PROSPECTUS HANDBOOK FOR PARENTS
St Aloysius Catholic College aims to provide a caring and supportive environment, where students are encouraged to grow in faith within a Catholic community and to develop their potential.

We will endeavour to promote within our community a strong sense of belonging in an atmosphere, which recognises the important role staff and parents play in the education of our students.

As a learning community, we will promote life-long learning by providing a student-centred curriculum, which aims to equip St Aloysius students with the necessary knowledge and skills for learning now and in the future.

MISSION

We are a Christ-centred community.
We are inspired to be a role model of Christian behaviour, attitudes and values.
We are called to provide a high quality, balanced curriculum.
We aim to be inclusive by being a welcoming community, respecting the dignity of all and by advocating the values of the Gospel.
We serve through our involvement in justice and outreach programs.
We nurture the formation of our students and support the development of future leaders.
We collaborate effectively as a College community – staff, parents, students and Parish.

We encourage
• Spiritual formation.
• Self-confidence.
• Critical thinking.
• Self-discipline.
• Responsibility.
• A balanced and healthy life.

We foster a school spirit which reflects loyalty, respect, love, forgiveness and reconciliation.

THE COLLEGE CREST

The cross and the star are distinctive symbols of our Catholic heritage. The lily is a symbol of our Patron, Saint Aloysius, and of our founding order, the Sisters of Charity. Our College colours reflect our tradition and our future as a Catholic Kindergarten to Year 10 College in the Kingborough municipality.

THE COLLEGE MOTTO

STRIVE, BELIEVE, ACHIEVE
Welcome to St Aloysius Catholic College and thank you for choosing our College to be the place you wish your child to attend as the next step in their education, not only in academic terms, but particularly in spiritual and religious education. We are an exciting co-educational college of faith and learning in the Kingborough Municipality.

St Aloysius Catholic College offers a comprehensive education for its students. We offer Kindergarten to Grade 4 classes at our Kingston Campus, 123 Roslyn Avenue, Kingston Beach. At our Huntingfield Campus at 12 Nautilus Grove, we have our Grade 5 – 8 Middle School and our Grade 9 and 10 Senior School.

We invite parents/guardians to participate in the life of the College through involvement in the College’s parent groups, by helping in classrooms/homerooms, by coaching or managing sports teams and by assisting on excursions and outdoor education. It is our sincere hope that all who belong to this College community will work together in a climate of respect, support and understanding to provide an environment of security and growth in which each student may fully develop his/her potential.

In keeping with the College’s mission, we aim to develop each child’s potential:

- **Spiritually:** by encouraging the development of a strong personal faith and a strong sense of ethical behaviour.
- **Intellectually:** by encouraging a spirit of enquiry, which develops learning skills.
- **Culturally:** by developing an aesthetic appreciation of the visual and performing arts.
- **Physically:** by developing coordination, personal fitness, athletic skills and a long-term interest in participating and competing in sport.
- **Emotionally:** by developing social skills and the ability to operate effectively in academic, sporting and leisure groups.

We believe that the education of a child is a shared responsibility between parents, teachers and the child. We want to do the very best for your child and we need to work co-operatively with you to ensure that we can achieve as much as possible.

This Prospectus aims to assist parents/guardians to become familiar with the College and with its operation and organisation. While the Prospectus attempts to cover as much as possible, it can never be completely comprehensive. If you require clarification on any issue, please make contact with us.

The College community welcomes your family to St Aloysius and hopes that the years ahead will provide an enriching experience for you and your child.

(Mrs) Elaine Askey-Doran
Principal
GENERAL INFORMATION

College Principal  Mrs Elaine Askey-Doran
Parish Priest   Fr Chris Hope

Kingston Campus
Director – Ms Bernadette Brooks
Kindergarten – Grade 4
123 Roslyn Avenue
Kingston Beach 7050
Phone: (03) 6229 0200
Fax: (03) 6229 3245
Postal Address: PO Box 353, Kingston, 7051
Email: sacc@catholic.tas.edu.au
Website: www.stalosius.tas.edu.au

Huntingfield Campus
Director – Mrs Kim Schade
Grades 5 - 10
12 Nautilus Grove
Huntingfield 7055
Phone: (03) 6229 0100
Fax (03) 6220 8800

Office Hours (during school terms)
Kingston Campus  Huntingfield Campus
8.30am – 3.15pm  8.30am – 3.30pm

Kingston Campus Canteen Days
Wednesdays and Fridays at lunch.

Huntingfield Campus Café
Opening times to be determined at a later date.

Uniform Shop
(located at the Huntingfield Campus)
Open on Wednesdays from 8.45am – 9.45am and 2.00pm – 3.30pm

FROM ST ALOYSIUS SCHOOL TO ST ALOYSIUS CATHOLIC COLLEGE

St Aloysius School, founded by the Sisters of Charity, was established as a primary school in 1960 in Roslyn Avenue, Kingston Beach. The Sisters conducted the school until 2001. The first lay Principal was appointed in 2002.

In 2007, the Archbishop of Hobart, Adrian Doyle, gave approval for the primary school, then catering for Kindergarten to Grade 6 classes, to extend its educational program to encompass Grades 7-10 and for St Aloysius School to become St Aloysius Catholic College.

The introduction of the Middle School facility at the Huntingfield Campus began in 2009. Grades 5 – 10 are accommodated at the Huntingfield Campus, consisting of the Grade 5 – 8 Middle School and the Grade 9 and 10 Senior School. The Kingston Campus caters for Kindergarten to Grade 4 classes.
ABOUT US

We aim to foster the development and practice of Catholic values. We provide a sensitive and caring approach to education, within a safe environment, in which all students will have the opportunity to reach their full potential.

We aim to foster self-esteem, self-confidence and respect for the gifts and needs of each individual and an awareness of the unique contribution each can make to the College community. Underpinning all is the value we place on the personal and spiritual development of each student.

We aim to provide a high quality, balanced education in which all students will be able to develop a wide range of talents and interests through participation in:

- A Religious Education program based on the Archdiocesan Curriculum “Good News for Living” that focuses on the students’ growth in knowledge, skills and attitudes.
- A Learning and Teaching Program based on the Early Years Framework and the Australian Curriculum. This encompasses areas of English, Mathematics, Science and History, Geography, Arts and Languages. The Australian Curriculum also has ten general capabilities: literacy, numeracy, ICT, thinking skills, ethical behaviour, creativity, self-management, team work, intercultural understanding and social competence.
- An Outdoor Education Program that provides a wide range of experience for the students.
- A Health and Physical Education and sporting program that provides a variety of experiences in fitness, skills and team sports.
- Educational Support programs that enhance learning opportunities for children across the educational spectrum.
- Participation in all aspects of the Creative Arts, including Music, Dance, Drama and Visual Arts.

OUR PARISH

“Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these.” Mark 10: 14

The Kingston-Channel Catholic Parish welcomes all members of the St. Aloysius Catholic College community to join in the life of the Parish. The College and Parish are intrinsically linked. This link is supported by the active involvement of the Parish Priest in the College and the work of the Pastoral Associate.

“Emphasise that the college is an integral part of the evangelising mission of the parish and broader Catholic community.” Archbishop’s Charter for Catholic Schools, Point 2

The Parish provides students, families and staff with opportunities to strengthen their understanding of faith and to deepen their personal relationship with God.

FAITH/SPRITUAL LINKS:
Weekday Masses: Students on both campuses have the opportunity to participate in Parish weekday Masses on a regular basis. Students at Huntingfield host the Parish Mass of the day once a week in the College Chapel and students on this campus can attend weekly Mass on a voluntary basis.

College/Parish Masses: Once a term, students, staff and families are involved in a Sunday Parish Mass. This is a wonderful opportunity for the College and Parish to celebrate together as one community of faith.

Sacramental Program: The Parish Sacramental Team supports families and the College in preparing students for the Sacraments of Baptism, Reconciliation, First Communion and Confirmation. The students and their families celebrate these Sacraments as a part of the Parish community.

Reconciliation Services: During Lent and Advent, students and parents have the opportunity to receive the Sacrament of Reconciliation with members of the Parish community in a daytime service in the church.

SOCIAL LINKS:
“Expertise should be sought and invited from parishioners to assist in curriculum and programs that support student connection with the Christian community.” Archbishop’s Charter for Catholic Schools, Point 2

Volunteers: Members of the Parish community volunteer on a regular basis at both campuses of our College. These parishioners are involved in a number of areas, including literacy and numeracy programs, mentoring programs, bus driving and other areas where required. The parishioners are a valuable resource to the College and the staff and students value the time, skills and commitment of these volunteers.

Exchange of information: The connection between the College and Parish is strengthened by the regular exchange of information in both the College newsletter and Parish bulletin. Key events in both communities are promoted and opportunities for assistance and participation are advertised and supported.
WHAT STUDENTS CAN EXPECT FROM THE COLLEGE

- A deeper and more personal understanding of God.
- An atmosphere of practical faith through their actions towards others.
- An understanding of themselves as individuals in society, together with its advantages and responsibilities.
- The opportunity to exercise personal initiative and responsibility.
- An increasing self-awareness of the role of self-discipline in their growth.

WHAT PARENTS CAN EXPECT FROM THE COLLEGE

- An atmosphere in which Catholic values are modelled.
- Opportunities for children to participate in the liturgical life of the Church.
- A personal interest in and concern for their children.
- Sound educational programs to meet the needs of individual children.
- Comprehensive and regular reports on the progress of their children.
- Ongoing formal and informal communication between staff and parents.
- Advance notice of College activities and adjustment to routines.
- Loyalty to College families.

WHAT THE COLLEGE CAN EXPECT FROM PARENTS

- An adherence to Catholic values as exemplified in Christian living and worship.
- The responsibility to support, by guidance and encouragement, the Catholic ethos of the College.
- Co-operation in College activities and support and enforcement of College policies and procedures.
- Loyalty from College families.
- The responsibility for the due payment of tuition fees.
- Support for staff in the education of their children.
**ONE COLLEGE, TWO CAMPUSES**

**KINGSTON CAMPUS**

The Kingston Campus aims to provide a nurturing learning environment appropriate for younger students in their first years of schooling. We provide gradual age appropriate development in curriculum throughout the Kindergarten to Grade 4 years in order to ensure a seamless transition to the Huntingfield Campus.

Positive and secure relationships are vital in providing strong learning foundations for now and in the future. Caring, enthusiastic and dedicated staff provide each child with learning experiences that meet the students’ individual needs. These experiences provide enrichment, encouragement and enhancement to student learning.

At the Kingston Campus, learning is a journey of discovery about self and the local and global communities in which we live. This journey is explored through the many core and specialist curriculum areas as well as extra-curricular experiences such as dance, instrumental music, sporting events and attending excursions and camps.

Specialist staff are specifically trained in their field of expertise and weekly lessons are offered in Music, Library, Physical Education, Italian (Grades 2, 3 and 4) and Social and Emotional Learning (Prep and Grade One).

The staff are passionate about the education of students in this unique developmental stage and are committed to developing a partnership between home, school and the community.

**HUNTINGFIELD CAMPUS**

As educators, we know more now about how young people learn than ever before. We understand the implications of different learning systems and individual needs. As a result, our challenge is to best meet the individual learning needs of our students and prepare them for the challenges and changes which lie ahead in the 21st Century. We seek to develop students as inquiring and reflective; students who are able to communicate and problem solve.

At the Huntingfield Campus, in order to best meet the needs of our students, we have developed a Middle School, Grades 5 to 8 and a Senior School, Grades 9 and 10. In the Middle School, students work in a positive and secure environment where they have contact with a range of teachers, but work more closely with one teacher who takes them for their core subjects. The environment is supportive and nurturing, working with staff who are enthusiastic, caring and dedicated. We focus on developing strong literacy and numeracy skills with a balance of time devoted to other specialist subjects such as Music, LOTE, Woodwork, Art, Drama, Food and Textiles. These subjects are all designed to extend all students and allow them to explore their creativity.

In the Senior School, we still have a focus on literacy and numeracy but we tap into the interests of the individual students and we provide extension subjects which allow them to explore their pathways. Subjects such as Sports Science, Dance, Extension Science, Maths and English, business subjects and vocational subjects allow students to develop as individuals.

Our staff are committed to lifelong learning and working with students is their guiding passion. We aim to understand the individual and work with them in order to realise their full potential.
THE PARISH PRIEST
The role of the Parish Priest in the life of a Parish school, such as St Aloysius, incorporates the following:

1. The Parish Priest is the pastor of the Parish community of which the College is an important part. He exercises his care by his presence, encouragement and guidance to each member of the community.

2. The Parish Priest is the liturgical leader of the Parish. In this role, he gives assistance to staff in the formation of liturgical and sacramental programs.

3. As an ex-officio member of the College Board, he works with the Principal to carry out Archdiocesan directives.

Fr Chris Hope
Parish Priest
Christ the Priest Presbytery
Jindabyne Road
Kingston Beach 7050
Telephone: 6229 1280

THE PRINCIPAL
At St Aloysius Catholic College, the individual needs of each student are of utmost importance. It is the Principal’s role to ensure that the College is a place where individual needs are met, where each student grows spiritually, intellectually, physically, emotionally and socially and where he/she is assisted in his/her steps towards maturity. The Principal leads the staff in preparing students for life and, in particular, for life in the Catholic community.

The Principal is ultimately responsible for:

1. The promotion and expression of Catholic values and attitudes.
2. The welfare of staff and students.
3. The supervision and quality of education at the school.
4. The implementation of educational programs.
5. The availability of appropriate facilities.
6. Internal administration and financial management.
7. The development and maintenance of accurate records in the College.
8. The promotion of good communication between the College and the Archdiocese, the Tasmanian Catholic Education Office, the Parish Priest, the parents, the Parish community, government and local authorities.

The Principal has ultimate responsibility for positive behaviour support, staff, curriculum and finance.

DIRECTORS OF CAMPUS
The Directors of Campus are responsible for the supervision and efficient management of the day-to-day activities of the Campus. This role encompasses responsibility for the promotion and integration of the religious dimension of the Catholic school into all dimensions of the College community. The Director of Campus has responsibility for student guidance and welfare, positive behaviour support, leadership in teaching and learning and curriculum directions, administrative and timetable organisation.

The Director has a vital role in fostering positive student/teacher and parent/teacher relationship with accountability for academic and social development within the school.

DIRECTOR OF RELIGIOUS EDUCATION
The Director of Religious Education supports the mission of the Catholic Church and the mission and vision of St Aloysius Catholic College by nurturing the formation of students and staff through the expression and integration of Catholic beliefs and Gospel values in all aspects of College life. In the tradition of St Aloysius Gonzaga and the Sisters of Charity, the Director supports, through personal example and integrity, a lived experience of Gospel values in a Catholic educational environment. The Director works with the Principal and the College Leadership Team across both campuses to foster the supportive relationships within the staff and lead staff in faith development.
BUSINESS MANAGER

The Business Manager is primarily responsible for the College’s business functions including financial, administrative and property management. The Business Manager will deliver the framework for, implement control measures and report on the College’s business plan in order to meet important organisational strategies.

PASTORAL ASSOCIATE

The Pastoral Associate plays a key role in helping to set the pastoral direction of the College, particularly in establishing strong collaborative and consultative links with the Kingston-Channel Catholic Parish. The role of the Pastoral Associate includes:

1. Fostering positive relationships between the College and Parish community.
2. Providing opportunities to enable new staff, students and families feel welcome at the College.
3. Supporting parishioners in their involvement in the College.
4. Co-ordinating pastoral programs for students including leadership training and buddy programs.
5. Nurturing the spirituality and faith development of staff, students and families, including supporting children in their preparation for the sacraments.
6. Assisting students in their involvement in outreach activities, including co-ordinating student groups that will work with organisations such as the St Vincent de Paul Society.

CO-ORDINATOR OF TEACHING AND LEARNING

The Co-ordinator of Teaching and Learning is responsible for leading and co-ordinating curriculum initiatives, professional learning and curriculum planning and development on the Kingston Campus. This incorporates:

1. Co-ordinating the Australian Curriculum through collaborative planning processes.
2. Structuring professional learning and planning sessions enabling staff to foster collegial and collaborative teaching and learning practices.
3. Promoting and leading staff in ongoing development of knowledge and practice of appropriate, current pedagogy.
4. Engaging and leading staff in ongoing review and development of learning and teaching programs, assessment and reporting policies, practices and procedures.
5. Co-ordinating student moderation, assessment and reporting procedures, timelines and packages.
6. Advising staff of curriculum resources required to implement the curriculum and arranging for the organisation of resources to enable effective learning and teaching programs that provide for the learning needs of all students.

COLLEGE LEADERSHIP TEAM

The College Leadership Team consists of the Principal, the two Campus Directors, the Director of Religious Education, the Co-ordinator of Teaching and Learning, the Pastoral Associate and the Principal’s Professional Assistant. The Leadership Team is charged with determining policy and direction for the College’s educational programs. The Team collaborates with staff to provide meaningful and stimulating learning programs for the students. Each campus also has a Campus Leadership Team.
TEACHING STAFF

The primary role of the teacher is to be responsible, in a professional way, for the education of the students. Other facets of the role are:

1. To promote and develop the growth in faith and Catholic ideals in the students, through example and instruction.
2. To create and maintain an attractive, happy and secure environment so that positive learning may take place.
3. To show genuine concern for each student in his/her care, catering for individual needs as much as possible.
4. To be contributing members of the professional body, sharing teaching strategies, collaborating, co-operating and striving mutually to achieve the objectives of the College.
5. To be involved in ongoing personal and professional learning and development.
6. To present a professionalism that demonstrates clear programs and organisation.
7. To show mutual concern and professional loyalty towards the Principal and other staff members.
8. To create an atmosphere in which parents feel welcome and comfortable in approaching the teaching staff in matters relating to their children.
9. To maintain positive channels of communication with parents.
10. To be flexible in planning and classroom management.

ADMINISTRATIVE STAFF

The College Office is the base for administrative operations and provides services to members of the College community including:

1. Processing school tuition fees, levy payments and camp fees.
2. Lodgement and processing of various application/information forms.
3. Provision of first aid to ill or injured students.
4. Recording and following up of student absences.
5. Preparation of the College newsletter.
7. Collection of monies for various school sponsored activities.
8. Enrolment enquiries.
9. Assistance of a financial nature.
10. Provision of general assistance and information as required.

MAINTENANCE STAFF

Maintenance staff provide assistance in the upkeep of College buildings and grounds, ensuring that the physical presentation of the College complements the learning and teaching programs in the classrooms.

TEACHER ASSISTANTS

Teacher Assistants assist with the learning and teaching programs of the College. Each Kindergarten class has a Teacher Assistant to assist with the particular needs of Kindergarten students in learning, in play-based activities and in general support with the management of resources. Teacher Assistants provide classroom support for teachers. Teacher Assistants also work in the Educational Support Program, providing assistance:

1. In literacy programs.
2. To students, who are funded through Australian Government Special Education Programs.
3. In motor skills and speech therapy programs.
4. In Middle School and Senior School specialist programs.
PARENT GROUPS

ST ALOYSIUS CATHOLIC COLLEGE BOARD

This is an advisory board to the Principal and assists in matters of finance, capital works, building and maintenance and general policy. The College Board meets monthly and its membership includes the Principal, the Parish Priest and members of the College community. Major capital works, financial oversight and strategic planning are the important focus of the College Board.

ST ALOYSIUS CATHOLIC COLLEGE PARENTS AND FRIENDS ASSOCIATION

The Association is made up of members of the College community who are vitally interested in the best possible facilities and educational opportunities for the students at St Aloysius. As well as raising funds for major school projects through traditional means such as the College/Parish Fair, the Association is involved with the operation of the College through its liaison with the College Board and acts as a forum for the exchange of ideas between the College and the wider community.

VOLUNTEER ASSISTANCE

An important aspect of the learning and teaching programs at St Aloysius is the role of parents/guardians and other volunteers who assist in the educational programs of the College. We value and appreciate the skills, talents, special interests and time that volunteers can share with the students in the classrooms. This assistance may include helping in classroom learning activities, canteen and assisting on excursions and camps. Together we can ensure that the students with whom we work will reap the benefits of their presence in the classroom. If you are interested in volunteering at the College, please register your interest at either College Office.

All volunteers are required to undertake a Police Check. Forms for this process are available from each Campus Office.
As a Catholic Christian College, the Religious Education program is central to our ethos as a faith community. Full participation in the Religious Education program is integral to the conditions of enrolment. Religious Education is concerned with the development of faith. It is based on the following foundational beliefs:

- Religious Education is an essential function of the Church.
- The skills and discovery, wonder and reflection are needed by those involved in Religious Education.
- Religious Education is an educational process that is both comprehensive and systematic.

Religious Education is seen as an area in the curriculum which brings together many other disciplines and aspects of life and therefore fosters a sense of belonging in the life of the Church through relationship with Jesus Christ, with others, and in God's world by assisting students to understand and participate in the process of revelation and faith.

Religious Education involves the use of reason, skills, knowledge and experience and helps the student to become familiar with the rich variety of religious experience, savour it, reflect on and analyse it and so to participate actively in it. RE units designed for each Year Level are part of a sequential program in line with the Archdiocesan “Good News for Living” curriculum. This curriculum complements the Parish sacramental programs which are family centred, Parish-based and College supported. Staff and students have regular opportunities to celebrate the Eucharist at either Christ the Priest Church or the Huntingfield Campus Chapel.

The students at St Aloysius Catholic College receive a Catholic education which encompasses the following learning areas: English; Mathematics; Science; Geography; History; the Arts, which includes Music, Drama, Dance and Visual Arts; Health and Physical Education and a Language other than English (LOTE). Students at the Huntingfield Campus also have experience in Food Studies, Design in Wood and Pathways Planning.

St Aloysius Catholic College aims to:
1. Guide students in their discovery of a Christian way of living within the family of God.
2. Assist students to develop and grow academically to the best of their abilities and capabilities.
3. Encourage students to take responsibility for their own learning.
4. Provide equity and equal opportunity for all students.
5. Provide a well-balanced curriculum, which acknowledges and addresses the needs of students in a climate of social, cultural and technological change.
6. Assist students to develop self-confidence, self-esteem and respect for others.
7. Encourage students to learn co-operatively and collaboratively and to maintain a positive attitude to learning.

St Aloysius offers a number of support programs to meet the individual learning needs of its students. Some of the programs available are in the areas of: Literacy, Speech Therapy, Special Education and Gifted Education.

The Support Programs Team, consisting of teacher co-ordinators and specifically trained teacher assistants, exists to assist classroom teachers in the assessment and implementation of these programs. The College liaises regularly with outside agencies and providers such as speech pathologists, psychologists and occupational therapists to augment the programs.

At the commencement of enrolment, every child undergoes assessments in literacy and numeracy to ascertain their current skill levels to determine the most appropriate planning and programs to meet their educational needs. Please inform us if your child has had any previous assessment/s or intervention programs that could be relevant to his/her education at the College.

Students with particular talents and gifts are given appropriate opportunities, stimulation and experience to develop their potential and to satisfy their learning needs with various activities throughout the year. The College support of these students encompasses their social, emotional and academic needs to ensure development of the whole person. The Enrichment Program provides opportunities for students to work co-operatively in groups in challenging and stimulating activities to enhance their learning.
LIBRARY RESOURCE CENTRES

On each Campus, the Library Resource Centre caters for students, staff and parents with a comprehensive range of fiction, non-fiction and reference resources.

There is also a Parent Resource Library with resources on a variety of topics relevant to parenting. Resources are available for families to borrow.

PHYSICAL EDUCATION, SPORTS AND HEALTH PROGRAMS

The PE program provides daily fitness activities and weekly PE lessons for each class. The main aims of the program are to improve fitness and co-ordination, to introduce as many skills as possible and to encourage a positive sporting attitude, enjoyment and self-esteem.

Regular opportunities are provided for students to participate in a wide variety of sports. The major sporting events held during the year are swimming programs and carnivals; cross-country events; and athletics carnivals. Students also participate in sports rosters such as netball, football, basketball and soccer.

Health programs encompass healthy lifestyle and nutrition programs.

Grades 3 – 6 students have opportunities to participate in carnivals organised the Southern Tasmanian Catholic Primary Schools Sports Association (STCPSSA) and the Huon and Channel Carnivals.

Grades 7 – 10 students also have opportunities to participate in Sports Association of Tasmanian Independent Schools (SATIS) carnivals and rosters.

THE ARTS PROGRAM

Students at both campuses are given educational opportunities to participate in Visual Arts, Drama, Dance and Music programs. The students participate in choir and instrumental programs.

LOTE

At the Kingston Campus, students in Prep and Grade 1 participate in a Social and Emotional Program while students from Grades 2 – 4 participate in LOTE: Italian program. At the Huntingfield Campus Asian studies is the main focus.
COLLEGE SERVICES AND PROCEDURES

ABSENCE FROM SCHOOL
Parents are requested to telephone or email the College Office prior to 9.00am if their children are absent. The absences are recorded in the class registers. Office staff will telephone parents if absences are not reported to the College to ascertain the whereabouts and safety of the students.

Parents are requested to inform the Principal in writing, giving details of the dates of absence from school, if there is to be extended absence from school, such as family holidays.

ACCIDENTS TO STUDENTS
Parents will be contacted and informed if their children are injured while at school or on school-related excursions, camps and sporting activities. If immediate contact is unable to be made with parents (or designated emergency contact), the College will act on parents’ behalf in having the injury medically assessed.

Members of staff, who are qualified in First Aid, are responsible for overseeing simple treatment if required.

Precise details of contact names and numbers are required on the Student Details Form, which is issued to parents annually in the first term. This information is vital should an accident occur and parents need to be contacted.

Parents are asked to contact either Campus Office if there are changes to contact details throughout the year.

ARRIVAL AND DEPARTURE OF STUDENTS
Students should not arrive before 8.15am. If it is necessary to do so, either regularly or on occasions for pressing family reasons, the Principal must be informed in writing.

Prep – Grade 4 students who arrive before 8.25am are to proceed to the seats in the asphalt area adjacent to the staffroom where they are supervised. At 8.25am, students proceed to their classrooms. Kindergarten students are taken straight to their classroom at 8.30am by their parents.

Huntingfield Campus students are supervised within their learning centres as they arrive, which should be no later than 8.30am.

To ensure that classes are uninterrupted, parents/guardians are asked to wait in the following areas to collect their children:

- Kindergarten – outside the classrooms in the Kindergarten playground.
- Prep – in the playground at the rear of the Prep classroom.
- Grades 1 – 2 at the end of the blue carpet.
- Grades 3 – 4 in the asphalt area outside classrooms.
- Huntingfield classes – adjacent to the student learning centres.

If for some reason, parents have advised us that they will be late in collecting their children, particularly after 3.15pm, the children will be supervised by staff in the College Office until they are collected by parents or by designated adults.
**ASSEMBLIES/SHOWCASES**

The purpose of the assemblies/showcases is to highlight student achievements and special events happening at the College. Children are presented with awards in recognition of their contribution to the College and wider community.

Parents are invited to attend assemblies/showcases. It is appreciated that, because of the nature of the occasion, pre-school children are not brought to assemblies.

The Kingston Campus has fortnightly assemblies on a Monday commencing at 2.10pm in the Sisters of Charity Centre.

The Huntingfield Campus has a pastoral period every week. This pastoral period encompasses Learning Centre Assemblies, Middle School Assemblies, Senior School assemblies and peer support. The campus has a general assembly twice a term.

**BUDDY SYSTEM**

Partnerships between classes are established annually to enable older students to interact and communicate with younger students. The children meet with and share learning experiences with younger students on a regular basis throughout the year.

**BULLYING**

Bullying is not acceptable at St Aloysius Catholic College. We encourage students and parents to report all incidents of bullying. This issue will be dealt with initially using the Restorative Practices approach. Incidents of repeated bullying will be dealt with as per the College’s Behaviour Management Policy.

**CCI SCHOOLCARE ACCIDENT INSURANCE**

Student Accident Insurance from Catholic Church Insurances (CCI) provides insurance cover for students at school, on excursions and on camps. The CCI insurance information and claim forms are available to all families from both College Offices.

If you have any questions, contact the SchoolCare Accident Hotline on 1300 138 498 or schoolcareclaims@ccinsurances.com.au. You will need to quote our College policy number, which can be obtained by contacting the College Office.

Please note: SchoolCare Accident Insurance cannot cover any Medicare service including Medicare Gap.

**BUS SERVICES**

Our College is serviced well by public transport. The College Administration Staff can assist you with enquiries regarding bus timetables.

Bus access is located in front of the Kingston Campus in the designated bus bay. At the Huntingfield Campus dedicated bus lanes are used by bus services for our students. Parents are requested not to park in or drive through the bus lanes.
CANTEROOM AND CAFE
The Kingston Campus canteen operates on Wednesdays and Fridays at lunch times, providing refreshments and lunch items at low cost for Prep – Grade 4 students. A menu and price list are issued each term. Students wishing to purchase lunch are to do so by writing their name, class and order on a paper bag, placing the correct amount in the bag and then placing the bag in the lunch container in the classroom. The orders are delivered to the classroom at lunch time.

The Canteen Manager, who is responsible for the overall supervision, will seek voluntary assistance early each term. Parents are invited to make themselves available to help, as the canteen is a valuable service and an asset to the College.

The Huntingfield Campus Cafe commences operation during 2012. The Cafe will offer nutritious food options for Grades 5 - 10 at both recess and lunch times.

CAPITAL PROJECTS LEVY
St Aloysius Catholic College, as a member of the Catholic Education system of schools, has a capital levy, to which families contribute. The levy, which is $50 per family per term, is used to provide funding for capital works to upgrade and refurbish classrooms and other facilities at the College. In recent years, much has been accomplished in redeveloping the College's buildings and grounds to provide facilities that enhance the teaching and learning programs of the College. Significant funding for the Huntingfield Campus facilities has been sourced through the capital levy system.

CENTACARE FAMILY LIFE PROGRAMS
Centacare conducts a Family Life Program on personal relationships for students in Grades 1 – 6. The program is conducted biannually in the early evening and involves parents and their children.

CHILD CARE BENEFIT
Families with children attending Kindergarten may be eligible for the Australian Government’s Child Care Benefit. Inquiries and application can be made at the College Office.

COLLEGE UNIFORM
The wearing of school uniform is compulsory and exceptions are only acceptable through prior arrangement with the Principal.

On Physical Education days and other stated sports and excursion days, students wear the College PE uniform to and from school. Sneakers are only to be work with the PE uniform. On all other days, full uniform, including black school shoes, is to be worn.

Blazers are to be worn to and from school at the Huntingfield Campus, except on extremely hot days or with the permission of the Principal.

COMMUNICATION WITH AND BY PARENTS
Opportunity is given for parents and teachers to speak together on a number of formal and informal occasions throughout the year and especially at Parent/Teacher Consultations. The program for the College is:

Term 1  Parent Information Evening and Compulsory Parent/Teacher and Goal Setting Consultations.

Term 2  Mid-year reports are issued followed by invitational Parent/Teacher Consultations.

Term 3  End of Year reports are issued.

Parents are also encouraged to be involved in the activities of the school. Please be prepared to make comment to us about your child and the education process. We are prepared to be open, honest and caring in our developing relationship with you and your child. If a need arises for a special discussion to take place, contact the classroom/homeroom teacher, Campus Director or the Principal to arrange a mutually convenient time for discussion.

While parents are welcome to visit the College and classrooms at any time, you are asked not to engage teachers in long conversations during class time, as the teacher’s primary responsibility during this time is the students and their learning. Similarly, just as the class is about to begin the day, and immediately upon finishing, are rarely appropriate times for useful dialogue. At each Campus, Tuesday and Wednesday afternoons are set aside from 3.15pm for staff prayer and meetings and should not be used for parent/teacher contact unless it is short and urgent.

Parents are welcome to contact teachers any time via email.
CROSSING SUPERVISOR
There is a pedestrian crossing supervisor provided by the Transport Department on patrol every morning from 8.00am – 9.00am and afternoons from 2.50pm – 3.50pm in Roslyn Avenue. Please use this crossing when picking up your child/ren from the Kingston Campus to demonstrate safe road crossing practices. Please encourage your child/ren to utilise the crossing by NEVER calling for them to cross unsafely.

ENROLMENT PROCEDURES
Applications for enrolment are accepted at any time during the year. Enrolments for Year 7 close during April each year. Enrolments for Kindergarten close in May each year. To be eligible for Kindergarten, children must be four years of age on or before 1st January in the year of enrolment.

Parents will be notified of interviews that are to be conducted with the Principal or Campus Director to discuss applications for enrolment. Following interviews, parents will receive written notification of the outcome of their application.

A Parent Orientation Evening is held in Term Three to acquaint enrolling Kindergarten families with the school. There are also Orientation Evenings for parents/guardians of students enrolling at the Huntingfield Campus. Parents/guardians receive notification in writing of the dates of these events.

EXCURSIONS AND CAMPS
Excursions are considered to be an essential part of the College curriculum. They assist in the development of knowledge, understanding and appreciation of local and other areas and provide first-hand experiences for the students. They also assist in the development of observation, recording and reporting skills.

School camps are held for Grades 4 – 10 as part of the Outdoor Education program of the College. Camps are usually of 2, 3 or 4 days duration and students participate in a range of activities, including Christian living and co-operative learning skills.

FAMILY DISCOUNT AND FINANCIAL ASSISTANCE FOR SCHOOL FEES
Families with three or more children at any Tasmanian Catholic school will have a discount applied to tuition fees. Families who receive Centrelink benefits or who require some form of assistance in paying fees, may make application to the Principal for consideration of fees reduction. The State Government’s Student Assistance Scheme is available for families on low income. Application forms are available from either College Office.

FEES AND LEVIES
Fees and levies may be paid annually or in monthly instalments, by direct debit or credit card using Mastercard or Visa. Alternative payment arrangements are available and may be discussed with the Business Manager.

HOMEWORK
The amount and frequency of homework set by teachers varies from grade to grade. While students from Kindergarten to Grade 2 have no formal homework, they do at times bring home reading books, spelling to learn and maths work to do. In the other classes, students are allocated homework to do, although Grade 3 students will not have as much to do as students in Grade 10.

There is a clear expectation at the Huntingfield Campus that students at each grade level will have set homework each week night.

Homework is set to:
• Assist students to develop worthwhile study habits, which will equip them with strategies to promote independent learning.
• Provide opportunities for students to develop responsibility, perseverance, self-discipline and time management skills.
• Provide opportunities for positive support roles for parents/guardians to assist their children.
• Encourage child/parent/school communication.

A copy of the College’s Homework Policy is available from either Campus Office.
HOUSE SYSTEM

St Aloysius Catholic College has four sporting houses – Aikenhead (Green), Aloysius (Gold), Charity (Red), Fides (Blue).

The College holds three inter-house sporting events each year. These are compulsory events in the College calendar. The College swimming, cross-country and athletics teams are chosen for participation at STCPSSA and the Huon and Channel carnivals for Grades 3 – 6 and at SATIS for Grades 7 – 10.

IMMUNISATION PROGRAM

The Kingborough Council conducts an Immunisation Program in the municipality schools and St Aloysius is part of the program. Usually, Grade 6/7/10 students are involved in the Immunisation program. Annually, the Council issues consent forms through the College Office to parents/guardians for the purpose of providing free immunisation to students. The forms, when completed by parents, are returned to the College Office for forwarding onto the Council. Immunisations are conducted within school time and on school premises on dates determined in consultation with the Council and the College and are supervised by a member of staff.

LITURGICAL CELEBRATIONS

Liturgical celebrations in which the College participates include:

1. Prayer Services: During the year, classes present Prayer Services in the Church or the College Chapel.

2. Paraliturgies: These are held for specific and special celebrations e.g. during Lent and Advent.

3. Masses: Whole school Masses are held to celebrate the beginning of the school year, the College’s feast day, Holy Days of Obligation and the end of the school year. Classes also attend Parish week day Masses regularly either in the Church or the College Chapel.

4. Christian Meditation: Students are provided with regular opportunities to participate in Christian Meditation.

LOST PROPERTY

It is necessary and important to have every item of school uniform clearly labelled, as students often leave or misplace clothing at school. The names of previous owners of the clothing should be removed and be replaced with the current owner’s name. Most found items of clothing find their way into the lost property box. Unclaimed and unnamed lost property is donated to the Uniform Shop or St Vincent de Paul at the end of each term.

MEDICAL INFORMATION

The College provides confidential student medical forms to parents to complete early each year. The information on this form must indicate any special medical conditions that students might have. The information obtained enables staff to better care for students. The College should be kept informed of any changes to circumstances, so that our records are accurate and that we remain more able to assist if problems arise with students’ health.

MEDICATION

All medication that children need to take at school is to be handed into the College Office. The medication is administered by Office personnel at the appropriate times and a record is maintained in the Office. Exceptions to this procedure are Asthma medications and EpiPens which remain with the children at all times. Parents/guardians are required to complete appropriate administration of medication forms, which are obtained from the College Office.

NEWSLETTERS

College newsletters are posted on our website weekly. Access via a link is organised by parents through the College office. A number of paper copies of the newsletter are kept at both College Offices and may be collected by parents.

NOTIFICATION OF CHANGE OF ADDRESS AND CONTACT DETAILS

Please notify the College Office in writing if you change your address or telephone/email contact details. This is vitally important particularly if we need to make contact in times of illness or accident.
OUTREACH

The students, staff and families of St Aloysius Catholic College take great pride in the many opportunities they have throughout the year to give to others in need, both in the local and wider community. Students on both campuses raise money regularly for various worthy causes, including:

1. CARITAS, through donations to Project Compassion during Lent.
2. Archbishop’s Samaritan Fund, during Catholic Education Week.
3. The Society of St Vincent de Paul, through the Grade 7 Pathways Fashion Parade and other fundraisers.
4. Unenamwa Primary School, our sister school in Tanzania.
5. Emergency appeals in response to disasters both in Australia and overseas.
6. Black and White Day to support research into the Tasmanian Devils Facial Tumour Disease.

Students also have the opportunity to give of their time and talents to reach out to those less fortunate in other ways, including:

1. Visits to Hawthorn Village, a local residential home for the elderly.
2. Cooking soup and treats for Louis’ Van, which feeds the homeless on the streets of Hobart.
3. Collecting clothes, food and blankets for Vinnies.
4. Packing Christmas hampers for the Society of St Vincent de Paul.

The Huntingfield Campus has two very active Vinnies groups who meet regularly to plan and organise many of the above events.

OUR EXPECTATIONS

The College aims to reinforce Christian attitudes keeping to the objectives of the following statements:

Respect: Thoughtfulness is to be shown towards all members of the College community and to visitors.

Co-operation: Students are encouraged to co-operate fully with each other, and with teachers and visitors.

Courtesy: Good manners are to be shown to all members of the College community and to visitors.

Honesty: Students are encouraged to speak and act in an honest way, with tact and understanding.

Tidiness: Students are encouraged to take pride in the wearing of correct uniform, in their belongings, their school work and their work generally.
OUTSIDE SCHOOL HOURS CARE (OSHC)
Blackmans Bay Children’s Services conduct OSHC programs at the Kingston Campus for Kindergarten to Grade 6 students. Before School Care is available on site at the Kingston Campus from 7.30am - 8.30am. After School Care is available on site at the Kingston Campus from 3.00pm to 6.00pm. Vacation Care is also available through Blackmans Bay Children’s Services. The contact numbers for our OSHC provider are 6229 4914 or 0400 294 914.

PAYMENTS TO THE SCHOOL
In circumstances where money is sent to school e.g. payment of fees and levies, raffle returns etc, it should be placed in a sealed envelope with the student’s name, class, amount enclosed and the reason for the money being sent.

POSITIVE BEHAVIOUR SUPPORT
At St Aloysius Catholic College, behaviour support is an opportunity for valuable social learning as well as a means of maximising the success of academic educational programs. Preserving and building student self esteem and image as well as encouraging self-monitoring of behaviour are fundamental components of our positive approach to behaviour support.
Our shared expectations for student behaviour are plain to everyone and allow all to work together to create and maintain a positive and productive learning and teaching environment, where ALL school community members have clear and consistent expectations and understandings of their role in the educational process.
At the Kingston Campus a group of Grade 4 students work as Restorative Practice Leaders in the Kindergarten and Prep playgrounds at lunch times making sure the Kindergarten and Prep children feel safe, happy and included.

RELEASE FORM
When parents/guardians wish to take their child/children out of school during school hours, they are to complete a Release Form at the College Office. The form is signed by the Principal/Campus Director (or his/her delegate) to present to the class teacher/s prior to leaving the Campus.

RIDING BIKES TO SCHOOL
With permission from parents/guardians and the Principal, students in Grades 3 to 10 may ride bikes to and from school, providing the following conditions are met:
1. Notification from parents/guardians to the Principal must be given in writing.
2. Bike riders must wear recommended and approved safety head gear.
3. The journey must be strictly between home and school.
4. No bikes are to be ridden within the school boundaries or played with during the day.

SAFETY OF STUDENTS
Your support is sought in helping to make the College an accident free zone for the students. The very busy roads around both Campuses and the many parents who transport students to and from school make this an important safety issue.
There is a Crossing Officer on duty at the designated crossing zone in Roslyn Avenue each morning and afternoon. Children and adults must only cross the road at that point.
We are fortunate to have the use of the Parish’s large off-street parking area in Jindabyne Road. To help alleviate any movement difficulties, especially at peak times in the morning before school and in the afternoon after school, you are asked to only park in the spaces provided and to following the direction signs. In the interests of children’s safety, you are asked to reverse into parking spaces.
The staff car park in the front of the Kingston Campus office and classrooms is only for staff, delivery of goods and for disabled parking and access. You are requested not to drive through this area at all.

At the Huntingfield Campus, parents are asked to take due care to park in designated spaces and not to drive through the bus lanes. You are also asked to drive slowly and carefully in the car park.

Parents are asked not to use the designated disabled car parking spaces at either campus unless they have a permit to do so.

All students are encouraged to take care at all times when moving in the classrooms and on the playground. Special emphasis is placed on not running on cement and asphalt areas.

Parents/guardians are asked to remind their children of ‘stranger danger’, of dawdling to and from school or visiting friends without permission.

If you make arrangements with other adults to collect your children, please ensure that the children and the appropriate teacher/s have been informed of the arrangement. A phone call to the College Office would also be appreciated.

SIGNING IN AND SIGNING OUT OF STUDENTS
If any student arrives later than 8.45am in the morning, he/she or the parent/guardian are required to sign in at the College Office. If leaving the school before the end of the day, the student or his/her parent/guardian is required to sign out. A special register is kept in both College Offices for this purpose.

SPECIAL ACTIVITIES
Throughout the school year, the College community participates in special activities to celebrate and commemorate various events in the Church calendar and in the school year. All classes make full use of facilities available for excursions and cultural visits. Artists and performers regularly visit the College to entertain and educate students in the Performing Arts.

SPECIFIC FAMILY CIRCUMSTANCES
If there are specific family circumstances, such as custodial arrangements in place for children, it is important that such information is supplied in writing to the Principal.

STAFF MEETINGS AND PROFESSIONAL LEARNING SESSIONS
Generally, at 3.15pm, Staff Prayer Meetings are held on Monday afternoons and Staff Meetings and Professional Learning Sessions are held on Tuesday and Wednesday afternoons at each Campus. Interviews with staff members should not be requested at these times.

STUDENT ASSISTANCE SCHEME (STAS)
Forms for this scheme are available from the College Office and should be returned to the school for forwarding to the State Government agency charged with the responsibility for STAS. Eligibility for funding is decided by this Government agency. Funding made available to families covers part of the annual levy account. Any stationery required during the year must be purchased as needed and costs for excursions and camps are not covered by STAS.

STUDENT SAVINGS SCHEME
A student savings scheme is conducted on behalf of the Catholic Development Fund (CDF). All students are encouraged to save through this scheme.
STUDENT TEACHERS
Pre-service teachers regularly visit our College from UTAS for varying periods of time to complete practice teaching sessions. They are supervised by the class teachers and Principal and add another dimension to the educational opportunities afforded to the students.

STUDENTS “VALUABLES”
Students are discouraged from bringing ‘valuable’ items to school. Such items may include toys, games or sports equipment. Staff members are not required to assume responsibility for any such items that students bring to school. On special occasions or as part of a unit of work, students may be able to bring specific items for use in a class display or as a discussion topic.

At the Kingston Campus, if brought to school, mobile phones must be handed in to the College Office prior to 8.45am, the start of the school day. The phones may then be collected at 3.00pm by their student owners.

At the Huntingfield Campus, students may keep their mobile phones with them, provided they are turned off and not used during class time. Students may check their phones for messages at recess and lunch times.

SUNHATS
It is compulsory for all students to wear the approved College sunhats between 1st September and 30th April. Sunhats are worn during all periods of outdoor activity. The College practises a ’no hat, no play’ policy and this necessitates children without hats remaining in the shaded area during outdoor activities.

SUPERVISION OF STUDENTS
The students are supervised before school, during Recess and during Lunch times. Staff members are responsible for the supervision of students from 8.25am until 3.15pm.

At the Kingston Campus, students who arrive before 8.30am are to remain seated outside the staffroom until teachers commence duty at 8.30am. Kindergarten students are to be taken directly to their classroom. All students should arrive no later than 8.30am.

At the Huntingfield Campus, students arrive must arrive by 8.30am and proceed to their respective Learning Centre.

After school, staff members supervise students who catch buses.

Students are not permitted to leave the school grounds during the day, unless supervised or special permission has been granted by the Principal. Parents/guardians/designated persons are to proceed to the College Office to sign in/out any students who arrive later than 8.45am or who leave during the day for specific purposes such as dental or doctor’s appointments.

TERM DATES AND SCHOOL HOLIDAYS
These are determined by the Tasmanian Catholic Education Office and St Aloysius Catholic College follows those recommendations. Information regarding these dates is circulated to all College families as they become available.

VISITORS AND VOLUNTEERS
All visitors and volunteers, including tradespeople, are required to report to the College Office to sign in/sign out whilst on College property. Visitors and volunteers, including parents helping in classrooms, the Canteen and the Uniform Shop, are required to wear school-issued identification badges while on the College site.

All volunteers are required to undertake a Safety Screening. Application forms for this process are available from each Campus Office and must be returned to the Office for processing.