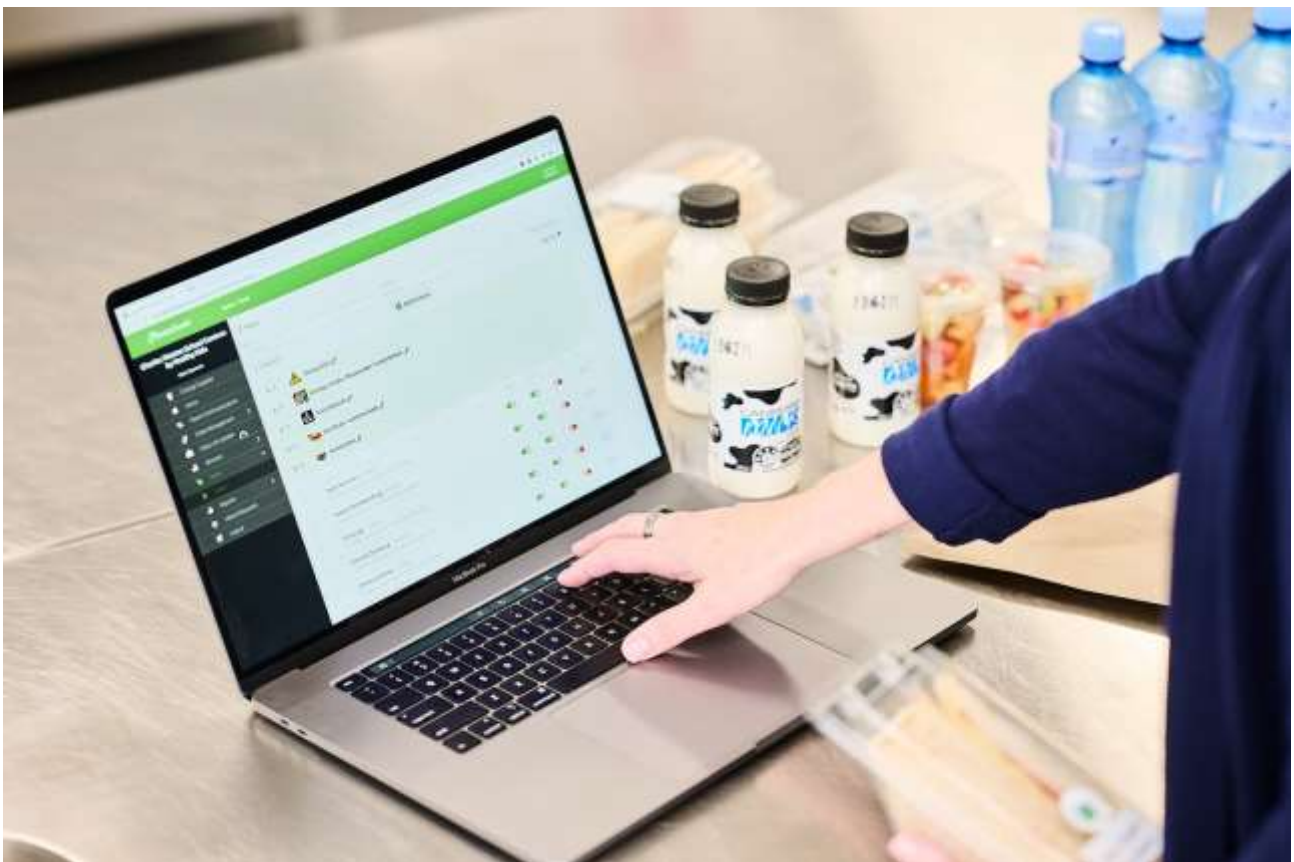
How to register:

Please visit the website www.flexischools.com.au and follow the simple login process. This will only take a few minutes of your time. Make sure you have your student's ID number with you.

Already registered?

Thank you to the many families already using the Flexischools system, and with great success. To add a new student, log in to your account and select 'add student' in the students tab.

For more information about registration and payment methods, please go to FREQUENTLY ASKED QUESTIONS in the PARENTS TAB on the Flexischools home page or click on the link. <https://flexischools.zendesk.com/hc/en-au>



Appendix 3: Flexischools - App

Get Started

1. Download the Flexischools App

Note: for iPhone and iPad please select 'Allow' notifications.



2. Connect to your School and Group

Click on the search icon, search for your school name, select your school and add your year group or groups relevant to you.

3. Add your Flexischools Account

Click on the 'Order now' button located in the bottom right-hand menu of the App, this will open up a login screen.

- **Already a Flexischools User** - Enter your details and login.
- **New Flexischools User** - Click 'Register,' enter your email address and follow the instructions in the email.

Appendix 4: Canteen Pricelist 2024

(Subject to change without notice)

HOT FOOD	Price
Pie - All types	\$5.00
Sausage Roll	\$3.50
Chicken Schnitzel Roll with lettuce & mayo	\$6.00
Sweet Chilli Chicken Wrap	\$6.50
Spicy Chicken Burger with bacon & cheese	\$7.00
Hot Dog	\$4.00
Steamed Dim Sim	\$1.00
Hash Brown RECESS only	\$1.00
Egg & Bacon Roll RECESS only	\$4.00
Bacon & Hashbrown Muffin	\$3.50
Toasties RECESS only	\$2.50
Chilli, Cheese & Bacon topped Roll	\$3.50
ROLLS & SALADS	
Salad Roll (Ham, Chicken or Vegetarian)	\$6.50
Daily Wrap selection: Check our specials board	\$6.50
Salad of the Day: Check our specials board - available TERM 1 & 4 ONLY	\$7.00
Piece of fruit (seasonal selection available)	\$1.50
Vegetable sticks & Dip - available TERM 1 & 4 ONLY	\$4.50
Yoghurt Cups with fruit compote and homemade granola	\$4.50
Fresh Fruit Salad	\$4.50
Soup of the Day:	
Check our daily specials board - available TERM 2 & 3 ONLY	
Daily Specials will be available - be sure to check the board in the canteen & the weekly update on Compass	
SWEET TREATS	
Slice (a selection of homemade slices available daily)	\$2.50
Cake (a selection of homemade cakes available daily)	\$3.00
Muffin (a selection of homemade muffins available daily)	\$2.50
Biscuits (a selection of homemade biscuits available daily)	\$2.00
Banana & Date Bread Slice (homemade)	\$3.00
ICE CREAMS	
A selection of ice creams available.	Start \$1
DRINKS	
A selection of flavoured milk, juices, water.	Start \$2
CHIPS	
A selection of chips and crisps available.	Start \$1.50

Appendix 5: Uniform Pricelist 2024

(Subject to change without notice)

<u>GIRLS UNIFORM</u>		
<u>Item</u>	<u>Sizing</u>	<u>List Price Inc. GST</u>
HIPSLK Girls Winter Pants	10J - 14J 8 - 24	\$79.95
HIPDRE Summer Dresses	10J - 14J 8 - 26	\$99.95
HIPGSH Girls Shorts	10 - 24	\$49.95
HIP5045 Girls S/S Shirts	4 - 22	\$39.95
HIPM1054 Girls L/S Shirts	6 - 18	\$42.95
<u>BOYS UNIFORM</u>		
<u>Item</u>	<u>Sizing</u>	<u>List Price Inc. GST</u>
HIPDUR Boys Pants	8 – 18 4M 5M 6M 7M 8M 9M	\$59.95
HIP244 Boys Shorts	8 – 18 4M 5M 6M 7M 8M 9M	\$49.95
HIP2020C Boys Shirts	10 - 30	\$29.95
<u>PHYSICAL EDUCATION CLOTHING</u>		
<u>Item</u>	<u>Sizing</u>	<u>List Price Inc. GST</u>
HIPBOC Sport Polo	10 – 14 S, M, L, XL, 2XL, 3XL	\$25.00
HIPSHS Short with logo	10 - 5XL	\$36.00
HIPBOND Track Pant	10 – 14 XS - 3XL	\$79.95
HIPMID01 Soft Shell Jacket	10 – 5XL	\$119.95
<u>JUMPERS</u>		
<u>Item</u>	<u>Sizing</u>	<u>List Price Inc. GST</u>
HIPWWP Jumper / Wool Mix	8 - 10	\$99.95
HIPSTYLEKNIT Rugby Jumper (Year 7-10)	10 – 5XL	\$99.95
HIPSRUGBY VCE Jumper	XS – 5XL	\$99.95
<u>SCHOOL SHOES</u>		
Boys Trooper - Leather Shoes	5 - 12	\$99.95
Girls Guide – Leather Shoes	5 - 9	\$99.95

Other		
<u>Item</u>	<u>Sizing</u>	<u>List Price Inc. GST</u>
HIPAH7 Bucket Hat	S/M M/L	\$15.00
HIPHAT01 Broad Brim Hat	S/M M/L	\$16.50
HIPSCARF Polar Fleece Scarf	One Size	\$16.50
HIPBEANIE Beanie	One Size	\$15.00
HIP396 School Bag	N/A	\$95.00

Uniforms can be purchased from:

HIP POCKET CORPORATE

173 Pakenham Street

ECHUCA VIC 3564

PH: (03) 54 801 027

FAX: (03) 54 801 037

EMAIL: echuca@hippocketworkwear.com.au

OUR CORE VALUES

WONDER

Celebrating all that is good
with joy and gratitude

COURAGE

Speaking and acting
with integrity

JUSTICE

Making the needs of the
vulnerable paramount

HOPE

Bringing a sense
of purpose

COMPASSION

Walking with and having
empathy for all

HOSPITALITY

Welcoming all

IDENTITY STATEMENT

*To challenge and empower students to be creative and critical
thinkers who act with strength and kindness
in the Gospel tradition.*



Brigidine Campus: 21 Dickson Street, Echuca 3564 | Tel: (03) 5482 2577
Kildare Campus: 194 Mount Terrick Rd, Echuca 3564 | Tel: (03) 5469 0354
www.sje.vic.edu.au | enquiry@sje.vic.edu.au

