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31<sup>st</sup> January 2017

Dear Parents/Carers

**Re: parent/carer permission and agreement related to student activities in 2017**

We welcome all parents and carers to the 2017 school year and extend a very warm welcome to our new parents and carers. Most students were bright and excited as they walked through the gate this morning and greeted us and each other enthusiastically. Timetables and Planners were distributed and lessons began after recess. Please let us know as soon as possible about any issues that may affect your daughter's progress or ability to settle into the year as Year Leaders and Pastoral Teachers are very willing to provide support.

I draw your attention to important documents attached to this letter which require your signature and ask that you return them to your daughter's Pastoral Teacher by Friday this week please. The documents include:

1. List of activities in which students participate and the venues to which students travel for these activities. Please read each item and tick the box to signify your permission. Parent/carer permission is very necessary so that students can participate in activities and sport.
2. Medical information. Please complete every section so the college has the most current medical information about your daughter.
3. Positive Behaviour for Learning and Teaching Guidelines 2017. This provides a brief outline of the new approach to managing behaviour to take effect from the beginning of Week 2.
4. 2017 Student Mobile Phone Agreement. This agreement must be signed by parents and students.
5. Consequences for non-compliance with uniform standards

Please read and sign each document and return them to your daughter's Pastoral Teacher by Friday 3<sup>rd</sup> February 2017.

Thank you for supporting our policies and procedures. We look forward to working with families to achieve success for our students throughout the year.

Yours faithfully

Helen M Love  
Assistant Principal

Tony McCudden  
Principal

# Parent/carer permission and agreement 2017

Student's name: ..... Year: ..... House: .....

I read the section on school procedures in the Student Planner and agree to comply with them. Please note the information about mobile phone use on page 17 no longer applies and updated uniform regulations are attached to this document. Please refer to the attached document related to mobile phone use at the college in 2017.	<input type="checkbox"/>
I give permission to St Joseph's Catholic College to publish examples of my daughter's work or her photograph in college publications including the website and official college social media accounts. I understand that my daughter's surname will not be used.	<input type="checkbox"/>
I give permission for my daughter to use the Internet at St Joseph's Catholic College. I read and discussed the Student Internet Access Agreement outlined in the 2017 Student Planner with my daughter.	<input type="checkbox"/>
I understand the 2017 Year 7 – 10 sport program and elective PE (PASS) course requires students to walk or travel by bus to the listed off-campus venues. I give permission for my daughter to travel to the following venues and to participate in all programmed activities - Adcock Park, Anytime Fitness at Erina and Wyoming, Avoca Beach, Buritz Gymnastics Academy, Erina, Central Coast Youth Club (CCYC), Niagara Park, Elizabeth Ross Park, Erina Ice World, Genesis Gym, Gosford, Gosford City Basketball and Sports Stadium (GCBSS), Terrigal, Gosford Pool, Hylton Moore Park, Kincumber Gym, Kincumber Indoor Sports Centre, Michelle's Pilates, Mingara One Aquatic Centre and Gym, Munen Muso Martial Arts, Erina, Peninsula Leisure Centre, Woy Woy, St Edward's College, East Gosford, Surfing, Terrigal Beach, Tennis Erina, Tennis Gosford, Tenpin Bowling, Wyoming, Vaughn Park.	<input type="checkbox"/>
I give permission for my daughter to travel on a bus arranged by the college to the swimming carnival at the Peninsula Leisure Centre, Woy Woy on Wednesday 8 <sup>th</sup> March. I understand my daughter must attend for the entire day.	<input type="checkbox"/>
I give permission for my daughter to travel on a bus arranged by the college to the athletics carnival at Mingara Regional Athletics Track, Tumbi Umbi on Wednesday 24 <sup>th</sup> May. I understand my daughter must attend for the entire day.	<input type="checkbox"/>
I give permission for my daughter to walk to Gosford Regional Gallery in Webb St East Gosford to complement classroom lessons in Visual Arts and/or Photography and Digital Media.	<input type="checkbox"/>
I give permission for my daughter to walk to Edogawa Commemorative Garden in Webb St East Gosford to complement classroom lessons in Japanese and/or Science.	<input type="checkbox"/>
I give permission for my daughter to walk to St Patrick's Catholic Church East Gosford to attend Mass on Tuesday 8 <sup>th</sup> August. I understand she is to wear full school uniform and will be supervised by teachers walking to and from the church.	<input type="checkbox"/>
I give permission for my daughter to go to Elizabeth Ross Park/Pioneer Park East Gosford and Lions Park at Gosford waterfront throughout the year for team building activities and games associated with the pastoral and wellbeing program.	<input type="checkbox"/>

**Swimming competence** Please rate your child's swimming ability

- Non Swimmer
  Average
  Competent (swim more than 50m)

Parent/carer name: ..... Signature: ..... Date: .....

# 2017 medical information

Student name: ..... Year: ..... House: .....

Medicare number: .....

1. Is your daughter in good health?  Yes  No
2. Does your daughter suffer from any of the following illnesses?
- Asthma  Yes  No
- Diabetes  Yes  No
- Epilepsy  Yes  No
3. Does your daughter suffer any allergy (food, medication, bee stings, other)?  Yes  No
4. Is your daughter anaphylactic?  Yes  No

Please attached a copy of the current management plan prepared by your daughter's doctor if you answered 'Yes' to question 2, 3 or 4

5. Does your daughter suffer a disability (e.g. sensory, physical, psychological/ emotional) likely to impact her participation in the sporting program?  Yes  No

Details .....

6. Has your daughter suffered any acute illness in the past four months?  Yes  No

Details .....

7. Has your daughter had recent heart, back or knee surgery?  Yes  No

Details .....

8. Is your daughter's immunisation program up to date?  Yes  No

Year of last booster injection ..... Date of last tetanus injection .....

## Management plan for asthma, anaphylaxis, diabetes

I confirm my daughter's current management plan for asthma, anaphylaxis or diabetes has been prepared by her doctor and is attached to this form.  Yes  No

## Emergency contact details in case of accident or illness

Name: .....

Relationship to student .....

Phone (home) ..... Mobile ..... Work .....

## Consent for medical/dental assistance

In the event of any accident or illness and I am unable to be contacted, I consent for the school to obtain medical or dental assistance for my daughter on my behalf and I consent for the attending health practitioner to provide any emergency treatment deemed necessary by that health practitioner including but not limited to the administration of anaesthetic, blood transfusion or the performance of any surgical operation. Further, I understand that the school will take reasonable care in the event of my daughter suffering accident or illness but that it will not be responsible for the costs of any medical or dental attention or treatment administered to my daughter in such event nor will it be directly responsible for any act or omission of any *health practitioner* attending or treating my daughter.

Parent/carer name: ..... Signature: ..... Date: .....

# Positive Behaviour for Learning and Teaching Guidelines 2017

## Acknowledging positive behaviour

- Merits – same system that applied in 2016
- Positive behaviour postcard – may be emailed to parents to inform them of a student's positive behaviour
- MacKillop Award - an ice-block voucher and ticket in Monday college assembly draw for a \$10 voucher for the college canteen, Rebel Sports, JB HI-FI, iTunes or similar.
- Rewards Day – on second last day of Semester 2 (Term 4) students with positive behaviour entries recorded on Edumate during the year attend a movie, for example, at a local cinema and enjoy free time away from school. Eligible students are required to meet the full cost of rewards day.

## Modifying minor unacceptable behaviour

- Up to 3 warnings; referred to Leader of Learning or Year Leader; possible lunch detention
- Students who do not attend lunch detention on the assigned day, spend recess and lunch with Principal/Assistant Principal the next day

## Managing major unacceptable behaviour

The following table explains the different behaviour levels and the consequences.

<b>Level 1</b> <b>Disrupt the learning of self and/or others</b>	<b>Level 2</b> <b>Violate the rights of others</b>	<b>Level 3</b> <b>Put self or others at risk of harm and are illegal</b>
<b><i>Referred to Leader of Learning or Year Leader</i></b>	<b><i>Referred to Leader of Learning &amp; Teaching or Leader of Student Wellbeing</i></b>	<b><i>Referred to Assistant Principal or Principal</i></b>
<ul style="list-style-type: none"> <li>◦ Persistent attention seeking</li> <li>◦ Repeated defiance</li> <li>◦ Repeated disrespect</li> <li>◦ Disruptive movement</li> <li>◦ Out-of-bounds</li> <li>◦ Persistent talking in class</li> <li>◦ Repeated lateness to class and/or to school</li> <li>◦ Partial/fractional truancy (up to 1 lesson)</li> </ul> <p><b>Consequence</b> Afternoon detention</p>	<ul style="list-style-type: none"> <li>◦ Repeated Level 1 behaviours</li> <li>◦ Oppositional behaviour that impacts on others</li> <li>◦ Shouting/swearing at others</li> <li>◦ Cheating to gain an unfair advantage</li> <li>◦ Bullying &amp; harassment</li> <li>◦ Violating others' personal space</li> <li>◦ Truancy (2+ lessons)</li> </ul> <p><b>Consequence</b> Extended afternoon detention and parent interview Withdrawn from class by AP for repeated Level 2 behaviours</p>	<ul style="list-style-type: none"> <li>◦ Production/distribution of inappropriate images (pics)</li> <li>◦ Serious bullying &amp; harassment</li> <li>◦ Cyberbullying</li> <li>◦ Physical/verbal abuse – assault</li> <li>◦ Leaving school grounds without permission</li> <li>◦ Deliberately throwing objects in a dangerous manner</li> <li>◦ Smoking in school uniform</li> <li>◦ Body piercing another student</li> <li>◦ Theft</li> <li>◦ Dealing in or taking illicit drugs/alcohol</li> <li>◦ Possession of a knife/weapon</li> <li>◦ Stalking</li> <li>◦ Making threats</li> <li>◦ Vandalism</li> </ul> <p><b>Consequence</b> Withdrawal from class or suspension</p>

# 2017 Uniform Standards

A high standard of uniform and presentation is expected. If a student is required to temporarily wear a non-regulation item of uniform, she must have a note in her Planner signed by her parent/carer and her Leader of Year.

## Years 7 to 10 uniform

- Check skirt (the hem is to be no shorter than 5 cm from the middle of the knee when standing)
- Blue blouse with check piping on the sleeve and collar (sleeves always rolled down)
- White plain short socks – sports/ankle socks not permitted
- 70 denier black stockings/tights are compulsory in Terms 2 and 3
- Black lace-up leather shoes with a distinct heel (soft black slip-on or soft black lace-up shoes are not permitted as they do not support arches; refer to the college website:  
<http://www.sjcc.nsw.edu.au/uploads/ppage/files/Shoes%20revised%2031212.pdf>
- College jumper, cardigan or vest
- College blazer is to be worn to and from school every day in Terms 2 and 3
- Plain black scarf may be worn in winter
- Plain black gloves may be worn in winter; fingerless gloves are not permitted
- College back pack is a compulsory part of the uniform

## Years 7 to 10 sports uniform

- **Top:** A cerise school sports shirt; college jersey, tracksuit jacket or school jumper in winter
- **Bottom:** School sports shorts; sports skirt is no longer part of the sports uniform
- **Joggers:** Lace-up joggers with arch support and suitable for vigorous physical activity; canvas shoes are unsuitable. Refer to the college website:
- **Socks:** White plain short socks - sports/ ankle socks not permitted
- **Tracksuit:** School tracksuit pants are optional; other tracksuit pants are not acceptable
- **Ribbon:** Pink or royal blue

## Years 11 and 12 uniform

The senior uniform and presentation requirements are the same as for Years 7 – 10 except for the blouse. Year 11 and 12 students wear a white tailored blouse with piping on sleeves that are always rolled down. Year 12 students may wear the college jacket in Terms 2 and 3. Students are to use the college back pack or senior satchel bag.

## Hair, makeup and jewellery

- Shoulder length or longer hair must be securely tied back at all times
- Unnaturally coloured hair is not acceptable
- White, navy, teal or black plain hair ribbon, scrunchie; narrow plain black headband
- Short, manicured acrylic nails are acceptable; regular salon length acrylic nails will need to be trimmed; painted nails in fashion colours are not acceptable with the college uniform
- Light discreet makeup is acceptable; fashion/evening styles and colours are not
- Two pairs of earrings (small studs or sleepers) are permitted; spacer piercings are not acceptable
- Small pin-point nose stud is acceptable; nose rings and other facial piercings are not acceptable
- One fine gold/silver chain with a cross or religious medal is acceptable
- One small plain gold/silver cross on a chain and a plain gold/silver ring are acceptable items of jewellery; bangles, bracelets and costume jewellery are not acceptable

# Friday afternoon detention for non-compliance with uniform standards

Students are expected to comply with the college's uniform standard whenever they are wearing the uniform. The 2017 Uniform Standards are printed on the next page. These standards are very clear and will be enforced by all teachers from the beginning of Week 2. Parents are required to write a letter of explanation to the Year Leader when a student is not in the correct uniform on a particular day.

Students in breach of uniform standards are required to complete a 45 minute uniform detention on Friday afternoon supervised by the Assistant Principal. Teachers monitor student uniforms throughout the day and record a uniform detention on Edumate for any form of non-compliance. Parents are notified about the uniform detention by the Assistant Principal. Pastoral teachers also complete a checklist of uniform compliance (see sample below) for all students in their pastoral class on random days each cycle. At the end of the cycle (Friday Day 10), Year Leaders record a uniform detention on Edumate for the following Friday Week A (Day 5) for students in breach of uniform standards.

## Uniform Compliance Checklist

Term 1

Weeks 1-2

Pastoral class .....

Pastoral teacher .....

		Skirt – correct length	Shoes – regulation style	Socks – white, fold down style top	Hair – natural colour, always tied back	Nails – trimmed length, light/natural colour	Make-up (if worn) – discreet, light/natural tones	Jewellery – earrings, ring piercings, chain/cross comply	School bag/satchel regulation, in locker	Tick if student wears sports uniform on a non-sport day
Student	A									
Student	B									
Student	C									
Student	D									

The Assistant Principal will email parents of students on uniform detention to outline how the uniform issue can be rectified.

# 2017 Student Mobile Phone Policy Framework

The 2017 Student Mobile Phone Policy is completely different from the mobile phone policy in place at the college in recent years.

The 2017 Student Mobile Phone Policy compels students to lock their mobile phone in their locker from 8.35am. Mobile phones are not to be taken to homeroom, timetabled lessons or study periods. They are not to be taken to assemblies, on sports buses or to sport. Students may access and use their phone during recess and lunch only. At all other times during the school day, mobile phones are to be secured in the student's locked locker. Students may have their phone on an excursion but may not take it to sport or any other activity unless specifically requested to by their teacher.

The new policy is very consistent with much of the contemporary educational research about the impact of mobile phones on learning and teaching in the classroom. The Student Mobile Phone Policy attempts to strike a balance between the different functions a mobile phone serves for students at school. The college recognises that students use their phone to access social media to stay connected to their peers and to contact and be contacted by their parents. Senior students also use their phone to contact and be contacted by their employer. Students often use their phone to photograph board notes, record homework and access the internet. Notwithstanding the value of mobile phones, the college also recognises that the misuse of mobile phones has the potential to negatively impact student learning, relationships and privacy. The college also accepts that it is important for all students to learn how to use this technology responsibly.

In recent years the college has taken a fairly relaxed approach to student mobile phone use and allowed students to carry phones throughout the school day. However, it has become increasingly problematic for teachers to manage mobile phones in the classroom and successfully prohibit student's using their phone during the lesson. Teachers and students are losing far too much valuable learning and teaching time in every lesson during a typical school day.

This new policy has implications for parents/carers contacting their daughters during the school day. Parents/carers may contact daughters during recess and lunch when students have access to their phones. Parents must call Student Services if necessary to get urgent messages to daughters at other times.

The 2017 policy will be reviewed at the end of the school year.

## **In summary**

Mobile phones are to be locked in lockers and not taken into any learning or teaching space. Students can access and use their phone during recess and lunch only.



# 2017 Student Mobile Phone Use Agreement

This agreement is to be signed by the student and her parent/carer and returned to the student's Pastoral Teacher.

## The agreement

### **Student:**

I read the Student Mobile Phone Policy Framework on the next page and understand my responsibilities when I bring my phone to school.

I ..... of ..... read this agreement and **agree to:**  
Student's full name Pastoral class

- Leave my mobile phone in my **locked** locker during the school day and **not to take it** to any class, study lesson, activity, sport or on the sports bus or to year or college assemblies,
- Access and **use my phone during recess and lunch only** and return it to my locker at the end of recess and lunch
- Place my **phone in a sealed envelope if requested to** by the Principal or Assistant Principal.

I understand if I ignore these regulations I will be required to see the Principal or Assistant Principal to place my phone in a sealed envelope for safe keeping until the end of the school day when I can collect it. I understand my parents will be informed. Further, I understand that if I breach phone regulations again my parents will be required to collect my phone from the Principal/Assistant Principal.

.....  
Student signature Student mobile phone # Date

### **Parent/carer**

I read the 2017 Student Mobile Phone Policy Framework on the next page and understand the college's expectations regarding student mobile use.

.....  
Parent/carer signature Parent/carer name Date