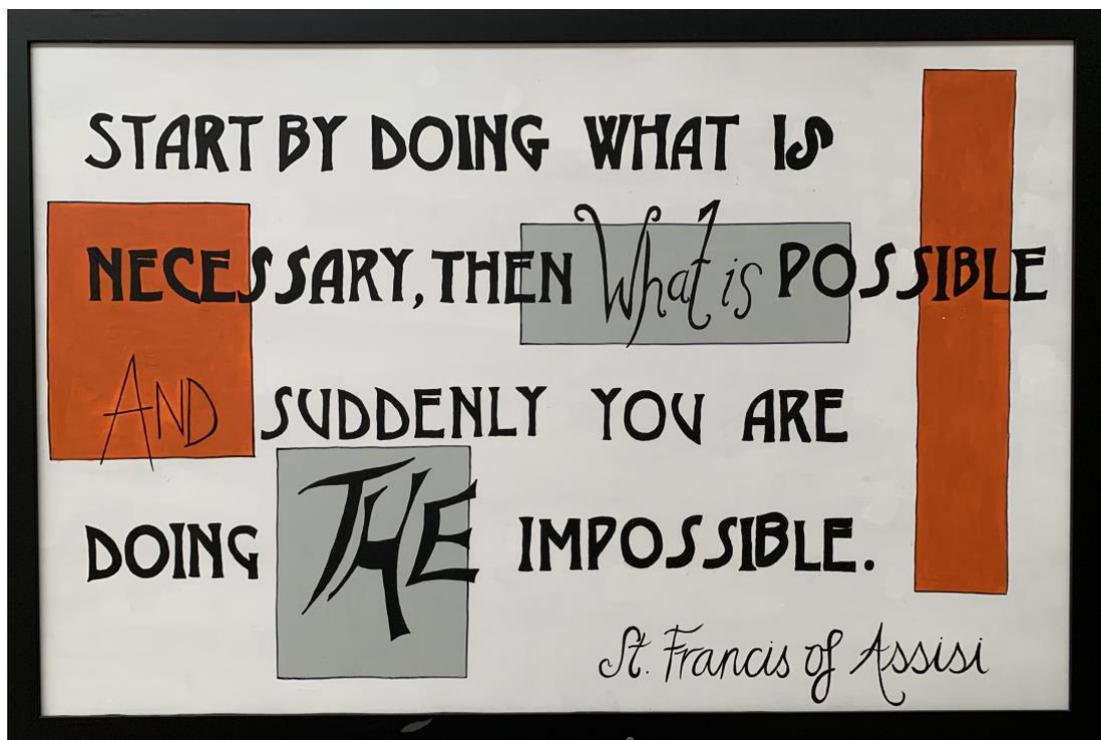


# **St Francis' School**

## **Maddington**

### **Handbook**

#### **2022**



## 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



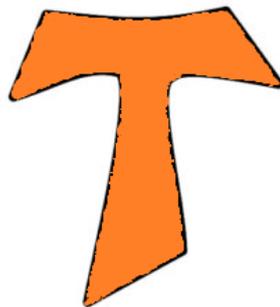
ST FRANCIS' PRAYER

*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.

## **Our Value Proposition**

We are a small Catholic, co-educational CARE school in the spirit of St Francis' of Assisi providing a safe, secure environment in which the needs of each student are uniquely seen and considered. Students are nurtured by staff who model trust, hope and generosity.

## **Our Vision**

To be a leading Catholic Co-Educational CARE School, offering a safe, nurturing environment for teenagers who, for a variety of reasons, are educationally marginalised in society and find themselves unable to attend mainstream schools.

## **Our Mission**

We follow the teachings of the Gospel by showing honour, respect and love to every student regardless of their background and socio-economic standing.

## **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.

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 which is central around each child's individual Academic, Social and Emotional needs and abilities.

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.



## Principles

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.

**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**.

## 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 Ten to Twelve 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.

### **2022 Courses for Year 10 (Transition)**

- Religious Education
- English
- Mathematics – Foundation Units 1 & 2
- Visual Arts
- Food Technology
- Metalwork
- Sport, Health & Fitness
- Skills for Work and Vocational Pathway (Certificate II)
- Strong Hearts, Strong Minds (including Drivers Education)
- Live to Give - 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)

### **2022 Courses for Years 11 & 12**

There are 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 units)
- English (General and Foundation units)
- Mathematics (Essential and Foundation units)
- Health, Physical and Outdoor Education (Foundation Units)
- Health Studies (General)
- Visual Arts (General)
- Sport/Recreation
- Outdoor Recreation (Certificate II)
- Skills for Work and Vocational Pathway (Certificate II)
- Engineering Pathways (Certificate II)
- Certificate II in Light Automotive (Delivered by MTA)
- Strong Hearts, Strong Minds
- Transition to Adult life
- Live to Give – 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 units)
- English (General and Foundation units)
- Mathematics (Essential and Foundation units)
- Sport/Recreation
- Health, Physical and Outdoor Education (Foundation Units)
- Outdoor Recreation (Certificate II)
- Skills for Work and Vocational Pathway (Certificate II)
- Visual Arts General
- Engineering Pathways (Certificate II)
- Certificate II in Light Automotive (Delivered by MTA)
- Strong Hearts, Strong Minds
- Transition to Adult life
- Live to Give – 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.



Give love, Give joy, Give hope .....

Designed by Angel Britz (Year 12, 2021)

St Francis of Assisi is the patron saint of all who study and work in the area of ecology. He was particularly concerned for God's creation and for the poor and outcast. St Francis was deeply loved for his joy, his generous self-giving, and his openheartedness. He showed us just how inseparable the bond is between our concern for nature, justice for the poor, commitments to society, and interior peace (*Laudato Si Para:10*).

"For it is in **giving** we receive" (St Francis' Prayer). At St Francis' School all students are encouraged to model the example set by St Francis by giving back to their school and wider community through their active participation in the St Francis' **Live to Give Program**.

Students can participate in as many components of the St Francis' **Live To Give Program** as they desire. The St Francis Live to Give program includes:

- Planning, preparing and delivering meals to local support agencies including [The Shopfront](#), [Ruah Community Services](#) and [Real Life Church Gosnells](#).
- Volunteering at the St Vincent de Paul Society Warehouse
- School Service Days (where parents/caregivers are also invited to join in the giving back activities).
- School recycling program
- Cash 4 Cans (all monies collected are donated to charities)
- Year 10 Service-Learning activities including:
  - Making Park Benches
  - Maintaining the gardens around the school
  - Looking after the school's rabbits and chickens
  -

The **Live to Give** logo comprises a number of key elements. The hands represent giving back, the butterfly represents hope and joy, whilst the apple and heart represent nurturing of the body and spirit, through food, care of the environment and love for each other. The Tau Cross in the centre was used by St Francis to wish peace to all he met.

## 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

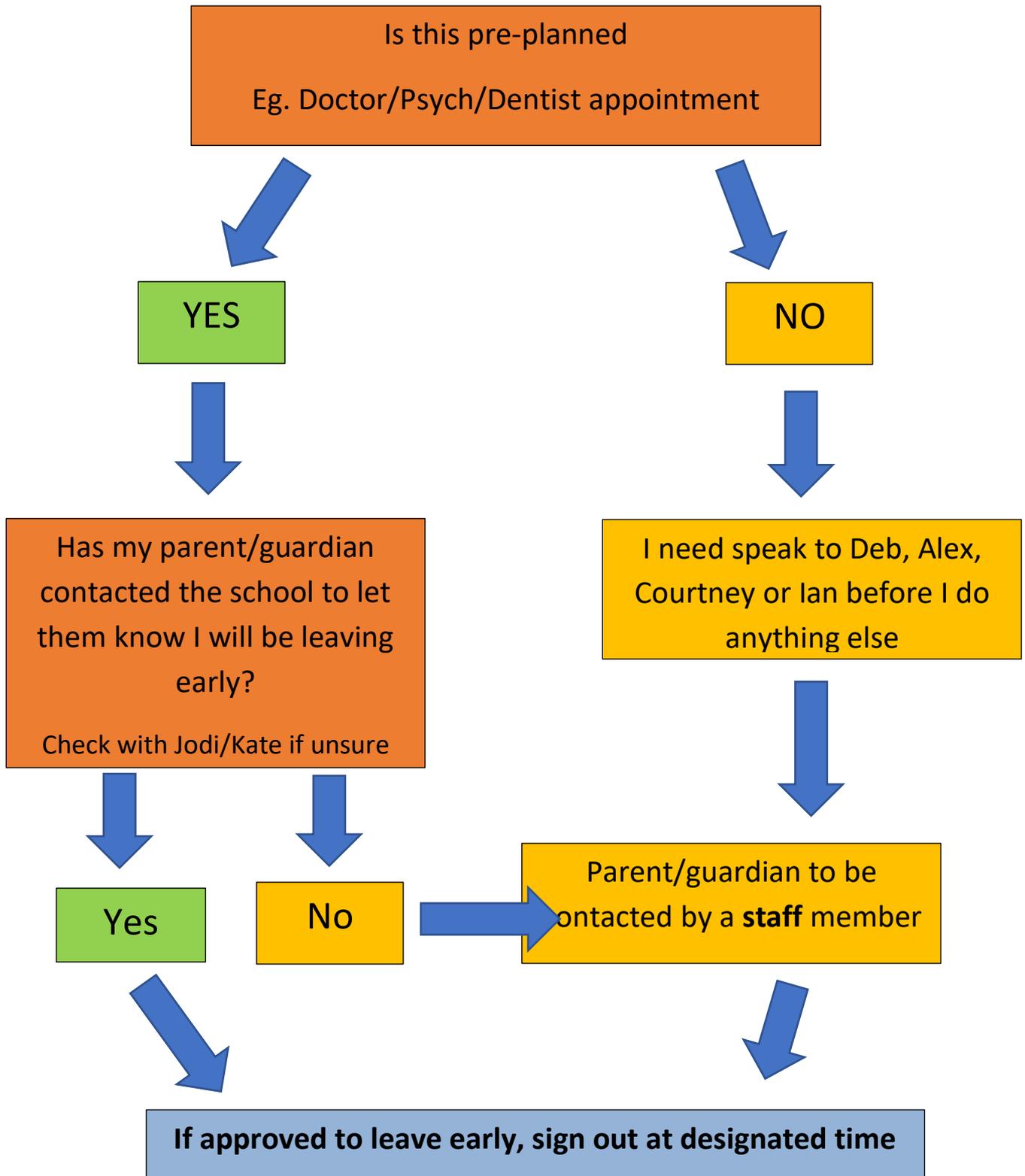
A parent/caregiver **must contact the school by 9:30am** to inform us about an absence.

- 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.

## I need to leave school before 2:40pm - What do I do?



## **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.

## **Students Leaving Class & Accessing Support**

If a student is unable to stay regulated in class and/or is struggling to engage in their learning there are a variety of ways in which they can access support:

- The classroom teacher or support staff may ask the student what is on their Self Care Plan
- The student may request to go and seek support from a member of the Pastoral Care Team or their Advocate Teacher
- If the student is unable to return to class, they may wait in one of the following places, if available: Sick-bay, Youth Worker Office, Music Room, Reflection Room, Social Worker Office. To assist with self-regulation, students may use a variety of tools including calming kits, fidget toys, colouring etc
- Whilst waiting for support, students may not be in the following areas: administration, Common Room, Gym Room, unattended classrooms or corridors
- Support offered by the Pastoral Care Team can include: talking with a member of the Team, assisting in co-regulation, accompanying on a walk or on the swings at the school, shooting hoops, access to the Gym Room, Reflection Room or Music Room,

## **School Social Worker**

Our school Social Worker 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.

Our Social Worker is available for discussion of any worries, concerns or issues you may have relating to your child. Appointments in person or by phone are available from 8.30/9am. We will continue to contact parents and caregivers throughout the day should there be a need to explore your child's social and/or emotional needs.

## **Educational Assistant**

The primary role of the Educational Assistant is to support students in the learning environment to access the curriculum at St Francis' School. They assist students with challenges in learning, physical, social, emotional and/or personal management. Educational Assistants support teachers with students who require teaching and learning assistance/adjustments in the classroom environment.

## **Aboriginal Teaching Assistant**

Aboriginal Teaching Assistants are employed to support Aboriginal students in the areas of academic achievement, social engagement, participation, attendance and behaviour. Their roles may vary depending on the needs of students, teachers, parents and local communities. The responsibilities of ATAs are categorised under the following three components:

- Supporting Aboriginal students
- Engagement and connections
- Supporting the integration of the Aboriginal and Torres Strait Islander Histories and Cultures cross-curriculum priority



## **Uniform**

All students are required to wear their St Francis' shirt to school each day as it demonstrates the belonging the young person has to our school community. For new families, students will receive their shirts at the conclusion of their Trial Enrolment period.

Should you wish to purchase new/additional shirts, these are available at a cost of \$35 each from the school along with other uniform items.

Neat and '**school appropriate style and length**' jeans/pants/shorts/skirts must be worn with the school shirt. While at school, students must always wear enclosed shoes. Students should not present at school with inappropriate clothing and/or clothing with inappropriate decorations or slogans that are not appropriate for a Catholic school.

## **Advocate Teacher**

At St Francis' School we are committed to creating and maintaining an environment which ensures all students are supported appropriately relevant to their academic in addition to their social and emotional needs. It is recognised that in order for a young person to best perform academically their social and emotional needs must be met in a timely manner and in a way appropriate to the individual.

In order for pastoral support of students to be effective, individual student supports need to be reviewed regularly to assess if needs are being met (or continue to meet) the needs of the specific student.

To maximise the facilitation of appropriate support for individual student needs, all teachers will be actively involved in information gathering, goal setting and exploration of relevant steps to achieve the goals of students allocated to them. This will be done in collaboration with the student in addition to discussions with other relevant St Francis' School staff.

An Advocate Teacher (AT) will be allocated when students have completed their three-week Trial Enrolment. The AT will sit in on the Final Enrolment Interview which is held after the completion of the three-week Trail Enrolment.

The Advocate Teacher:

- Is a point of contact between the student, the Pastoral Care Team, and the student's guardians.
- Tracks patterns of behaviour, school attendance and class participation by gathering general feedback from other staff.
- Gathers and considers information available (enrolment interview, YVAPP data, student enrolment reflection, academic needs, identified goals, any social/emotional information).
- Assesses information gathered from the relevant sources and determines any



unmet need which can be incorporated into the student's overall experience whilst enrolled at St Francis'.

- Liaises with the student, Youth Worker and Social Worker in the creation of a student support plan.
- Checks in with the allocated student on a weekly basis to ascertain changes in class readiness/peer relationships/physical health etc and initiate modified goals and/or plans to suit the students' current and ongoing needs.
- Contacts guardians/carers as required to provide feedback on the students' patterns of engagement at St Francis' School.

### **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 students join the St Francis' community, our staff are committed to supporting you in their personal development so that they are able to do their 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 learn and 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 aspire 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' School community must be considered so that all students and staff can work in an environment that encourages collaboration.

## **Working it Out Process**

Students are required to commit to entering into a Reconnection process if they break the connection to the community with behaviour that is inappropriate. The Reconnection process is known as **Connect, Clarify, Restore**. A general overview of what this process looks like is described below.

### Connect

Students are supported and encouraged to speak about what happened, to tell their side of the story.

### Clarify

Students are asked to think about their thoughts before and after the incident and identify possible triggers for their behaviour.

### Restore

Students are encouraged to be involved in the search for a solution to the problem. If consequences are appropriate, they will be chosen in a way that restores relationships and community.

## **Consequences**

When deciding on consequences for student behavioral matters and incidents that require restoration we will:

- Be firm but fair
- Provide choices,
  - Choices invite the student to come up with suggestions.
  - Choices prevent conflict and build power with structures rather than power over.
  - Choices build a cooperative environment.
  - Choices create less stress and fewer power struggles than rules or demands
  - Choices build mutual respect and consideration
- Consider, does the consequence build the young person?

- Consider, does the consequence take into account the social and personal capacity of the young person?
- Does the consequence restore the community?

Should a student be involved in a physical altercation with another student the **Connect, Clarify, Restore** approach will be central to their return to St Francis' School.

*"When working with our students it is vital to involve them in the process of finding a solution. By doing this we help them learn pro-social behaviours and build their capacity to self-regulate" (McDonald 2010)*

## **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](http://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' School 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 2022 are as follows:

- |                                       |       |
|---------------------------------------|-------|
| • Tuition & Resources                 | \$880 |
| • Compulsory Building Levy per family | \$88  |

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.

## **Advisory Council**

St Francis' School Advisory Council is the body responsible for the financial management and planning of the School. The Council 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](http://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.

## St Francis' School Mobile Phone and Responsible use of Technology and Social Media Expectations

The expectations outlined below 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.



### Mobile Phones

The use of mobile phones is not permitted during lesson time at St Francis' School due to:

1. Their distractive nature to self and to peers during important learning time.
2. The users' ability to get onto inappropriate sites.
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

- Mobile phones are not to be used any time other than before school, at break times or after school.
- Once Lessons commence student mobile phones are to be either:
  - Left in the student's locker
  - Placed in their bag
  - Placed in the locked box in the Common Room
  - Left in the Administration Area with Jodi/Kate
- If a student is found to have their mobile phone in lessons and/or be using their mobile phone in lesson time the following will occur:
  - They will be asked to immediately place the phone in their bag or hand the phone to a staff member
  - If a student does not respect the request to put their phone away or hand it in, a member of the Pastoral Care Team (PCT) will be called to speak to the student
  - If, after speaking to a member of the PCT, a student continues to refuse to be responsible and respect the School expectations parents/caregivers will be contacted by a member of the PCT and permission sought for the student to go home or they will be collected by the parent/caregiver.

### Responsible Use of Social Media

The expectations set out below also apply to the way a student uses technology and behaves online. These expectations work in tandem with the School's Student Code of Conduct.

For example, students shall:

- a) Avoid publishing photos, videos, or other recordings of another student without express consent, and not publish information (including personal details, contact information, images, and recordings) concerning another student, staff member, parent, or other member of the School community online without express consent.
- b) Avoid publishing information which may bring the School (or any of its staff, students, parents, and other members of the School community) into disrepute. This includes where an image or recording shows a student in School uniform behaving inappropriately.



- c) Not set up any online website, forum or group which features the School's name in its title, or which may suggest that it is operated or sanctioned by the School.

### **Ongoing Student breaches of the expectations**

The Principal will have absolute discretion for deciding how to best respond to concerns about a student's compliance with our expectations. The Principal may implement one or more of the following consequences (and not necessarily in any order) if there are ongoing or serious breaches of our expectations:

- a) A meeting with Parents/Caregivers
- b) Possible review of the student's enrolment
- c) Where alleged behaviour is unlawful, a report to police or authorities

### **Sources of Authority**

- Code of Conduct

### **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.**

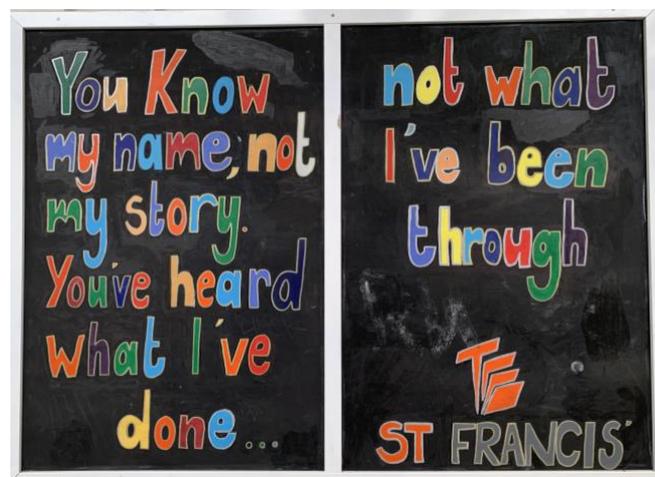
To safeguard against this possibility, locker searches may be conducted during the year. Our school is committed to maintaining a safe, secure and supportive environment for its community. Things such as chewing/bubble gum, knives, dangerous weapons, permanent markers, spray cans, alcohol, tobacco, or 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**