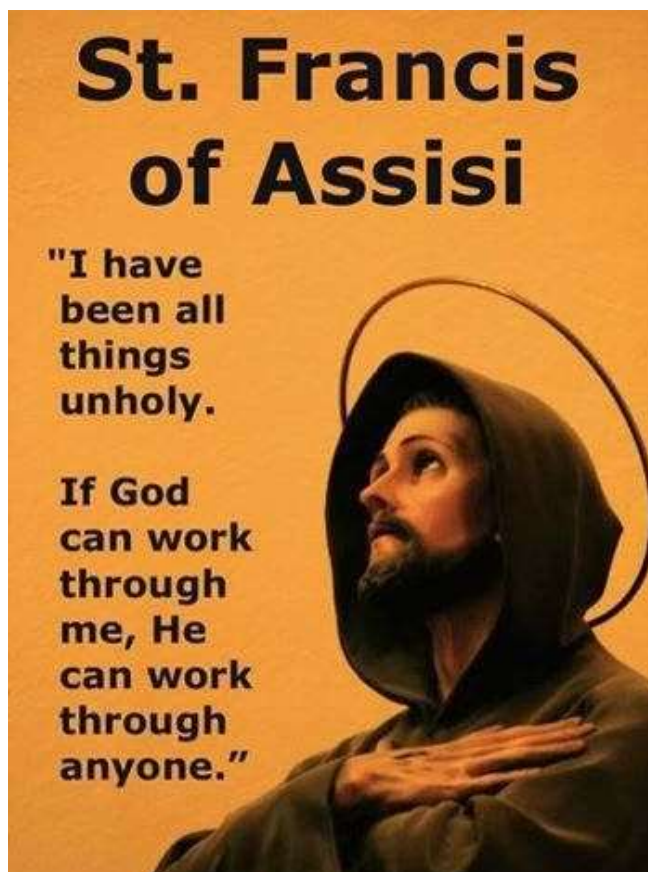


St Francis' School Maddington Handbook 2018



SCHOOL PRAYER

St Francis,
Help me to jump into this day,
full of joy and hope
Help me to see every problem
as a learning opportunity.
To myself and others,
let me show respect,
act responsibly,
believe in myself and
learn to belong to our
school community.
Amen



ST FRANCIS' PRAYER

*Lord, make me an instrument of Your peace,
where there is hatred, let me sow love;
where there is injury, pardon;
where there is doubt, faith;
where there is despair, hope;
where there is darkness, light;
where there is sadness, joy.*

*O' Divine Master, grant that I may not so much seek to be consoled as to console;
to be understood as to understand; to be loved as to love; For it is in giving that we
receive; it is in pardoning that we are pardoned; it is in dying that we are born again
to external life*

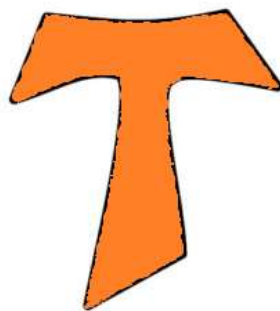
St Francis of Assisi

Feast Day: October 4th

St. Francis of Assisi abandoned a life of luxury for a life devoted to following the teachings of the Gospels by helping the less fortunate and those marginalised by society. He was also a noted environmentalist, looking after all of the animals

The tau is the sign used by St. Francis to wish peace to all he met.

In the Old Testament, it is the last letter of the Hebrew alphabet.





Introduction

This handbook informs parents/caregivers and students about St Francis' School and indicates how they can support and be involved in the life of the school. It also informs parents/caregivers of relevant policies and procedures that will facilitate cooperation between home and school.

St Francis' School

St Francis' School, established in 2015, is a Catholic coeducational secondary school that provides a caring and safe school environment for local teenagers who, for a variety of reasons, do not attend mainstream schooling and often, through no fault of their own, find themselves educationally marginalized.

Mission Statement

St Francis' School is committed to offering a nurturing environment to its students. Students are encouraged to re-engage with education, self-belief and ultimately, reach their potential by developing independent learner skills. The school offers academic and practical courses to equip students with the necessary skills to participate in and contribute to the wider community. The school has forged strong community links and strives to work with local support and educational agencies. The school's enrolment policy is non-judgmental and cross cultural.

Nationally recognized Certificates and some 'taster' courses are offered in Light Auto, Visual Arts, Business, Barista, Engineering and Outdoor Recreation with strong emphasis on students attaining minimum Literacy and Numeracy requirements for further education. Both English, Mathematics and Religion & Life are offered for Year 11 and 12. All students have an Individual Plan.

Following in the teachings of St Francis of Assisi (the Patron Saint of Ecology), there is a strong emphasis on learning stewardship and care for the environment.

St Francis' School has a philosophy that is based on four Christian Principles, to which staff and students aspire as we endeavour to give witness to the teachings and life of Jesus Christ.

Principles:

- Respect** for self, others and the environment
- Responsibility** for decisions, actions and words
- Belonging** to a safe, caring community where generosity is emphasised
- Belief** in self-worth, in pursuing personal potential and in the dignity of all

Motto

I believe...I belong

Logo: Reading our logo from left to right, the tau cross of St Francis is to emphasise our **belief**, the boomerang shape symbolizes cross culture/**belonging** and the square depicts **learning** (books/ipads).



Curriculum

The curriculum of a Catholic school provides for the total growth of the student and so offers a variety of experiences, which will give the students a holistic educational grounding. St Francis' School also offers practical, relevant and motivational lessons and activities which promote personal and academic skills. Literacy and Numeracy Testing is conducted upon enrolment and during the year, and where required, appropriate educational support is offered to the students.

Individual Plans are created in collaboration with each student and their parents/care givers to ensure the most appropriate learning strategies and pathways are pursued.

The **Curriculum** is taught in accordance with all Government, School Curriculum and Standards Authority and Catholic Education Office guidelines. WACE subjects and Certificate Courses (up to Certificate II) are offered in Years 11-12 to prepare students for further study (University or TAFE) or the workplace.

We have leased our Automotive workshop to the Motor Trade Association of WA. They are the largest provider of apprenticeships and pre-apprenticeships in Light Auto in the State. In return, being a very respected RTO, MTA will offer full Certificate courses in Light Auto (up to Certificate II) to the students of St Francis' School.

At St Francis' School, we teach the Keeping Safe Child Protection Curriculum (KS: CPC). This is a comprehensive child safety framework linked to the West Australian curriculum and is a compulsory program for all CEWA schools from Pre-Kindergarten to Year 12.

In Years 10-12 there are four main areas of focus:

1. The Right to be Safe
2. Relationships
3. Recognising and Reporting Abuse
4. Protective Strategies

In each of the four areas of focus, there are several topics which have several descriptors that are required to be taught. These descriptors are integrated across all subject areas and presented in various forms at the discretion of the teaching staff in consultation with the Principal. This may include group discussion, Power Point presentation, slide show, role play, explicit teaching or handouts.

The education offered at St Francis' School prepares each student to access further Education (University or TAFE) training and employment so that they can be productive citizens in their local community.

2018 Courses for Year 10 (Transition)

- Religious Education
- English
- Mathematics
- Food Technology
- Metalwork
- Sport, Health & Fitness
- Certificate II in Foundation Skills
- Certificate II in Visual Arts
- Certificate II in Light Auto (delivered by MTA)
- Strong Hearts - Strong Minds (including Drivers Education)
- Giving Back - Community Service
- Try-A-Trade taster courses in Automotive, Painting and Plumbing (delivered by MTA &MPA)
- Some competencies at Certificate I level can also be completed in Food classes (Barista)

2018 Courses for Years 11 & 12

There are still two distinct stages comprised of Years 11 and 12.

Stage 1: Year 11

There is no specific time limit on completion of this phase of the course, but there is an expectation that it would be completed inside one year but it may be two years depending on the individual student. The course includes:

- Religion and Life (General level units)
- English (General and Foundation units)
- Mathematics (Essential and Foundation units)
- Sport/Recreation
- Outdoor Recreation (Certificate II)
- Foundation Skills (Certificate II)
- Visual Arts (Certificate II)
- Engineering Pathways (Certificate II)
- Light Automotive – Delivered by MT (Certificate II)
- Strong Hearts - Strong Minds
- Giving Back – Community Service
- Workplace Learning
- Try-A-Trade taster courses in Automotive, Painting & Plumbing

Stage 2: Year 12

When participants are ready and capable, they are able to complete (ideally in one calendar year) a course that leads to WACE completion, articulating to further training or a bridging course to a number of universities. They are placed on a program that is comprised of:

- Religion and Life (General level units)
- English (General and Foundation units)
- Mathematics (Essential and Foundation units)
- Sport/Recreation
- Outdoor Recreation (Certificate II)
- Foundation Skills (Certificate II)
- Visual Arts (Certificate II)
- Engineering Pathways (Certificate II)
- Light Automotive – Delivered by MTA (Certificate II)
- Strong Hearts - Strong Minds
- Giving Back – Community Service
- Workplace Learning
- Try-A-Trade taster courses in Automotive, Painting & Plumbing

Assessment

At the start of their enrolment all students undertake pre-post, online ACER Compass testing in Literacy and Numeracy. This testing assists in the creation of the Individual Plans. Students will participate in ongoing classroom assessments and practical VET assessments. Testing and assessments will be conducted in accordance with the Western Australian Curriculum guidelines and reviews occur for most students each term. We report on Learning Area subjects and courses at the end of each Semester.

On full enrolment into St Francis' School, all students and parents/ caregivers understand that the School Principles are essential for us to create an effective learning environment. We expect parent/caregivers to become partners in the education of the students– working together we can ensure the best possible outcomes.

Support

The school, in collaboration with the student and parents/caregiver, will develop an Individual Plan so that the student's progress can be traced.

School Counsellor

Our school counsellor can provide services during class time and during class break times for students. Times outside school hours are by appointment only. The school can provide advice on accessing outside clinical and support services if required.



St Francis' School: Induction Program for Provisional Enrolees

Through participation in our tailor-made induction program and constant interaction with our staff, each student is encouraged to display positive personal development by upholding the school's Principles of Respect, Responsibility, Belonging and Belief, as well as displaying:

- ✚ *Generosity*: The ability to give selflessly to peers, family and others (soup run/aged care).
- ✚ *Learning*: Working independently and striving for mastery and personal excellence.
- ✚ *Interpersonal skills*: Working cooperatively with peers, family and staff.
- ✚ *School Engagement*: Participating in, by way of regular attendance, and contributing to the life of the school in a positive way.

Demonstration of the above will be noted by staff and play a crucial role in the determination of the offer of a Full Enrolment

Attendance Program

We understand the value of consistent and regular and punctual attendance on academic achievement. The attendance program has been designed to encourage the students to take responsibility for their own school attendance and punctuality. Attendance is monitored daily and student effort in this area will be noted and rewarded.

Absenteeism

A parent/caregiver **must contact the school by 9:30am** to inform us about an absence.

- An explanatory note from the parent/caregiver is required for every absence.
- A Medical Certificate is expected for every absence longer than two days due to sickness.
- If you do not contact the school, your child will be marked as truant and we are required by law to send this information to the relevant authorities.
- If you are dropping a child off late or picking them up early, a parent or caregiver will need to sign in at the office. All students who arrive late or leave early must sign in at the front desk.

Late to school

If a student arrives late to school, they must sign in at Reception and obtain a Late Notice. They are expected to go directly to class and hand the Late Notice to their teacher. Alternatively, they may be required to work in a separate area until the commencement of their next lesson.

Uniform

The uniform at St Francis' School is a polo shirt with the school logo. This School Shirt is provided by the School and should be worn while at the School and on school excursions. Each student will be issued with one polo shirt upon completion of their provisional enrolment period. Additional shirts can be purchased from the school for \$25 and a St Francis' School jumper is available for purchase for \$50.

Neat and **'school appropriate'** jeans/pants/shorts/ skirts/shoes must be worn with the school top. While at school, students **must wear enclosed shoes or sandals with straps** for Occupational Health and Safety reasons. Joggers/sneakers and shorts/track pants are required for some Sports classes.



Behaviour Framework

Student wellbeing and Pastoral care at St Francis' School is an expression of Christ's care in our school community through commitment to the total wellbeing of each student. The worth, dignity and uniqueness of every individual is recognized and respected.

The development of a school community relies on a shared vision of what is important (our Principles) and a shared set of interactions (our relationships).

At St Francis' School our core Principles are Respect, Responsibility, Belief and Belonging.

When you join the St Francis' community, our staff are committed to supporting students in their personal development so that they are able to do your best to uphold the School Principles and Code of Conduct and to maintain positive relationships.

We believe all members of the School community have the right to be treated with respect and that staff and students should be able to teach and learn in a safe and supportive environment.

However, we understand that our students may have difficulty from time to time with some aspects of how to behave or interact appropriately in our community. We ask that students, with the support of a staff member, be willing to reflect on these situations to restore relationships with individuals and the school community.

Behaviours that do not reflect the principles will be raised with the student, who will then be requested to re-commit to these values. They may be asked to repeat a 'provisional enrolment' following consultation between the Principal and the School Counsellor.

Resolving problems

St Francis' staff aspires to build relationships with our students. We seek to approach confrontational issues in a low-key way, to communicate with students so that the problem is addressed. We also value communication with parents/ caregivers as we seek solutions.

Consequences for actions are a part of the discipline process and may differ according to the situation. Students are encouraged to identify who has been harmed by their actions and to put right the wrong. By recognizing the effects of their behaviour, students can then receive support to change or improve. At all times, the needs and rights of each individual member of the St Francis' community must be considered so that all students and staff can work in an environment that encourages collaboration.

Bullying

Bullying, teasing or intimidating other students physically or verbally on or off the campus is not tolerated as we strive to provide a safe, secure and respectful learning environment for all students.

Bystanders indirectly support the actions of the bully by doing nothing!

Bullying behaviour can be, but is not limited to:

- ✚ Physical (e.g. assault, hitting or punching, kicking, theft).
- ✚ Verbal (e.g. threatening or intimidating language, teasing or racist remarks)
- ✚ Psychological/Indirect (e.g. spreading nasty rumours, intimidation through gestures, social exclusion and sending insulting messages)
- ✚ Cyber (see below)

Smoking

St Francis' School is a smoke-free school. Smoking is not permitted for staff or students on school grounds. We expect everyone to show respect for the health and wellbeing of others and the good of the environment.

Code of Conduct

Purpose

The purpose of the Code of Conduct describes the minimum standards of conduct in all behaviour and decision making to ensure the safety and well-being of all students.

Application

The Code applies to all staff, students, volunteers, parents, guardians and carers as applicable.

Introduction

The full Code of Conduct and Guidelines are available on our website: www.stfs.wa.edu.au
The School acknowledge the inherent vulnerability of the students in our care.

The School recognises that the safety and well-being of students depends upon our vigilance and diligence and the vigilance and diligence of all adults.

The Code does not give detailed professional advice on specific behaviour. Rather, it describes the minimum requirements expected of staff, students, volunteers, parents and guardians.

If our behaviour varies from the standards described in this Code (and Guidelines), we should be prepared to explain and justify our decisions and actions.

While mandatory language such as 'must', 'shall' and 'will' is not used throughout the Code, there is a presumption the conduct described is mandatory and therefore not discretionary.



The Principal expects all members of the St Francis' community to conduct themselves personally and professionally in a way that maintains public trust and confidence in our school and the Church.

The School and its staff have a responsibility to students and their family, other members of the school community and the wider community to provide and support safe and competent education and care of students. We will do our best to support other members of the school community to comply with the Code.

In cases of conflict between parts of the Code, between the Code and other school policies, or in any decision-making choices, we give priority to the outcome that will be in the best interests of the safety and well-being of the child.

Any breaches of the Code must be notified to the Principal.

Conduct Statements

1. We act safely and competently.
2. We give priority to students' safety and well-being in all our behaviour and decision making.
3. We act in accordance with the values of the Gospel as defined in the Code of Ethical Conduct.
4. We conduct ourselves in accordance with laws, agreements, policies and standards relevant to your relationship with the school community.
5. We respect the dignity, culture, values and beliefs of each member of the school community.
6. We treat personal information about members of the school community as private and confidential.
7. We give impartial, honest and accurate information about the education, safety and well-being of students.
8. We support all members of the school community in making informed decisions about students.
9. We promote and preserve the trust and privilege inherent in our relationship with all members of the school community.
10. We maintain and build on the community's trust and confidence in Catholic schools and the Church.
11. We act reflectively and ethically.
12. We allow students to have a voice in their education, safety and well-being.



School Transport

St Francis' School is located just a few hundred metres from the Maddington train station. A member of staff may be able to pick up and drop off a small number of students who may find transport a difficulty. If transport is a concern, please check with the Principal for available options.

School Hours

Students are encouraged to be on site at 8.30am where they can have a light breakfast and/or catch up with their peers. **All students should be at school by 8.45am.** Classes commence at 9:00am and finish at 2.40pm.

School Fees

The School fees are deliberately kept at an affordable level and include:

- all resources
- excursions, incursions,
- stationery,
- breakfast, if required

The fees for 2018 are as follows:

- | | |
|---------------------------------------|-------|
| • Tuition & Resources | \$820 |
| • Compulsory Building Levy per family | \$80 |

There are a variety of payment methods and payment plans available. Payment can be made by cash, cheque, B-Pay, Direct Debit or EFTPOS. Please contact the office on 9262 4421 for more information if needed.

Lockers

Students are requested to keep all valuables in their locker. Locker searches may be conducted in extreme circumstances to ensure the safety of both staff and students.

Nutrition and Wellbeing

At St Francis' School, we support wellbeing and good nutrition in a healthy environment where students learn about healthy eating and lifestyle practices.

- Cold water is always available to the students.
- Morning tea of toast with condiments and fruit provided.
- If parents/carers are dropping off food for a student's lunch, this is to be a healthy food option, no McDonalds, KFC, Hungary Jacks etc.
- High sugar or caffeine drinks are strongly discouraged.
- All students are encouraged to participate in some form of sport/physical activity.



Board of Management

St Francis' School Board is the body responsible for the financial management and planning of the School. The Board consists of the chairperson, principal, a representative from Catholic Education WA, a secretary, a treasurer, and other members who have a connection with or a dedicated interest in the school.

Parent/School Partnership

The school is there to help the student and the family. As the parent/caregiver, you are always welcome at the school. Please don't be a stranger! Together, we will make a positive difference to your child's future!

Please encourage your child to participate in the educational program and encourage them to do their best. Let us know of any issues and concerns that may impact on the student's behaviour, performance or progress at school. This helps us to help your child!

The jurisdiction of the school applies at all official school-associated or school-sanctioned activities both on school premises and in the community. Students in school uniform represent our community, and accordingly, we expect an acceptable standard of behaviour at all times. For issues that happen out of school that affect students learning and/or behaviour in school, the school will provide support when required. Compulsory reviews occur for most students throughout the year. You will be notified when the review will be and a parent/primary caregiver will need to accompany the student to their review.

Parents are welcome to contact staff regarding their child's progress. We encourage regular communication.

Please ring the School on 9262 4421 to speak to a staff member.



Medication/Emergency Contact

Students are not permitted to carry medication with them throughout the day nor store medication in their locker. All medication must be handed in to the office.

All parent/caregivers are required to complete a consent form in the front office if you wish medicine to be administered. Please keep us informed of any changes to medical information. Students who are too ill to remain at school will be sent home.

It is vital that all details on the Medical Information forms are kept up to date. If at any time your address, phone number or emergency contact number is changed, ***please notify the school immediately***. We ask that a contact number other than the parent/carer also be included.

Paracetamol tablets will only be given if written permission is given. For some sicknesses or infectious diseases, the student must stay home. Please see your family doctor or ring the school for exclusion advice. There is an advice site at www.public.health.wa.gov.au under infectious diseases.

Court Orders and Other Legal Matters

If parents have any type of court order or parenting order, a copy must be supplied to the school. The school cannot accept verbal agreements concerning residence/contact of children.

Mobile Phones, iPods & Other Electronic Devices

The use of mobile phones, iPods and other electrical devices during school time is discouraged at St Francis' School because of:

1. Their distractive nature to self and to peers during important learning time.
2. The users' ability to get onto inappropriate sites, the possibility of breaking the Privacy Act regarding the photographing/videoing others.
3. The possibility of cyber bullying etc.
4. The need to prepare as a young adult for entering a workforce that expects employees to focus and perform to a high standard with minimal distraction.

At St Francis' School, students may elect to hand in their mobile phones and electronic devices to staff before the commencement of the first period and collect them at the end of the school day. Chargers are provided for students who may wish to charge their devices.

Students who elect not to hand in their mobile phones and devices are reminded that they are to remain on silent and not to be used during class or Meeting times. No calls, text, social media messages or games are to be made, taken or played. If a student is found to be using their mobile phone or electronic device during class or Meeting times they will be asked stop using the device and to put it away.

Students may wish to use their phones or devices at break times, however, the School encourages students to actively interact with other students. Students are allowed to bring a separate iPod or similar mp3 listening device to use at recess and lunch if they elect to hand in their phones at the start of the day.

Staff may allow students to listen to music in lessons. However, this is at the discretion of the individual staff member.

These expectations give witness to St Francis' philosophy that is based on the four Christian Principles of Respect, Responsibility, Belonging and Belief.

Respect (for self, others and the environment) – for our own learning and right of others in classes to not have their learning disrupted.

Responsibility (for decisions, actions and words) – for making the correct decisions and acting responsibly.

Belonging (to a safe, caring community where generosity is emphasised) – being a part of a community that believes connecting with others in our learning environment is to be wholehearted and, to give our time and attention to those in our class.

Belief (in self-worth, in pursuing personal potential and in the dignity of all) – in working to the best of our ability in all classes.

Cyber-bullying – Information Communication Technologies (ICT)

Students at St Francis' School are provided with access to a digital device to facilitate the delivery of the Educational Programs at the school. The device is the property of the school and its use is monitored at all times.

Cyber-bullying is the use ICT to support deliberate, repeated, and hostile behaviour by an individual or group that is intended to harm others, create a hostile school environment and/or threaten their well-being. ICT used in cyber-bullying include but are not limited to e-mail, mobile phone and social media. Examples of cyber-bullying may include but are not limited to:

- ✚ Posting slurs on websites social media
- ✚ Sending or posting crude, rude or threatening messages
- ✚ Using camera facilities to take and/or post embarrassing photographs of students
- ✚ Using social medial to circulate gossip and rumours or to poll students

Cyber-bullying is prohibited at all times, on school-owned or school-operated devices, while attending or engaged in school-sponsored activities, or while away from school grounds if the misconduct results in disruption of the educational environment. Students and if necessary parents will be asked to take part in a meeting or counselling sessions to resolve issues which may arise as a result of cyber-bullying.

Drugs and Illegal/dangerous/inappropriate items or substances

The use, possession and/or distribution of illegal drugs and the unsanctioned use and distribution of drugs such as alcohol, tobacco and medication are not accepted. **Students suspected of being under the influence will be sent home immediately and will be required to attend a re-enrolment interview with the Principal and parents/caregiver.**

To safeguard against this possibility, locker searches may be conducted during the year. Our school is committed to maintaining a safe, secure and supportive environment for its community. Things such as chewing/bubble gum, knives, dangerous weapons, permanent markers, spray cans, alcohol, tobacco, or any unlawful substances, are not permitted at school. Items that the community would generally agree are dangerous are also not to be brought to school. This also applies while wearing the school uniform out of school.

Out of Bounds

- ✚ Students must remain on the School premises for the school day, unless attending a sanctioned appointment
- ✚ Students are not allowed to visit the workshops without a staff member or to wander around the Auto Workshop (MTA).

School Environment

*All students have the right to learn
without disruption and belong to a school that is
a safe and happy place.*



For further details, please contact the School on 9262 4421