



ENROLMENT PACKAGE ATTACHMENTS

Sydney Archdiocesan Schools Board Enrolment Policy &



Holy Cross College Ryde Enrolment Policy

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This Policy Statement has been developed in the context of government and system requirements. It accommodates the provisions of, and draws policy implications from:

- The Sydney Catholic Schools “Towards 2010” Strategic Management Plan.
- The Sydney Archdiocesan Catholic Schools Board’s “Vision Statement”, 2002.
- The Commonwealth Disability Discrimination Act, 1992 (including the Disability Standards for Education 2005).
- The NSW Anti-discrimination Act, 1977.
- Education Legislation Amendment Bill 2006

This document was adopted by the SACS Board at its meeting on 27 August 1997 and published on 20 November 1997. It supersedes:

- Enrolment Policy for schools within the Archdiocesan system (28 February 1990)
- Policy on the Enrolment and Ongoing Education of Students with Special Educational Needs (1 December 1993).

GUIDING PRINCIPLES

- 1.1 The Catholic school is a precious instrument for education in the faith and for the integration of faith and culture in the development of each child.
- 1.2 The Australian Catholic community has contributed to the establishment and maintenance of its schools with the specific intention that they promote the continuance of that community and the development of each child through an active process of catechesis.
- 1.3 The Archdiocese of Sydney, within its saving mission, develops Catholic schools which are founded on the person of Jesus Christ and enlivened by Gospel values in order to highlight the relevance of our faith to life and contemporary culture.
- 1.4 The Archdiocese of Sydney, through the Sydney Archdiocesan Catholic Schools (SACS) Board, encourages parish communities to establish Catholic schools which are committed to the development of the whole person and embedded within the community of believers, and share in the evangelizing Mission of the Church.
- 1.5* The SACS Board acknowledges the Church's exhortation to Catholic parents to send their children to Catholic schools whenever it is possible. It accepts a concomitant responsibility on the part of Catholic education authorities to ensure that quality Catholic education, which caters for all enrolled students, is provided in each school.
- 1.6* The responsibility for admitting children to a systemic Catholic school is one that is ultimately shared by the whole Catholic community. While immediate responsibility is delegated to individual school communities, their decisions must be:
 - a) informed by the Gospel values of inclusiveness and equity;
 - b) in accord with Archdiocesan policy as well as Commonwealth and State legislation; and
 - c) subject to an appeals procedure.
- 1.7* The Catholic systemic school strives to cater for the needs of all students at each level, and to meet individual needs over a wide range of learning abilities. These objectives must be equitably achieved within the constraints of the available teaching and material resources and recognise the rights of all students to educational opportunities which expand life choices.
- 1.8* SACS Board acknowledges circumstances may arise subsequent to enrolment (such as a student suffering deterioration in health or behaviour) which compromise a school's capacity to adequately cater for the altered learning needs of a particular student.

MANDATORY PROVISIONS

- 2.1 All parents seeking to enrol children in Catholic schools should be assisted to understand the ideals and principles upon which the Catholic school is based, in accordance with the “Vision Statement” SACS Board in September, 1988.
- 2.2 Each school within the Archdiocesan system shall formulate an enrolment policy which is consistent with the Archdiocesan policy. A school may adapt the Archdiocesan Enrolment policy to cover specific local circumstances, provided that such adaptations have the approval of the Regional Director. A School Enrolment Policy shall not come into force until it has been approved by the Regional Director.
- 2.3* All duly completed applications for enrolment received before the official closing date shall be treated equally in accordance with the School Enrolment Policy. Where an application indicates that a student has a special educational need, it will be referred to the Regional Consultant responsible for the particular school, who will assess whether or not the school can provide the facilities, resources and suitably trained personnel to support the educational needs of the applicant. The Regional Consultant will then meet with the Principal and the applicant’s parents/caregivers to discuss the prospective enrolment prior to the application being considered, along with all other applications, by the School Enrolment Committee.
- 2.4 The formulation, implementation and ongoing evaluation of the School Enrolment Policy shall be the responsibility of the School Enrolment Committee.

Regional Schools

- 2.5.1 The Principal will be responsible for the enrolment of students into the College.
- 2.5.2 A School Enrolment Committee will be convened by the Principal when required to review any appeals against decisions to enrol a student.
- 2.5.3 The Enrolment Committee will consist of the Principal, Assistant Principal, Parish Priest and a parent representative. The Regional Director may also provide one nominee for the committee.
- 2.6 Children from all families who are prepared to support Catholic ideals and principles may be considered eligible for enrolment. Priority in enrolment is to be given in the following order, except in special circumstances (see Bases of Discretion 3.1):
 - Children attending Catholic feeder primary schools.
 - Children attending other Catholic schools.
 - Catholic children attending other schools.
 - Children of Orthodox or other Christian families attending other schools.
 - Children of families with other religion convictions attending other schools.

- 2.7 In cases of poverty, disability or special needs a child may, and if possible should, be given a higher position in the priorities listed in Provision 2.7 than would otherwise apply. All other students seeking enrolment should be able to demonstrate satisfactory standards in terms of attendance, application to studies and behaviour. Failure to disclose full details in relation to a child's educational needs may result in the withdrawal of an offer.
- 2.8 It is expected that normally Catholic students shall make up approximately 90% or more of the enrolment of the school. Permission to allow any significant departure from this norm would have to be sought from the SACS Board through the Executive Director of Schools.
- 2.9 Appeals against the decision to enrol a student shall be made, in the first instance, to the School Enrolment Committee, then to the appropriate Regional Director.

BASES OF DISCRETION

- 3.1 With regard to the criteria for enrolment as outlined in 2.7 above, special considerations may be given to individual cases, as determined by local circumstances, for the following reasons:
- 3.1.1 Parents' intentions with regard to their own and their children's search for education in the faith;
 - 3.1.2 Family situations necessitating a pastoral approach or requiring the exercise of compassion;
 - 3.1.3 The enrolment of siblings of children already attending the school;
 - 3.1.4 Family circumstances regarding mobility;
- 3.2* It is recognised the provision of appropriate educational opportunities for all students, but especially for those students with special educational needs, involves a partnership between school staff and parents/caregivers. In keeping with this principle, the educational progress of students with special educational needs will be regularly evaluated by the school staff in consultation with the parents/caregivers. In conjunction with Regional Office staff, the school staff will periodically review the school's continuing capacity to provide quality educational opportunities to particular students with special educational needs. Where it is determined that, despite a school's best attempts to accommodate a child's special educational needs, the continued enrolment of that child compromises both his/her right to appropriate educational opportunities, and the school's human and material resources, then the Principal may request approval from the Regional Consultant to notify the parents/caregivers of the situation. The Principal, Regional Consultant and other specialist staff will then consult with the student's parents/caregivers as to what course of action should be taken in order to best meet the altered educational needs of the student.
- * These sections have been amended with regard to students with special needs.

Notes

1. For the purpose of this document, quality Catholic education is defined as education that conforms to the NSW Education Reform Act (1990) and the requirements of the Catholic Education Office, Sydney.
2. A student may be deemed as having special educational needs if, in endeavouring to offer the student equitable access to educational opportunities, modifications need to be made to curricula, assessment procedures, school premises or modes of course delivery, or, if the provision of special equipment or suitably trained staff is required.
3. Catholic families are defined as families in which at least one parent is a Catholic or in which the children have been baptised Catholics. This presupposes that there will be no discrimination against Catholic children of marriages of mixed faiths or single supporting parent families, and poses a challenge to schools to take into account the particular needs of such children.
4. For the purposes of this document, the term “disability” has the meaning ascribed to it under the New South Wales Anti-Discrimination Act, 1977 and the Commonwealth Disability Discrimination Act, 1992.

LEARNING SUPPORT ENROLMENT POLICY

- Copies of all information relative to the specific learning needs of the student applying for enrolment must be disclosed to the school. Examples include any of the following:
 - paediatric reports related to medical conditions
 - therapeutic interventions
 - psychometric assessments
 - speech and language clinical reports
 - occupational therapy reports

If the enrolment application is successful-

- The above documentation must be updated as further assessments occur or as additional information becomes available.
- It is essential that parents/carers co-operate when the school Principal or delegated teacher when they may need to discuss the educational support of the student with the relevant practitioner.
- This information may be forwarded to the Catholic Education Office in order to ascertain possible additional education support.

- The special needs information supplied during the course of enrolment within a Catholic school will be forwarded to another Catholic school, if enrolment is sought at that school (eg when moving from Primary to Secondary school or moving from one primary to another etc.).
- It is essential that parents/carers co-operate with the Principal in obtaining appropriate medical /educational/behavioural assessments or advice in relation to the student's educational progress.

ENROLMENT PROCESS – LEARNING SUPPORT

1. Parents are given information about the Special Education Program at the College on request, or prior to or during “Open Day”. Parents can use the “Open Day” opportunity to arrange a time when their children's' needs can be discussed in a private and confidential setting.
2. Parents/Caregivers complete “Enrolment Application” Form for Holy Cross College and complete section about educational needs.
3. Students and their parents whose “educational details” on the enrolment form indicate a special need will be interviewed by the Principal and Learning Support Coordinator.
4. Teacher/Principals at Feeder Schools are contacted by the Learning Support Coordinator about student needs, as necessary.

Note:-

Some students come to school already having been accepted in the Special Education Program by the Catholic Office – usually the documents are forwarded to the College by the 'feeder' school.

5. As applicable, the academic/physical needs of possible enrolments are reviewed by the Special Education Advisory Committee/Enrolment Review Committee.
6. The ducation adviser is contacted about the level of involvement of some types of disabilities and whether sufficient support could be provided to adequately meet the needs of students.
7. In cases where the psychometric tests are too old or outdated – parents are requested to have some new tests done.
8. Based on a review of all available information and consultation with CEO regarding eligibility support/funding. The Special Education Advisory Committee reports to the Principal. The committee will play a role in the enrolment of students so that the individual needs of students are best met.
9. The Principal arranges interview with parents, student and Special Education Teacher.

PASTORAL CARE POLICY

Student Management System

Policy Statement

The Pastoral Management of students at Holy Cross College is founded on:

- The principles of Restorative Justice. These are the resolution of conflict between members of the College Community, learning from errors and repairing relationships.
- The belief and understanding that all staff and students are valued members of the College Community and therefore deserve care and respect.
- Providing opportunities and support to assist each individual to reach their potential as a whole person
- Affirming the positive actions of students and providing appropriate strategies/measures to modify any inappropriate behaviour.

This Student Management System is a Merit/Demerit level System operating for years 7 to 12. It aims to provide teachers and students with a clear and consistent approach to student conduct that affects themselves and the school community. This system works in conjunction with the Pastoral Care Policy of Holy Cross College.

Student Management System

Merits System

Merit	All students commence at this level. Students can earn merits from teachers and other staff for a range of achievements, behaviour, effort, leadership and community service. These will be recorded in the student diary.
Certificate	Once a student has earned Four merits within one week he is eligible for a Merit Certificate that will be awarded by his homeroom teacher at the next appropriate time in homeroom. These certificates can be obtained from the year Coordinator and signed by both homeroom teacher and Coordinator
Bronze	If a student is on level 0 or 1 and has earned a total of five Merit Certificates he is eligible for a Bronze Award. The student will need to see his Year Coordinator to arrange for this award to be issued by the Year Coordinator at a year assembly.
Silver	If a Student is on level 0 or 1 and has earned a total of three Bronze Awards he is eligible for a Silver Award. The student will need to see his Year coordinator to arrange for this award to be issued by the Assistant Principal at a school assembly.
Gold	If a student is on level 0 or 1 and has earned a total of two Silver Awards he is eligible for a Gold Award. The student will need to see the Assistant Principal to arrange for this award to be issued by the College Principal at the College Award night.

Demerit System	
Level 0	All students commence at this level. Students can earn demerits from teachers and other staff for a range of inappropriate behaviours. These will be recorded in the student diary. The student will need to speak to his teachers about ways to improve.
Level 1	Once a student has earned four demerits within any one week, his homeroom teacher will issue him with a detention. The student's homeroom teacher will discuss with him appropriate actions to improve his behaviour. If no demerits are issued within a two-week period he will be returned to Level 0.
Level 2	If a student earns three detentions within one Term he will be placed on Level 2. His Year Coordinator who will assist him with some strategies to help get him back on track will see the student. This may involve an interview with the student's parents, internal or external suspension or referral to the school counsellor. The student will be placed on a blue monitoring sheet. If the student receives no unsatisfactories or demerits for two weeks he will be returned to Level 1.
Level 3	If a student earns additional detentions while on level 2 or his behaviour does not improve despite the actions taken, he will be referred to the Assistant Principal. The student will be placed on a green monitoring sheet for at least two weeks and an interview with his parents will be required. The student may also be internally or externally suspended and referred to the college counsellor. If the student improves his behaviour and attitude over a two-week period he will be returned to Level 2.
Level 4	If a student receives additional detentions while on level 3 or his behaviour does not improve despite the actions taken, he will be referred to the College Principal. The student and his parents will be required to attend an interview with the principal, where the student's continued enrolment at Holy Cross College would be discussed. The principal may decide that the student's enrolment is provisional and will place him on a behavioural contract, as well as a gold monitoring sheet. If he adheres to these conditions and his performance is satisfactory he will be returned to level 3. If the student fails to meet these conditions his enrolment at Holy Cross College may be terminated.

At Holy Cross College you the student are responsible for your behaviour and learning. Most of you will learn this easily and naturally, but sometimes during adolescence, you will need some extra support. These levels are designed to help you become a responsible young adult and a successful learner.

Additions

- Students can only receive Bronze, Silver or Gold awards if they are on Level 0 or Level 1.
- One Merit cancels out one Demerit once per week, and one Demerit cancels One Merit once per week.

- Merits and Demerits will be recorded directly in to the student diary and clearly notated by the teacher.
- The Merits and Demerits will be checked and notated by each students Home Room Teacher once per week (Friday).
- The loss of the diary will require replacement at a cost of \$20.
- If a student forgets their diary they are to see their Homeroom teacher to get a replacement diary sheet. They will receive 1 demerit (1st offence) 2nd offence they will receive a detention, otherwise they will receive a demerit every lesson for that day.
- Wearing of incorrect uniform will incur an immediate demerit.

ANY BEHAVIOUR THAT THREATENS THE PHYSICAL OR EMOTIONAL SAFETY OF OTHER PEOPLE AT THE COLLEGE WILL RESULT IN IMMEDIATE PLACEMENT ON THE HIGHER LEVELS OF STUDENT MANAGEMENT.

STUDENT’S RIGHTS AND RESPONSIBILITIES

RIGHTS	RESPONSIBILITIES
1. I have the right to be happy and to be treated with understanding.	I have the responsibility to treat others with understanding – not to laugh at others; tease others, or try to hurt their feelings.
2. I have the right to be treated with respect and politeness.	I have the responsibility to treat others politely and with respect. I have the responsibility to respect the authority of teachers. If necessary I should be able to disagree without being disagreeable.
3. I have the right to be safe.	I have the responsibility to make the school safe by not threatening, hitting or hurting anyone in any way.
4. I have the right to expect my property to be safe.	I have the responsibility not to steal, damage or destroy the property of others.
5. I have the right to obtain maximum benefit from all my lessons and classes – other students will not deprive me of this be their behaviour.	I have the responsibility to co-operate with teachers and other students to make sure that lessons proceed and that I keep up-to-date with required work. I will not behave so as to interfere with other students’ right to learn. I also have the responsibility to be punctual, to attend school regularly and to take part in activities that will be of benefit to me.
6. I have the right not to have health habits interfered with.	I have the responsibility not to smoke, take alcoholic drinks or drugs, or encourage other students to do so.
7. I have the right to have a pleasant, clean and well-maintained school and grounds.	I have the responsibility to care for the school environment – to keep it clean and to be prepared to remove litter.
8. I have the right to be provided with a school in which I am not in any physical danger. When defects occur, they will be repaired.	I have the responsibility of telling teachers about any defective buildings or fittings. I accept that teachers may more readily see dangers than I do and I will obey their instructions.

SCHOOL DISCIPLINE POLICY

The discipline policy of Holy Cross College is consistent with the *Pastoral Care Guidelines for Catholic Primary and Secondary Schools* developed by the Catholic Education Office. This document makes provision for **Suspension** and **Expulsion** where serious offences have been committed.

The Catholic Education Office, Sydney proposes that a serious offence should be defined as an activity or behaviour by a student which:

- i) Seriously undermines the ethos of the Catholic school; or
- ii) Consistently and deliberately fails to comply with any lawful order of a principal or teacher; or
- iii) Is offensive, or dangerous, to the physical or emotional health of any staff member or any student; or
- iv) Consistently and deliberately interferes with the educational opportunities and endeavours of other students.

Principals **must** suspend immediately any student who:

- ❑ Is in possession of a suspected illegal drug.
- ❑ Is violent or threatens physical violence.
- ❑ Is in possession of a prohibited weapon

Principals may suspend any student who, among other things:

- ❑ *is persistently disobedient*
Students who, in their relationships with staff, are persistently disobedient, insolent or engage in verbal harassment and abuse, may be suspended.
- ❑ *is persistently disruptive*
Students who persistently disrupt and prevent the learning and teaching of others may also be suspended.
- ❑ *Is in breach of school rules and regulations as published by the school.*

AFTER SCHOOL DETENTION

Repeated offences of a minor nature or more serious offences will result in the student being placed on after-school detention. Detention is held in room C13 on Wednesday afternoons from 3.30pm to 4.30pm. If a student is placed on detention he will be issued with a form that must be signed by a parent and given to the teacher taking detention. Failure to bring the form to detention will result in an extra detention period being issued. Failure to attend detention will result in that student moving up one level in the Student Management System. Failure to attend detention may also result in a student being suspended from school.

“HANDS OFF” POLICY

At Holy Cross no one is permitted to touch another student’s person or property in class, in the yard or while travelling to and from school. All games played during breaks must be non-contact in nature. Remember, there is nothing any person can do to you or say to you that gives you the right to break the “Hands Off” policy of the College. **The consequences of breaking this policy can be very severe, including exclusion from the College.**

BULLYING

Bullying can occur at any time (before, during or after school). It is any behaviour that makes someone feel threatened, unsafe or uncomfortable. It includes any behaviour that results in the interference with the property of others or deprives a person of their rights. Bullying will not be tolerated and students who bully others may be suspended, in accordance with Catholic Education Office Policy, from the school community until their behaviour is acceptable to all members of our community.

Definition of Bullying:

“Bullying Behaviours are about an imbalance in power where there is deliberate intent to cause harm or distress. These behaviours can be verbal, social, psychological or physical. They impact on the lives of the person/people being bullied, those doing the bullying and those looking on. Bullying incidents can be isolated or repeated.” (Peer Support Foundation, 1998).

Bullying takes many forms, all of which will cause distress. Some examples of bullying include:-

Physical:	Hitting, pushing, tripping, kicking, spitting on others
Verbal:	Teasing, using offensive names, ridiculing, spreading rumours
Non-Verbal:	Writing offensive notes or graffiti about others, using email or text messaging to hurt others, rude gestures
Exclusion:	Deliberately excluding others from a group, refusing to sit next to someone, saving seats for friends in classrooms
Extortions:	Threatening to take someone’s possessions, food or money
Property:	Stealing, hiding, damaging or destroying property
Electronic:	Damaging a person’s reputation through text messaging, computer chat such as MSN, using photographs taken by camera phones or similar or by use of email, web page or similar. This form of bullying is most dangerous and unacceptable.

Five Key Beliefs of the College's Anti Bullying Strategy.

1. Everyone has the right to feel safe at school.
2. We can all do things that hurt other people. We need to make it a habit to stop and think before we say or do anything that could hurt someone else. Remember to treat others as you would like to be treated.
3. Bullying is never permitted. If the person being bullied or teased feels hurt or upset then it is not a joke, no matter what the bully says.
4. Bullying is likely to decrease when we speak out against it or when we tell someone who can do something about it.
5. If we are bullied, we can bounce-back and become stronger. *We do not have to let the bullies win!*

HARASSMENT

The beliefs at Holy Cross, as stated in the College Mission Statement, must be strictly adhered to at all times. It is clear that all staff and students are valued members of the College Community and therefore deserve care and respect. One of the conditions of enrolment at Holy Cross is agreement with and support of the Mission and Vision of the College, using Jesus as our example.

Harassment is defined as: any word or action that causes another person to be troubled, uncomfortable, or worry. This can be physical, verbal, emotional or sexual in nature. If a person is made to feel uncomfortable, threatened, or demeaned in any way, harassment has occurred. All forms of harassment are unacceptable at Holy Cross College.

Every instance of harassment is taken seriously at Holy Cross. Continued or severe forms of harassment may lead to extreme disciplinary action being taken.

POWER OF SEARCH

The staff at Holy Cross College has a Duty of Care to each other, their students, and visitors to the College. To exercise this Duty of Care, it may be necessary from time to time, for bags and lockers to be searched.

A request to search is not limited to the College boundaries. It may be necessary to conduct this process on retreats, camps and excursions or any other College function. The decision to take such a measure is never taken capriciously or lightly. The process will always be conducted in the presence of a senior member of the College teaching and administrative staff where practicable.

Failure to comply with a reasonable request in this regard will lead to the student being suspended from the College and a thorough review of his enrolment.

HOMWORK POLICY

Subjects have their own homework policy and scheme. For satisfactory progress in school regular homework, *followed by study*, is necessary or the student will fail to achieve his potential. Homework should be done at least five out of seven nights a week. Suggested *minimum* times for set homework and study are:

Years 7 and 8	1 to 1 ½ hours
Years 9 and 10	1 ½ to 2 hours
Years 11 and 12	2 ½ to 3 hours.

Following this, Senior Students need to commence their study.

No student can ever claim that he has no homework, because even if written homework is not set, the time should be spent revising previous work or making use of textbooks or other resource material in preparation for forthcoming tests. Problems with homework or home study may be discussed with your class teacher, homeroom teacher, subject teacher or subject co-ordinator. Regular review of the day's lessons should be the first homework you do each evening. All homework should be recorded in your diary in the course of each lesson. The homework diary should be shown to your parents on a regular basis and signed by them at least once a week. Signatures will be checked each Monday during Administration time.

MOBILE PHONE, IPOD & MP 3 POLICY NOT ON – NOT SEEN POLICY

Introduction

The proliferation of mobile phones, iPods and MP3 players and associated electronic devices in modern Australian society, and the increasing desire of parents to supply their children with mobile phones to aid in family communication, necessitates a specific policy on mobile phone and MP3 player use in school.

Policy

- Students are permitted to have mobile phones, iPods and MP3 players at school.
- Student mobile phones, iPods and MP3 players must be **turned-off** during regular school hours, including recess and lunch
- Phones, iPods and MP3 players **should not be seen** during regular school hours, including recess and lunch. Use to and from sport is permissible.
- Student mobile phones, iPods and MP3 players should not be left in school bags. The school does not accept responsibility for expensive equipment that students bring to school and leave in unattended school bags. Mobile phones, iPods and MP3 players should be kept on the person, or deposited at the office at the start of the school day.
- If a student is found to have a mobile phone, iPod and MP3 player on, or in use during regular school hours, including the writing or receiving of SMS messages, he will have it confiscated. The mobile phones, iPods and MP3 players will be stored in the School safe. The student himself can retrieve it after one week. Alternatively, a parent of the student can retrieve it immediately.

- Mobile phones, iPods and MP3 players are not permitted to be with a student during any formal exam. Having a mobile phone, iPod or MP3 player during a formal examination is a serious misdemeanour at both school and Board of Studies levels. Prior to school exams, students should hand their mobile phones, iPods and MP3 players to their Year Coordinator. For School Certificate and Higher School Certificate examinations, students must not have mobile phones, iPods and MP3 players on their person before entering the Examination Hall.
- It is an expectation that staff have mobile phones, iPods and MP3 players turned off during class time. It is inappropriate to take or make mobile phone calls or SMS or use an MP3 or iPod player during class time.
- There may be occasions where iPods or MP3 players have a legitimate educational use in certain classes. This is at the teacher's discretion. The teacher must not take this exception as a blanket permission for students to listen to music or other non-educational related use of an iPod or MP3 player during class time.
- Headphones that accompany iPods and MP3 players, when used should be used discretely. Overly large or ostentatious headphones are not permitted.
- Common courtesies must always apply. When a member of the public speaks to a student, the student should remove the headphones to listen and speak. Music should not be turned up so loud that it disturbs others.

UNIFORM

Part of the condition of enrolment at Holy Cross is that students agree to wear school uniform while travelling to and from school and during school hours. If a student must come to school without an item of uniform *for a short time* a note should be provided explaining the circumstances. Students out of uniform must bring this note from their parents then report to their Year Co-ordinator and obtain a Uniform Exemption Slip.

Junior Uniform. Years 7 – 10.

<u>Summer Uniform.</u>	Terms 1 and 4.
Shirt.	School Blue, short sleeve, with crest.
Trousers.	Navy College style. (Standex or Yakka)
Pullover.	Navy with crest.
Socks.	Blue ankle style. (Bonds)
Shoes.	Black polishable leather lace – up.
<u>Winter Uniform.</u>	Terms 2 and 3.
Shirt.	School blue deluxe long sleeve.
Trousers.	Navy College style. (Standex or Yakka)
Tie.	Maroon with gold stripe.
Pullover.	Navy with crest.
Blazer.	Maroon serge with crest.
Socks.	Navy or black.
Shoes.	Black polishable leather lace – up.

Senior Uniform. Years 11 and 12.

All year. Terms 1 – 4.

Shirt.	School White, short sleeve.
Shirt.	School White deluxe long sleeve.
Trousers.	Navy College style. (Standex or Yakka)
Tie.	Maroon with crest and stripes.
Pullover.	Navy with crest.
Blazer.	Maroon serge with braid and crest.
Braid.	Maroon with gold stripe.
Socks.	Navy or black.
Shoes.	Black polishable leather lace – up.

Junior Sport Uniform.

Years 7 – 10.

Polo.	Gold-Maroon panel/crest.
Shorts.	Maroon Taslon with initials.
Jacket.	Special Taslon design with crest.
Pants.	Special Taslon design.
Socks.	White ankle style. (Bonds)

Senior Sport Uniform.

Years 11 and 12.

Polo.	Maroon stripe collar with crest.
Shorts.	Maroon Taslon with initials.
Jacket.	Special Taslon design with crest.
Pants.	Special Taslon design.
Socks.	White ankle style. (Bonds)

- A College rain jacket is available and may be worn over the school uniform. They are not to take the place of College jackets or blazers. **Jackets given out by the Rugby League and Soccer Clubs are not part of the school uniform. They will be confiscated if worn to school.**
- **Students in years 7 – 10 without the shirt with the crest on the pocket must wear the blue shirt with College tie all year.**
- Caps are not permitted to be worn in classrooms. Other types of headwear (eg. Baseball caps) are not to be worn. Failure to observe these regulations will result in the hat or cap being confiscated.
- **If sport uniform is unavailable, FULL COLLEGE UNIFORM must be worn in its place.** Students may bring a change of clothes for sport, but must change back into uniform to go home.

GROOMING, HAIRSTYLE AND JEWELLERY

Part of the condition of enrolment at Holy Cross is that students follow the guidelines set out in relation to hairstyle, grooming and jewellery. Students are to avoid the extremes of fashion; for example, Mullet style haircuts. Inappropriate hairstyles, including colouring or gelling, are not permitted. These include undercuts, shaved sides, patterns, steps or designs in the hair, dreadlocks, braids, ponytails extremely short hair (No 1 haircut) and hair past collar length.

It is also expected that students attend the College *clean-shaven* daily. If a student presents without having shaved, he will initially be warned. If he presents the next day, his Year Coordinator will issue him with a razor and shave cream at a cost of \$2 and the student will be expected to shave before he can attend class. Students with unacceptable hairstyles, or repeatedly attend unshaven will not be permitted to attend class and may be suspended until grooming is acceptable.

No visible jewellery *of any nature* is to be worn at school. These items will be confiscated if worn. Confiscated jewellery will be returned to students at the end of the school year.

COLLEGE BACK PACKS

These bags are compulsory.

- Backpacks should be in good condition and not covered with graffiti.
- **Unsatisfactory bags will need to be replaced.**
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SCHEDULE OF FEES AND CHARGES

- For over one hundred and eighty years Catholic schools have provided education for young Australians and have supported parents and carers in their role as the first educators of their children. In choosing a Catholic school for their children parents are very conscious that this will involve making a significant financial contribution towards the cost of providing that education.
- The schools of the Archdiocese have been established over many years by the generosity of parents, parishioners and the religious and staff in our Catholic schools.
- This school is one of one hundred and forty eight primary and secondary schools that form the Sydney Archdiocesan system of Catholic schools. There are over 62,000 students enrolled in these schools. The Catholic Education Office has the responsibility of leading and managing the system of schools.
- The funding of these schools is a shared responsibility between Commonwealth and State Governments, parents and parishes.
- The Commonwealth Government provides about 55% and the State Government about 22% of the income needed to fund the system of schools. The contribution of Governments to the running costs of our schools needs to be recognised, appreciated and also guarded.

- Parents contribute over 20% to the funding of the parish primary schools and regional secondary schools of the Archdiocese. This financial contribution is essential to providing the best possible educational opportunities for the students. The continuing support of parents is greatly appreciated.
- The fees charged at this school are made up of:
 - The Archdiocesan Tuition Fee.** This fee level is set each year by the Sydney Archdiocesan Catholic Schools Board. The school retains a portion of this fee to assist with operating costs. The balance is returned to the Catholic Education Office to assist with the payment of salaries, workers compensation, public liability, student accident insurances and other operating costs.
 - The Building and Maintenance Levy.** The income from the levy assists in the repayment of loans for school buildings, repairs and maintenance and building insurance.
 - Local fees and charges.** These are set by the school finance committee and are used to pay for school resources, educational activities, subject charges and other operational costs such as electricity, water, council charges and contents insurance
- For families with more than one child, or with children attending other Catholic schools within the Archdiocesan system of schools, sibling and family discounts apply to the Archdiocesan Tuition Fee and to the Building and Maintenance Levy.

FEES 2011

There have been minimal increases for 2004. The Catholic Education Office has set the basic fees structure as follows:-

Per Annum 2011	1st Child 100%	2nd Child 75%	3rd Child 50%
Years 7-8	\$1,234.00	\$925.50	\$617.00
Years 9-10	\$1,367.00	\$1,025.25	\$683.50
Years 11-12	\$1,822.00	\$1,366.50	\$911.00

Fees are charged in the first THREE terms and can be paid at the office between the hours of 9.00am and 3.30pm. Fourth and subsequent children attending school at the same time are educated without tuition fees. These fees include insurance for school hours and other approved school activities such as school camps, school sports, work experience, travelling to and from school.

BUILDING LEVY

This general and COMPULSORY LEVY has been set by the Archdiocese of Sydney from 2001. For Holy Cross College the levy will be \$450 per year or \$150 per term for the first three terms. The fee may be divided if you have other children attending CEO Sydney system schools (either primary or secondary). For example, if you have a second child at St Charles', Primary School, Ryde, you would only pay \$225 at Holy Cross. The figure may be split up to three different schools. Fourth and subsequent children are free.

ENROLMENT DEPOSIT:

A deposit of \$250 is required upon acceptance. This is non-refundable.

INCURSION / EXCURSION FEES:

Fees for excursions, camps and retreats must be paid at least one week prior to the event. Payments should be made in an envelope with the name of the student, roll class, the name of the excursion and the amount enclosed clearly marked on the front. All payments should be made at the Bursar's Office in the Administration Building.

FUND RAISING LEVY:

In the place of fund raising activities, the P&F voted in 2005 to introduce a levy of \$100 split between terms two and three per family. No other requests for voluntary contributions to school funds, other than the annual walkathon and donations to charities will be made.

TEC – Support and Maintenance Program:

The College has a compulsory ICT Levy for all students in Yrs 7-11 of \$170.00, Year 12 ICT levy \$315 and is charged in Term 1. This payment is to cover the cost of a technician employed to service the computers as well as the cost of software, licences, peripherals, maintenance, repairs and teacher resources.

Yrs 9, 10 and 11 \$145 per year
TEC Program Yrs 7 & 8 \$145 per year

ADDITIONAL CHARGES:

Year 7

Resource Fee – Compulsory Charge (includes Paper, Art, Science, TAS (goggles, timber, food, plastics, ceramics) Diary, Magazine, Photocopying, PDHPE Book, Dust Mask, Accelerated Reader Program and Feast Day). <i>Paid over three terms.</i>	\$470
Sport & Grounds Maintenance:- Compulsory Charge (paid over three terms)	\$300

Year 8

Resource Fee – Compulsory Charge (includes Paper, Art, Science, TAS (timber, food, plastics, ceramics), Diary, Magazine & Photocopying, PDHPE Book, Accelerated Reader Program and Feast Day). <i>Paid over three terms.</i>	\$392
Sport & Grounds Maintenance:- Compulsory Charge (paid over 3 terms)	\$300

Year 9

Resource Fee – Compulsory Charge (includes Paper, Art, Science, Diary, Magazine & Photocopying, PDHPE Book, Accelerated Reader Program and Feast Day) <i>Paid over three terms.</i>	\$314
Sport & Grounds Maintenance:- Compulsory Charge (paid over 3 terms)	\$300

Year 10

Resource Fee – Compulsory Charge (includes Paper, Art, Science, Diary, Magazine & Photocopying, PDHPE Book, Feast Day, Activities Day) <i>Paid over three terms.</i>	\$334
Sport & Grounds Maintenance:- Compulsory Charge (paid over 3 terms)	\$300

Year 11

Resource Fee – Compulsory Charge (includes Paper, Diary, Magazine, Photocopying, Careers Expo, HART Driver Education Program and Feast Day). <i>Paid over three terms.</i>	\$383
Sport & Grounds Maintenance:- Compulsory Charge (paid over 3 terms)	\$300

Year 12

Resource Fee – Compulsory Charge (includes Paper, Diary, Magazine & Photocopying and Feast Day) <i>Paid over three terms.</i>	\$408
Sport & Grounds Maintenance:- Compulsory Charge (paid over 3 terms - \$90.00 per term)	\$300

Subject Choice Fees will be billed in Term 2.

OTHER CHARGES:- (other fees are only for students who elect these subjects)

Years 9 & 10

Food Technology	\$170
Graphics Technology (Yr 9 only)	\$115
Industrial Technology (Timber) (Yr 9)	\$165
Industrial Technology (Timber) (Yr 10)	\$80
Information and Software Technology (Yr 9 only)	\$135
PASS	\$30
Photographic & Digital Media (Yr 9 only)	\$165

Years 11 & 12

Business Services (VET)	\$100
Construction (VET)	\$165
Design & Technology	\$115
Hospitality (Yrs 11 & 12)	\$260
Industrial Technology (Timber) (Yr 11)	\$170
Industrial Technology (Timber) (Yr 12)	\$80
Information Processes & Technology	\$135
PDHPE	\$40
TAFE	\$250

Resource Fees do not cover bibles (each student must purchase a Good News Catholic Edition) or any form of exercise books (hand writing books, Art Paper, Workbooks etc) or hardware items such as calculators, drawing equipment, Lap top computers etc. All fees and deposits are non refundable.

- Accounts for School Tuition Fees, Building and Maintenance Levy and other local fees and charges are issued early in each of Terms 1, 2 and 3.
- It is expected that accounts will be paid within 28 days of issue of the statement.
- Accounts may be paid by cash, cheque, money order, credit card EFTPOS & BPay.
- If any family is experiencing financial difficulty in meeting any of the fees please contact the school to seek an appointment with the Principal.

CYBERSAFETY USE & AGREEMENT FORM

POLICY STATEMENT –

Access to e-mail and internet services (school services) in Catholic Education Office (CEO) Sydney schools are provided to students in order to support their educational and administrative needs. These school services are necessary educational tools and **must be used in a responsible manner**. This policy can never anticipate all possible advances and uses of technology and therefore students who are unsure about their usage should seek clarification from a teacher as soon as possible.

This Policy is intended to inform parents and students of **our school's expectations when students are using the services provided by the school and when using their personal equipment to communicate to or about members of the school community**. If a student acts in a way that is against the contents of the policy, he or she will be subject to consequences according to the school's Pastoral Care Policy.

The school reserves the right to capture, store and review all internet browsing and emails across our school network.

This policy also refers to the use of mobile phones which, through advancements in technology, have become video and still cameras as well as portable computers.

This policy addresses the particular use of these technologies that has come to be referred to as **'Cyberbullying'** (See No 4 below). The school will investigate and take action where this kind of bullying occurs in school **and** outside of school when it causes significant harm to the relationships between students and or teachers, or is criminal in nature.

1. When using the school services **students will:**

- ensure that communication through internet and email services is related to learning.
- keep passwords confidential, and change them when prompted, or when known by another user.
- use passwords that are not obvious or easily guessed.
- log off at the end of each session to ensure that nobody else can use their e-learning account.
- promptly tell their teacher if they suspect they have received a computer virus or spam (i.e. unsolicited email) or if they receive a message that is inappropriate or makes them feel uncomfortable.
- seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts by email or wants to meet a student.
- ensure that copyright permission is gained before electronically publishing the works or drawings of others.
- Always acknowledge the creator or author of any material published.
- keep personal information including names, addresses, photographs, credit card details and telephone numbers, of themselves or others, private.
- ensure that school services are not used for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose.

2. When using the school services or personal mobile phones (or similar personal equipment) **students will not**
 - disable settings for virus protection, spam and filtering that have been applied by the school and not attempt to evade them through use of proxy sites.
 - allow others to use their personal accounts.
 - deliberately use the electronic identity of another person to send messages to others or for any other purposes.
 - enter 'chat' or 'social networking' internet sites without the permission of a teacher.
 - use unauthorised programs or intentionally download unauthorised software, graphics or music that are not associated with the learning activity as directed by a staff member.
 - damage or disable computers, computer systems or networks.
 - disclose personal information about another person (including name, address, photos, phone numbers)
 - distribute or use information which is copyrighted without proper permission.
 - take photos or video of members of the school community without their consent.
3. When using school services **students will never knowingly** initiate or forward emails or other messages containing:
 - a message that was sent to them in confidence.
 - a computer virus or attachment that is capable of damaging recipients' computers.
 - chain letters and hoax emails.
 - spam, eg unsolicited advertising material.
4. When using school services or non school services **students will never** send or publish either through internet sites, e-mail or mobile phone messages:
 - unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments.
 - threatening, bullying or harassing material or make unreasonable demands.
 - sexually explicit or sexually suggestive material or correspondence.
 - false or defamatory information about a person or organisation.
 - the school name or crest without the written permission of the Principal.

Students need to be aware that all use of internet and email services can be monitored and traced to the accounts of specific users.

The misuse of school services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.

Policy Update

This policy will be updated as necessary. All attempts will be made to adhere to the above policy, but particular circumstances (such as technological advancements) may require the Principal to depart from the stated policy.

ACCEPTABLE USE AGREEMENT

STUDENT AGREEMENT:

I have read the Holy Cross College Learning Technologies Acceptable Use Policy. I understand it and agree to obey its terms and conditions. I understand that:

- 1. Purchase and maintenance of the College computer networks and internet connection is expensive and designed to assist my education**
- 2. I must use these facilities responsibly, and only with permission**
- 3. I must access College technology for educational research and learning, not for entertainment**
- 4. This agreement is designed to protect my intellectual freedom, and safeguard my moral and civil rights**
- 5. My parents and I must sign this agreement in order for me to be eligible to use school technology facilities**
- 6. Violation of the terms of this agreement will result in disciplinary action, and may result in my losing access rights to the school computers and the Internet**

FIRST NAME: _____ **SURNAME:** _____

SIGNATURE: _____

PARENTAL AGREEMENT:

As the parent/guardian of this student, I acknowledge that I have read the Learning Technologies Acceptable Use Policy and give my support to re-enforcing the school's goals of promoting responsible use of Internet and computer technology.

I understand that computer and Internet access is intended, during school hours, primarily to enhance educational outcomes and that games are disallowed, by order of the Principal.

I recognise that, whilst supervising teachers make every effort to exercise duty of care in monitoring student use of the Internet, questionable and controversial sites exist, and it is my son's responsibility not to voluntarily initiate access to offensive sites. A student who actively seeks such sites must ultimately assume full moral, legal, and financial responsibility for the consequences of his actions. I therefore do not hold the staff or Principal of Holy Cross College liable if my son violates or fails to comply with the guidelines laid down in this policy.

FIRST NAME: _____ **SURNAME:** _____

SIGNATURE: _____

N.B. This Agreement will remain on file at Holy Cross College for the duration of your son's enrolment.

Examination Rules

1. No allowance will be made for misreading the Examination Timetable.
2. Students are to be dressed in the full College Uniform.
3. Senior students are only required to be at school for their scheduled examination.
4. Students are required to be in attendance **at least 10 minutes** before the Examination starting times.
5. No communication of any kind is allowed between candidates once they have entered the examination room.
6. Any question, problem, or difficulty is to be raised with a supervising teacher.
7. Students are not permitted to bring into the examination room anything other than:
 - ❑ Writing instruments; not to be in a container of any description.
 - ❑ Ruler.
 - ❑ Eraser.
 - ❑ Approved calculator.
 - ❑ Items approved by particular teachers for specialist subjects.
8. Cheating, actual or intended, **will** be referred to the Academic Misconduct Committee of the College for determination.
9. All students must remain for the full duration of the examination. No student is to leave the examination early.
10. Writing material and other equipment is not to be borrowed from other students during the examinations.
11. Mobile telephones are not to be brought to examinations in accordance with College rules and policies.

SCHOOL PRIVACY POLICY / STANDARD COLLECTION NOTICE / USE OF STUDENT IMAGES POLICY

COMMONWEALTH PRIVACY AMENDMENT (PRIVATE SECTOR) ACT 2000

Standard Collection Notice- This statement is provided to you by the school and specifically itemises the reasons for collecting information about students and their families and the way in which that information will be used by the school.

1. This School (and the Catholic Education Office, Sydney) collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling for your son/daughter.
2. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its *duty of care*.
3. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health and Child Protection laws.
4. Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We may ask you to provide medical reports about pupils from time to time.
5. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes disclosure to other schools, government departments, Catholic Education Office Sydney, the Catholic Education Commission, NSW, your local diocese and the parish, Schools within other Dioceses/other Diocesan offices, medical practitioners, and people providing services to the School, including specialist visiting teachers, coaches, volunteers and counsellors.
6. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.
7. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, pupil activities and other news is published in School newsletters, magazines and on our website.
8. Parents may seek access to personal information collected about them and their son/daughter by contacting the School. Pupils may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's *duty of care* to the pupil, or where pupils have provided information in confidence.
9. As you may know the School from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
10. We may include your contact details in a class list and School directory (where, in general, access is limited to school staff).
11. If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose the information to third parties.

Use Of Student Photos And Video Images

Photos and video footage of students are used regularly by schools for a number of purposes and under current legislation this practice can continue.

- a) Situations covered by the Standard Collection Notice. The Standard Collection Notice covers schools for the use of photo images in school or system-based publications. In the following cases the school is NOT required to collect any permission from students/families for the use of students images :
- the school magazine
 - school newsletters
 - *About Catholic Schools*
 - school notice boards
 - photos taken by an authorised member of the press e.g. when a local politician visits the school and brings a press photographer along.
 - photo or video images taken by families at school functions.

These situations are generally for the purpose of praising or promoting the efforts of the student or the school, are not for the purpose of direct marketing and are a reasonably expected use of students images when enrolling at a school. **However, any photos or video taken by families must be for personal use only and not posted in any public places outside of the school.**

Principals will :

- inform the school community of the impending use of photo or video via the newsletter
 - afford families the right to inform the school of any issue that would negate the use of their child's image in such a way.
- b) Situations requiring specific permission. Any use of photos or video for the **direct marketing** of the school or system or for use in the public domain, require the school to obtain specific permission from families. Some examples include:
- paid advertisements in local newspapers
 - any images that could be accessed via the world wide web.

These situations are, in most instances, for the purpose of directly marketing the school or for another purpose for which the school is required to obtain permission.

Parents/carers should notify the Principal immediately if any circumstance arises that would prevent the school from using their child's photo or video images as outlined above.

CHILD PROTECTION POLICY

- This school complies with all requirements of the *NSW Child Protection Legislative Reform Package 1998*. This includes:
 - Requirements to collect declarations from all paid employees and volunteer helpers who undertake tasks on behalf of the school that may involve unsupervised contact with students. If you wish to volunteer for such tasks at this school you will be required to sign such a declaration.
 - Undertaking the *Working with Children Check* (employment screening) for paid employees of the school.
 - Making notifications of 'risk of harm' or abuse to students to the Department of Community Services as per mandatory reporting laws (see attached brochure).
 - Managing allegations of child abuse against employees of the school according to the requirements of the NSW Ombudsman and the Commission for Children and Young People.
 - Ensuring that all paid employees or volunteers are appropriately informed of their obligations under the legislation.
- This school also applies curriculum and pastoral practice to ensure the safety and well being of students attending the school.

VOLUNTEERS

- Child Protection legislation **requires** that all those who undertake volunteer tasks on behalf of the school, where those tasks may involve unsupervised contact with students, must sign a *Prohibited Employment Declaration*.
- This means that the volunteer must not be a prohibited person (ie have been convicted of a serious sex crime) and must sign the declaration accordingly.
- This school will require you to sign the declaration if you are intending to volunteer to undertake tasks on behalf of the school where unsupervised contact with students is possible.

EXCURSION POLICY

- From time to time educational excursions, sporting carnivals, camps and retreats are organised for the students at this school.
- The school aims to keep the costs of these experiences to a minimum and no student should miss out as a result of financial hardship. Parents/carers are asked to contact the Principal to discuss this on a confidential case-by-case basis.
- When excursions, sporting carnivals, camps or retreats are organised by this school, students will be expected to participate as part of fulfilling the curriculum and pastoral requirements of the educational program.
- When these experiences are arranged parents/ carers can expect due notice in writing detailing the venue, dates, times, nature, cost, transport, requirements etc of the specific experience. This will be in the form of an information/consent form and individual consent must be provided by the due date for the student to participate.
- This school fully considers the Occupational Health and Safety implications when taking students off the school site and any necessary details are included in the parent/carer information/consent form.
- This school will take all reasonable care in the event of a student suffering accident or illness. However, it does not accept responsibility for the costs of any medical or dental attention or treatment administered to the student, nor will it be responsible directly or indirectly for any act or omission of any medical or dental practitioner or medical officer treating the student.
- This school is in an Ambulance Fund, which provides full ambulance service from the school to the nearest Public Hospital.
- In any incident of accident or illness (either on excursion or at school) a parent/ carer, or if unavailable a nominated emergency contact, will be informed as soon as possible.
- This school provides some personal and accident insurance coverage to students for accidents that may occur during school time and on authorised school activities such as excursions, camps, retreats and work experience. More information is available at the Catholic Church Insurance Ltd. Website:

https://www.ccinsurances.com.au/church_ins/school-care.asp
- Information about additional student insurance that can be purchased is also available on the website.

SUN PROTECTION POLICY

RATIONALE

Holy Cross College recognises the importance of protecting our students from harmful UV radiation especially during terms one and four. Students must be educated as to the need for suitable sun protection, and protected from over exposure to sun while at school.

IMPLEMENTATION

1. Caps and broad brimmed hats are available as part of the College uniform. All students are strongly urged to purchase these items.
2. Students are encouraged to wear head protection while engaged in any outdoor activity during the school day.
3. Sunglasses that provide UV protection may be worn when students are engaged in outdoor activities except if they are engaged in body contact sports.
4. Students are actively encouraged to wear a broad-spectrum water resistant sunscreen (SPF30+). Sunscreen will be made available upon request from the PDHPE Department for practical lessons, from Year Coordinators' offices during recess and lunch and on excursions. Sunscreen will be applied by students in accordance to the manufacturer's directions, under the supervision of teachers.
5. Shade areas will be provided for each yard as part of the redevelopment of school facilities.
6. Sun protection education will form part of the PDHPE teaching program.
7. The school newsletter and school assemblies will be used to highlight and reinforce the College's Sun Protection Policy. The policy will appear in each edition of the Student Diary.