

# Welcome Pack 2024

**Parent & Student Information** 

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#### Dear Parents and Caregivers

Welcome to a new year at Edmund Rice College. The staff of the College are very excited to welcome back our students to what promises to be an exciting year of learning. As we embark upon this new school year filled with promise and hope this school year provides us an opportunity to reflect upon our personal and spiritual growth and to set some new goals.

All boarding students are requested to arrive at 2.00 pm on 31 January 2023. Parents and students are invited to meet informally in the Dining Room at 2.00 pm for a cup of tea and a chat. Residential students will then go to their boarding house to unpack their possessions and settle in. Parents are invited to remain for the evening meal at 5.30pm. Please let Reception know in advance if you will be staying so that we can let the kitchen know for catering purposes.

All new day and Year 12 students are requested to arrive at 8.00 am on Wednesday 1 February 2023. This day will enable our new students to work with the Year 12 students and staff becoming familiar with the College and procedures. Our current students from Year 8-11 will join us on Thursday 2 February 2023.

This welcome pack contains information about life at our College. Please read the information in this pack carefully and do not hesitate to contact us if you have any queries.

I look forward to catching up with all of you throughout the year.

God Bless,

Marie Barton Principal

A Warm Welcome Lyon

# **Vision Statement**

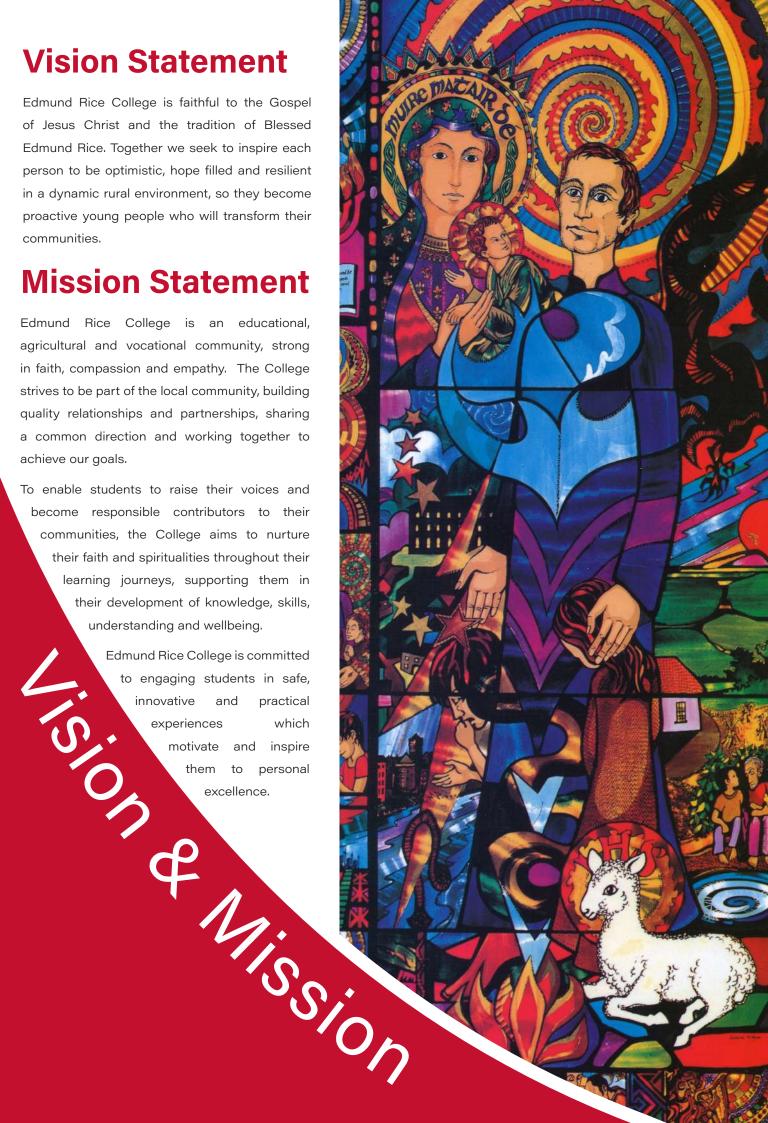
Edmund Rice College is faithful to the Gospel of Jesus Christ and the tradition of Blessed Edmund Rice. Together we seek to inspire each person to be optimistic, hope filled and resilient in a dynamic rural environment, so they become proactive young people who will transform their communities.

## **Mission Statement**

Edmund Rice College is an educational, agricultural and vocational community, strong in faith, compassion and empathy. The College strives to be part of the local community, building quality relationships and partnerships, sharing a common direction and working together to achieve our goals.

To enable students to raise their voices and become responsible contributors to their communities, the College aims to nurture their faith and spiritualities throughout their learning journeys, supporting them in their development of knowledge, skills, understanding and wellbeing.

Edmund Rice College is committed



The core values held by the Edmund Rice College community are based in the Gospel values where Jesus Christ is the cornerstone of a full Christian life and where quality relationships underpin our way of life.

The core values at Edmund Rice College are:

## **Excellence**

Our community responds to the dignity of each person and actively promotes our people to strive to be the best they can be in both aspiration and achievement through the provision of extraordinary opportunity for our students and staff.

## **Tolerance**

Our community strives to serve its families and members and the broader community through reaching out to others through the spirit of tolerance and hospitality with generosity of spirit. We endeavour to celebrate diversity and liberate those at the margins through nurture and a sense of belonging to our small community.

## **Core Values**

## Respect

Our community strives to be inclusive and recognises the faith tradition, diversity and rights and responsibilities of each person. We aim to act responsibly to care for the beauty of our unique, rural environment and endeavour to act justly in stewardship of our resources.

## **Honesty**

Our community strives to promote and allow for the free expression of people to develop a wholesome lifestyle, free of prejudice and of peaceful and authentic consequence. We promote self-growth and healthy relationships through honest feedback and restorative practice.

Our College Motto
"Stronger Together"

# **School Holiday Hours**

The College Office will be closing on 14 December 2022 and opening again on Monday 9 January 2023. Administration hours are from 8.00 am to 4.00 pm.

To book an appointment for the uniform shop, please

contact Reception on 9576 5500.

Your uniform appointment time is also an ideal opportunity to complete your forms and have your queries answered.

# **School Hours**

The school day commences at 8.20 am. Students begin their day with Period 1. Morning piece commences at 10.20am. Students make their way to the kitchen courtyard for morning tea. Meals are provided for ALL students at the College, this is included in your fees. Lunch is for 30 minutes. Classes finish at 3.00 pm and day students are to make their way promptly to the buses that leave at 3.10pm. Residential students make their way to the houses where

they enjoy afternoon tea with their House Parent and other students.

For information on boarding, please refer to the Boarding Handbook.

## **Absences**

If you know your child/ren will be absent from school for any reason, including returning late from school holidays, could you please let College Reception know by 8.20 am on the first day of the absence.





Students arriving or leaving the College during office hours MUST be signed in or out at the Reception Desk. This is especially important if your child/children catch one of the College buses and the bus driver is expecting the child on the bus. If you are taking another student home please also remember to sign this student out.

ALL visitors to the College MUST sign in at

# **Change of Details**

If your contact details, such as address or phone number change, could you please advise the office as soon as possible to ensure information is reaching you. This is also the case for emergency contact details in the event that we need to reach someone in an emergency.

Please contact College Reception on 9576 5500 or send a

note if there are going to be any changes to your child's travel

Reception and wear a Visitor's

badge at all times while

campus.

arrangements for the day.

## **Medications**

Please be advised that students are not allowed to have any medications of any kind amongst their personal possessions, with the exception of asthma inhalers, insulin and epipens. Upon arrival at the College, all medications, including non-prescription and natural/herbal medicine, must be handed in to the College Nurse, or if after hours to the House Parents.

Our aim is to provide quality health care to our students. In the

event of an illness, the student will be assessed and treated by the College Nurse. In the event of the Nurse's absence, only nonprescription medications such as panadol can be supplied by the office and only with parental consent.

ANY MEDICATIONS FOUND WILL BE CONFISCATED AND RETURNED TO THE PARENTS / GUARDIANS.



The College has developed a co-teaching model for our diverse student cohort. It is a fully inclusive environment where teachers have autonomy.

A dynamic class structure for Year 7 to Year 10 was developed collaboratively utilising a coteaching model with two teachers and a teaching assistant for each year level. The model implements the practices of Universal Design that allows for an inclusive model catering to a broad range of academic levels where individualised instruction is conducted with differentiated groupings in a flexible learning environment. This enables staff to have full autonomy in classroom implementation, professional dialogue and experimentation with new teaching methodologies such as Project Based Learning.

At the College we believe that to improve academic outcomes, students need to be engaged in their learning. For this to happen students must feel safe and trust their teachers. Our staff act with the belief that we are foremost teachers of humanity and need to maintain a sense of belonging, connectedness and wellbeing. A new model of learning that better addressed our philosophy of learning while engaging and capturing our student's natural curiosity, while also catering for their academic, wellbeing, spiritual, social and emotional needs was developed.

Nurturing a culture of increased efficacy and building

professional capacity with staff feedback has been positive. This model delivers a safe environment for staff where they support each other when things have not gone as planned, give and accept authentic feedback that is real and relevant, collaboratively explore and integrate student data to improve their teaching thus providing rigorous ongoing professional learning. These experiences have nurtured a whole school culture of accountability of excellence in teaching and learning. The teams regularly contact parents ensuring they are aware of what is happening in the classrooms and are a vital part of their children's education.

Improved student academic and wellbeing outcomes come as a result of tracking longitudinal data (NAPLAN results, learning growth, regular PAT testing, attendance in class and behaviour). This gives evidence that the model is working. Consistent routines, structures and behavioural methods used in each class is always effective with students. The co-teaching model allows for our students to develop a deep sense of trust with each other as teachers 'really know their students.' Our students thrive on knowing their teachers are concerned about their education while looking after their wellbeing.

The model provides cultural benefits because it delivers opportunities to link the curriculum to cultural aspects from all student's communities and experiences. Elders, parents and guardians are invited to share stories and authentic cultural experiences while recognising these are a vital part of growth and learning. The sharing of images and videos with the students from their home communities is integrated into their learning alongside the incorporation of language – sharing and learning Aboriginal words and meanings. The rich and ancient culture of storytelling has become part of the College's daily rituals of prayer and yarning circles for reflection.

Our journey of review, reflection and modification is ongoing. There are many benefits for students and staff. Teaching teams have adapted to delivering different teaching styles and respect each other's wisdom, some staff have been pushed out of their comfort zones by teaching new subjects and content. Our staff demonstrate compassion and empathy for our students and are always discussing new ways and ideas to help support our students.



## **Mobile Phones**

The use of mobile phones at Edmund Rice College during school hours is not permitted.

- Boarding students are permitted to use their mobile devices upon returning to dorm each afternoon until 9:00 pm.
- Boarding students are required to give their mobile devices to their boarding supervisor prior to 9:00 pm.
- Day students must place their mobile phones in their locker immediately upon arriving on the College grounds.
- Students who use their mobile phone during school hours will have their phone confiscated. Boarding students will require their supervisor to collect their phone. Day students will require a parent to collect their phone.

## Lost, Stolen or Damaged Devices:

- Each user is responsible for his/her own device. Edmund Rice College takes no responsibility for stolen, lost or damaged devices, including lost or corrupted data on those devices.
- While school employees will help students identify how to keep personal devices secure, students will have the final responsibility for securing their personal devices.

Please check with your home owner's policy regarding coverage of personal electronic devices, as many insurance policies can cover loss or damage.

## **Usage Charges:**

Edmund Rice College is not responsible for any possible device charges to your account that might be incurred.

Charging of devices will not be permitted at Edmund Rice College during school hours. The College takes no responsibility for the battery level of the device.



While all care is taken of laptops and other mobile devices during school hours and in the boarding houses, the College cannot be held responsible for any loss or damage to these items. Students are encouraged to store their devices in a locked locker, locked box in their boarding room or leave it in the boarding house offices.

## Information & Communication Technology (ICT) Policy

#### **Rationale**

Information and Communication Technology (ICT) is utilised in schools for learning, teaching and administration. The availability of such resources provides the opportunity for schools to help students develop their full potential. ICT provides significant educational value but can pose risks regarding safety, personal reputation and corporate reputation.

In accordance with the teachings of the Catholic Church, the practice of communication must reflect the highest standard of accountability and sensitivity to human rights and relationships.

#### **Definition**

'Information and Communication Technology (ICT)' means all hardware, software, systems and technology including the internet, email and social media (e.g. Facebook)

Defamation is the publication, declaration or broadcast of material that is capable of lowering a person in the estimation of others.

Harassment, Discrimination and Bullying means unlawful behaviour as defined in the Catholic Education Commission policy statement 2-C4 'Harassment Unlawful

Discrimination Victimisation and Bullying!

Social media refers to a group of internet based applications that allow users to share information and create communities.

#### **Principles**

- 1. At Edmund Rice College ICT is provided for educational purposes only.
- At Edmund Rice College ICT is a tool to support learning. Access to ICT can be removed if school rules are broken. Students using ICT must not break State or Commonwealth laws (a summary of these laws is an attachment to this Policy and forms part of this Policy).
- The school has the right to check all written, graphic, audio and other materials created, produced, communicated, stored or accessed on ICT by students, including emails.
- Students shall be made aware that access to ICT, particularly the internet, email and social media can expose them to inappropriate material or potential harm.



5. Students shall take personal responsibility when using ICT services by protecting their personal information and data, maintaining the required level of security, respecting the privacy of others, respecting the legal boundaries of licensing and copyright, using language appropriate to the school's expectations and taking good care of all ICT equipment.

#### **Procedures**

- Edmund Rice College is committed to ensuring all students are aware of standards for the use of ICT within the school environment. Consequently, unacceptable use will not be tolerated under any circumstances and disciplinary action will be taken against any student who breaches this policy.
- The College shall identify acceptable and unacceptable use of ICT and is committed to regularly updating this policy.
  - 2.1 Acceptable use shall include but is not limited to:
  - researching information relating to assignments \*
  - gathering specific information about subjects/topics
  - creating digital content to demonstrate learning
  - contacting a teacher or friend for assistance with school related work
  - other teacher directed activities
    - \* Students shall exercise caution as to the quality and accuracy of the information they are accessing or transmitting.
  - 2.2 Unacceptable use shall include but is not limited to:
  - accessing networks without school authorisation
  - transmitting or deliberately accessing and/ or receiving material that may be considered inappropriate, which includes threatening, sexually explicit, or harasing materials, offensive or discriminatory materials, or material that may be harmful either physically or emotionally, which includes bullying or harassment of fellow students or others outside the school
  - communicating information concerning any password, identifying code or other confidential information or violating the security of the system in any way interfering with or disrupting network users, services or equipment. Disruptions include but are not limited to, distribution of unsolicited advertising, 4. propagation of viruses, in any form, and using the network to make unauthorised entry to any other machine accessible via your network
  - plagiarising and/or breaching copyright laws,

- including software copyright and re-engineering of software
- conducting private business matters or use the system for any personal gain
- downloading and/or installing software programs (eg .exe files), videos, music, picture galleries, greeting cards, screen savers and games etc without the permission of the school.
- accessing applications installed on student or parent owned devices, other than those recommended by the teacher, during school time. It is unlawful to send emails which:
- defame someone or an organisation
- infringe copyright laws ie reproduce or adapt copyrighted material by downloading and further disseminating the material
- contain statements which could constitute sexual discriminiation or sexual harassment
- display sexually offensive or explicit material
- contain offensive or insulting statements based on the race, colour or nationality of a person
- undertake activities which breach State and Commonwealth laws.

#### 2.2.1 Unlawful use shall include but is not limited to::

- defaming someone or an organisation
- infringing copyright laws ie reproducing or adapting copyrighted material by downloading and further disseminating the material
- sending messages that could constitute sexual discrimination or sexual harassment
- accessing or displaying sexually offensive or explicit material
- making offensive or insulting statements based on the race, colour, nationality, gender, religious beliefs, disabilities, age or personal circumstances of a person
- undertaking activities which breach State and Commonwealth laws.
- Unacceptable and/or unlawful use of ICT systems constitute a breach of school rules and may warrant disciplinary action which may include exclusion of the student in accordance with the schools disciplinary policy.
- 4. This policy is available from College administration. It is the student's responsibility to be aware of its contents.

# IMPORTANT STATUTES WHICH ARE APPLICABLE TO STUDENT USE OF SCHOOL ICT INCLUDE:

## **Copyright Act 1968 (Cth)**

Students may copy or otherwise deal with copyright material for the purpose of study or education. However, generally only the author of original material has the right to reproduce, copy, publish, perform,

communicate to the public and make an adaptation of the copyright material.

## **Equal Opportunity Act 1984 (WA)**

This Act precludes:

- Discrimination against persons on grounds of sex, marital status or pregnancy, family responsibility or family status, sexual orientation, race, religious or political conviction, impairment or age in education
- Sexual harassment and racial harassment in the workplace and in educational institutions
- Promotes community recognition and acceptance of the equality of all persons regardless of their race, sexual orientation, religious or political convictions, impairments or ages.

## **Censorship Act 1996 (WA)**

Students must not use a computer service to transmit, obtain or request an article knowing that it contains objectionable and restricted material. It is an offence to possess or copy indecent or obscene articles or child pornography. Students should be aware for their own protection that people who deal with such material commit an offence.

## **Criminal Code (WA)**

Students should be aware that it is illegal to show offensive material to children under 16, and that if someone does show them offensive material

that person is committing an offence. Racist harassment and incitement to racial hatred are also criminal

## **Cybercrime Act 2001 (Cth)**

Unauthorised access to or modification of data held in a computer and unauthorised impairment of electronic communication eg 'hacking' or infecting computer systems with a virus, are illegal.

## **Privacy Act 1988 (Cth)**

Students should respect that the personal information of others is private. This Act covers the collection, use and disclosure, quality and security of personal information.

# **Communication**

There are several ways in which the College keeps parents/ guardians up to date with events at the College. The Round Up is produced and emailed to parents/guardians weekly. The College Chronicle is also produced three times a term and emailed to parents. For this reason, please ensure that you provide your current email address to the office. If you would prefer to receive The Round Up in paper form, please let the office know. The College Chronicle is available on the College website. The College website is regularly updated with important information.

additional information. Information on the website calendar may change and parents/caregivers are asked to regularly check the website for these changes.





## **Uniform:**

- The College Daily Uniform, the Equine Uniform, Work Uniform (Farm, Automotive & Engineering) and the Sport Uniform are required to be worn at the allocated times. Instructional times include after school rostered activities (farm practice, sport and other organised activities). Jeans may not be worn to Farm, Automotive, Engineering or Woodwork.
- The uniform is to be clean, neat and tidy, with shirts tucked in and jumpers are not to be tied around the waist.
- The Daily, Work or Sport Uniform is to be worn for respective times. Mixing parts of the uniform is not approved.

- Appropriate footwear is to be worn to, from and in the various activities. Bare feet are a safety risk in most circumstances.
- Any over-garments such as raincoats, parkas and gloves that are worn to and from school, must be taken off upon reaching school.



## **Management Procedure:**

Students with a valid reason for not wearing correct uniform shall:

- Bring a note to school, signed by a parent/guardian. The note is to indicate the period of time for which the reason is valid.
- Carry the note with them for the duration of time they do not have the appropriate uniform.
- Students whose grooming and uniform are consistently noncompliant with the school policy will be sent to the House Coordinators.

#### **Marking Uniform Items:**

All items of clothing are to be clearly marked with the student's name. Iron-on labels are not suitable for use in the College driers, these labels should be sewn in. Uniform items that have not been clearly marked may end up in lost property and if not claimed by the end of term, will be sent to the second hand uniform shop to be sold.

PLEASE NOTE: POCKET KNIVES (OR LEATHERMAN WITH BLADES), <u>SPRAY CANS</u>, <u>PERMANENT MARKERS OR</u>
AEROSOL CANS ARE NOT PERMITTED AT THE COLLEGE. (THESE ITEMS WILL BE CONFISCATED.)

## **Grooming - Hair, Make up and Jewellery:**

- Students are not to cut their own hair, nor other students, while at the College. At no time can students shave their head, or part of their head or eyebrows.
- Extremes of cut or colour are to be avoided, hair must be one natural colour only and must be so subtle that it does not necessitate visible re-growth, designs cut into hair (eg tracks) are not permitted. Excessively short hair is also not permitted and a cut shorter than a number three is unacceptable. The Principal may suspend students from the College or activities in cases of non-conformance, until the situation is remedied.
- Hair will be clean, neat and off the face. All students with hair longer than collar length will have it tied up. Hair is not to cover the face or eyes in instructional time. Plain unornamented clips, pins, hair ties or hair nets are to be used. Headbands and hair ties can be black, red or white in colour.
- Hair products (eg gel, mousse) to be used sparingly so as to look neat and conservative (not spiky).

- Students may wear eye liner and mascara to school. They may also wear nail polish. If it is chipped they will be asked to remove it.
- Hand rings, arm bracelets are not to be worn in instructional times. Bracelets include any material bracelet.
- Visible body piercing is not permitted. Excess jewellery will be confiscated and is to be reclaimed from the College Office at the end of each school term.
- MEDIC ALERT BRACELETS <u>MUST</u> BE WORN AT ALL TIMES.
- Tattoos are not permitted, permanent or non permanent. Any other forms of body art, drawing on hands/arms (or other body parts) or uniform is not approved. Students who have tattoos are expected to cover them.

#### **Permitted Accessories:**

- One fine neck chain (only a Christian symbol may be added to the chain optional) worn around the neck.
- One watch.
- A maximum of one PLAIN silver or gold (only) small stud or sleeper per lower ear lobe. Additional piercing or "taping over" is not permitted (including additional plastic studs).



#### The Class Uniform consists of:

- Black/Red polo shirt (everday wear)
- Black school dress shorts/trousers
- School V neck pullover
- Black school jacket with embroidered crest
- Black lace-up shoes/boots (proper school shoes no heels etc (to be purchased elsewhere)
- Black belt (optional, but if worn must be black)
- Black socks
- College cap or bucket hat (compulsory for all outdoor activities)\*\*\*

#### **Sports & Swimming Uniform:**

- Faction polo T-shirt of blue, green or gold with black crest
- Black unisex "Taslon" shorts
- Appropriate runners
- College cap or bucket hat (compulsory for all outdoor activities)
- Girls single piece black racing bathers (to be purchased elsewhere). Black
   "Taslon" shorts may be worn over the top\*\*\*\*
- Boys Black "Taslon" shorts to be used as swimmers\*\*\*\*
- Rashie plain red (compulsory)

# Work Uniform (Farm, Automotive & Engineering):

- A plain black beanie (no logo/embroidery) is optional in
   Term 2 & 3. This may be worn outside
- Hi visibility orange shirt
- Navy blue long drill work pants for all farm activities
- Leather work boots (steel cap for Years 11 & 12 only not in Years 7, 8, 9 & 10)
- 1 pair safety glasses (for use in workshops (Auto, Engineering & Woodwork) and on farm (these are available in the Uniform shop or can be purchased elsewhere)
- Hat, a hat must be worn on farm (no hat, no farm)\*\*\*
- Wet weather jacket (compulsory for winter)

#### **Equine:**

- Navy blue moleskins/jodpurs or wrangler jeans for Equine only (purchased elsewhere)
- Blue equine shirt
- Wet weather jacket (compulsory for winter)
- Riding boots/helmet (please refer to the Equine pack for safety standards) (to be purchased elsewhere)

Students are expected to be well groomed and to have a sense of pride in their appearance. College uniform expectations apply to ALL students when travelling to and from school, during school hours and for designated school functions. Students are expected to look clean, neat and tidy.



## **Class Uniform**

Suggested Quantity	Item	Price per Unit (incl GST) \$
3	Black/Red Polo Shirt	30.00
1	Long Sleeved Polo Shirt	35.00
2	Slacks - Girls	30.00
2	Trousers - Boys	35.00
1 *	Black Belt (optional, however if worn, must be black)	15.00
1	Jacket with crest	60.00
5	Black Socks	3.00
1	School V Neck Pullover/Jumper	50.00
2	Black Girls' Dress Shorts	30.00
2	Black Boys' Dress Shorts	30.00
1	Black College Cap (hats are compulsory at the College)	20.00
1	Bucket Hat (hats are compulsory at the College)	15.00
1	Black Beanie	10.00
1	Black Lace Up Shoes	20.00

## **Sports & Swimming Uniform**

Suggested Quantity	Item	Price per Unit (incl GST) \$
1	Faction Polo T-Shirt - Blue, Green or Gold	30.00
1	Sports Shorts	30.00

## Work Uniform (Farm, Automotive & Engineering)

Suggested Quantity	Item	Price per Unit (incl GST) \$
1*	Work Drill Pants - Navy Blue Cotton	50.00
1	Work Drill Long Sleeve Shirt	52.00
1	Work Shorts	20.00
1	Work Shirt - short sleeved	20.00
1	Hi Vis Work Jacket	50.00

## **Equine Uniform**

Suggested Quantity	Item	Price per Unit (incl GST) \$
1	Equine Shirt	45.00

## **Other - Boarders**

Suggested Quantity	Item	Price per Unit (incl GST) \$
1	Wash Net Bag (min 40cm x 60cm)	16.00
1*	Laundry Basket	5.00

\* These items may be purchased elsewhere. All other items are only available from our uniform shop.





#### **Clothing Other Than Uniform:** What Not To Bring: ☐ Adequate casual clothing for out of school hours ☐ Aerosol cans of any sort, including shaving cream, hair spray, (not excessive quantity and no offensive logos) mousse, deodorants and body spray. These will be confiscated Bathers and a beach towel П ☐ Jewellery (apart from the permitted jewellery items listed on ☐ Sunscreen, hat for sun protection and thongs for Page 15) wearing to the pool Hair colourings Video and DVD players, TV sets, Xboxes and Playstations and any other electrical equipment **Toiletries:** Personal heaters Alcohol, cigarettes, e-cigarettes and other non-prescription □ Soap drugs. All medication is monitored by the school nurse and ☐ Two towels ☐ Shampoo administered by supervisors ☐ Deodorant, roll or stick (no spray cans are Candles, matches, lighters, incense and oil burners permitted at the College. Aerosol cans will be Magazines that contain material that is not in keeping with the confiscated) ethos of the College □ Toothbrush and toothpaste Music that contains inappropriate lyrics or language ☐ Hair brush or comb Knives of all sorts ☐ Tissues (1 large box per term - minimum) ☐ If your child takes regular medication please provide a 7 day pill box **Bedding:** Pillow and two pillowslips Two fitted single sheets All Clothing: П Doona or blankets (sleeping bags are not permitted for dormitory use) ☐ Should be clearly marked with student name Mattress cover (mark names with a laundry marker) ☐ Electric blankets (strict rules apply to its use) ☐ Must be in good repair ☐ Must be modest, no inappropriate signatures, text or pictures **Boarders Leave:** All leave from the Boarding community has to be approved by the Head of Boarding. The leave request form MUST be fully completed by parents/guardians 48 hours prior to the intended leave. The host General: must be approved by the family and the students going on leave are required to sign out at their respective houses or at the College ☐ Locked box (large) to keep ALL valuables in. Administration. Spare key to be kept in dorm office. Metal tool box is appropriate. The College can not be held responsible for valuables that have not been safely On return to the College, students are required to sign back into stored in the students locked box. residence and advise College staff of their return. Should a change ☐ 1 x padlock for the students locked box (two keys to the return plan arise, both college staff and families need to be for the lock, one to be given to the House Parent) advised. Each student receives the opportunity to have leave; any ☐ Coffee mug - regular size, microwave bowl, fork and spoon (for dorm use only) breaches of leave may incur disciplinary action. ☐ Water bottle ☐ Laundry basket to store dirty clothes and to carry The College encourages students to return to the boarding house clothing to and from laundry. Mesh laundry bag before 7.00pm Sunday evenings, unless special arrangements have (purchased from uniform shop)

☐ A fan for hot weather and electric blanket for cold

□ Shoe cleaning kit

☐ Coat hangers (minimum of 8)

☐ Personal items (eg photos)

been made with the Head of Boarding.

PLEASE SEND ALL LEAVE FORMS TO:

8125.resicare@cewa.edu.au Resicare Fax: 9576 1146

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### **Application for Transport Assistance and Conveyance Allowance**

School Bus Services now require parents/caregivers applying for Transport Assistance and Conveyance Allowance, to complete the relevant forms online at <a href="mailto:schoolbuses.wa.gov.au">schoolbuses.wa.gov.au</a>. Select the Transport Assistance tab, the form can be completed through this menu.

If you have any difficulty in doing this process, please do not hesitate in contacting the office for assistance.

Only in extreme circumstances will complementary passengers be approved for bus runs. Please apply directly to School Bus Services.

## **School Behaviour Management Guidelines**

Student Behaviour Management Guidelines can be found on the School Bus Services website at:

https://schoolbuses.wa.gov.au/Portals/2/SBS/Safety/Behavoiur%20Management%20Guidelines.pdf?ver=12iGsTtC0pI5pYWhTaSM\_w%3d%3d

In the event of serious or continued misbehaviour by a students, School Bus Services may:

- Withdraw permission for the student to travel on a contract school bus (temporarily or permanently).
- Withdraw the student's entitlement to transport assistance.



## **Bus Timetables**

Please note that timetables may change at any time. Updates will be posted on the College website.

#### BULLSBROOK/BINDOON BUS TIMES - Pauline - 0419 993 099

	Mor	nday	Tues	sday	Wedn	esday	Thur	sday	Frie	day
Pick Up/Drop Off Location	am	pm	am	pm	am	pm	am	pm	am	pm
Bullsbrook DHS Interchange	7:10	4:29	7:10	4:29	7:10	4:29	7:10	4:29	7:10	4:29
Cnr Muchea East/Great Northern Highway	7:19	4:19	7:19	4:19	7:19	4:19	7:19	4:19	7:19	4:19
Blue Plains Road/Great Northern Highway	7:36	4:06	7:36	4:06	7:36	4:06	7:36	4:06	7:36	4:06
219 Hart Drive Chittering	7:52	3:50	7:52	3:50	7:52	3:50	7:52	3:50	7:52	3:50

#### TOODYAY BUS TIMES - Glen - 0467 226 026

	Mor	nday	Tues	sday	Wedn	esday	Thur	sday	Frie	day
Pick Up/Drop Off Location	am	pm	am	pm	am	pm	am	pm	am	pm
Depot - Stewart Street Northam	6:38	5:00	6:38	5:00	6:38	5:00	6:38	5:00	6:38	5:00
356 Haddrill Road	6:50	4:35	6:50	4:35	6:50	4:35	6:50	4:35	6:50	4:35
392 Chatcup Road	7:35	3:55	7:35	3:55	7:35	3:55	7:35	3:55	7:35	3:55
Dewars Pool Road (286)	7:48	3:42	7:48	3:42	7:48	3:42	7:48	3:42	7:48	3:42
College	8:15	3:10	8:15	3:10	8:15	3:10	8:15	3:10	8:15	3:10

#### GINGIN/BINDOON BUS TIMES - Mark - 0417 755 776

	Monday		Tuesday		Wednesday		Thursday		Friday	
Pick Up/Drop Off Location	am	pm	am	pm	am	pm	am	pm	am	pm
Gingin Shire	7:10	4:20	7:10	4:20	7:10	4:20	7:10	4:20	7:10	4:20
Cockatoo Drive	7:40	3:50	7:40	3:50	7:40	3:50	7:40	3:50	7:40	3:50
Forrest Hills Parade (YAYL Lodge)	7:43	3:40	7:43	3:40	7:43	3:40	7:43	3:40	7:43	3:40
Evergreen Rise Bus Shelter	7:50	3:45	7:50	3:45	7:50	3:45	7:50	3:45	7:50	3:45
Clune Park	7:55	3:35	7:55	3:35	7:55	3:35	7:55	3:35	7:55	3:35
College	8:10	3:20	8:10	3:20	8:10	3:20	8:10	3:20	8:10	3:20

#### **PLEASE NOTE:**

Do not phone Bus Driver during the bus run hours. Leave a text or message.

Listed below are the types of activities in which students may participate in at the College:

## **Sporting & Recreational Activities**

- 1. Students participate in a range of contact and non-contact sports. The main sports being football, basketball, netball, swimming and cross-country running.
- 2. Structured sports are usually played after school. Students sometimes travel off campus to sporting and recreational venues/fixtures.
- 3. Unstructured sport and recreational times are under the direction of the House Parents. While there are specific bounds for students, the surrounding farm is the main area of recreation.

### **Excursions & Activities**

- 4. College excursions are approved by the Principal and usually involve travel in College owned vehicles. Students are given guidelines according to the destination as to what is required for supervision.
- 5. In Years 10, 11 & 12, approved students may engage in Structured Workplace Learning. Details regarding these activites including insurance details, contact phone numbers and other relevant information will be sent to parents in advance.

## **Farm Activities**

6. All students participate in farm activities, both during and out of school hours. These activities are organised and supervised by Agricultural Education Team Members. Being with and handling animals is part of routine farm work. The College Prospectus outlines the farm enterprise.

## **Publicity**

Students' photographs and names may be published in *The College Chronicle* and *The Round Up*, newspapers, brochures, and other literature promoting the College.

Students' photographs and names may be displayed on the College website.

Students' photographs and names may be displayed on television or broadcast on radio.

Please advise the office if you do not wish your child's image to appear in any of the above.

## **Student Driving**

Secondary students participating in agricultural and automotive education programs at Edmund Rice College learn how to drive vehicles and tractors on the school property as part of practical activities. Student driving is based on a Permit System of varying levels. If your child is entering Year 10 (14 years of age), a Student Driving Information Booklet will be included with this Welcome pack. It contains information on student driving at the College, a sample written test and a parent permission form. If you wish your child to be involved in this program, please complete the form and return to the College. New students to the College entering Year 11 will also be provided with this Information Booklet.

Students who wish to drive their own vehicle to and from school will need to complete an Application to Drive To and From School form. These forms are available from the College Administration. Students who wish to travel with another student or transport another student will also need to complete the appropriate form. No student will be allowed to travel with another student without parental permission.

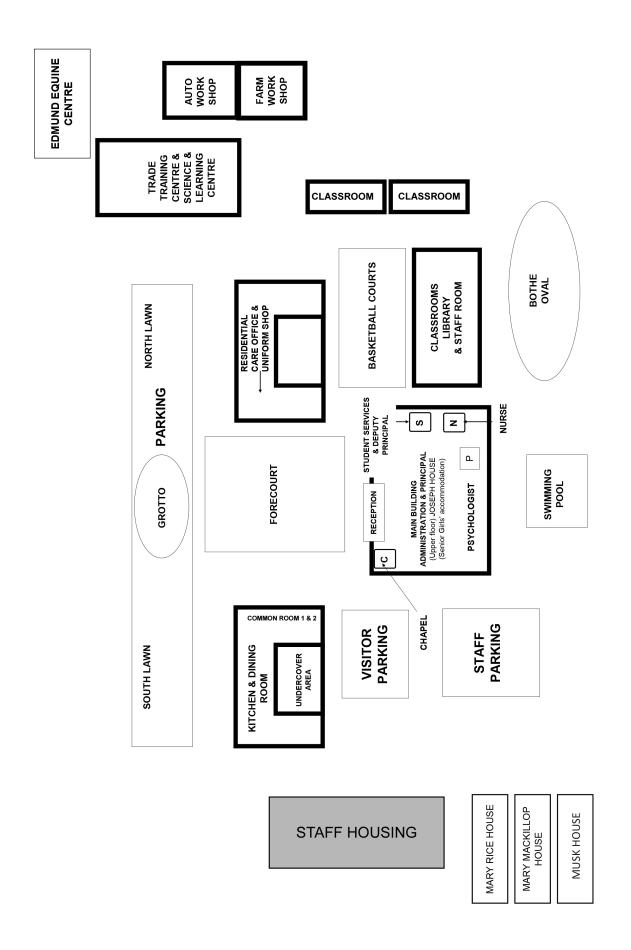
Day students will need to hand their keys to the Receptionist on arrival in the morning and pick them up at the end of the day. Boarding students are to leave keys in the boarding house. Students are not allowed access to their vehicle during the day without the relevant permission.



# STAFF CONTACT DETAILS

Name	Position	Email	Ext No
	EXECUTIVE		
Marie Barton	Principal	trish.shemeld@erc.wa.edu.au	511
Tracey Crisp	Deputy Principal	trish.shemeld@erc.wa.edu.au	511
Cameron Eglington	Assistant Principal	cameron.eglington@erc.wa.edu.au	511
Marie Carroll	Manager, Finance & Personnel	trish.shemeld@erc.wa.edu.au	511
Darryl Welsby	Manager, Risk & Operations	trish.shemeld@erc.wa.edu.au	511
	ADMINISTRATIO	)N	
Trish Shemeld	Administration	trish.shemeld@erc.wa.edu.au	511
Joanne Day	Administration	joanne.day@erc.wa.edu.au	500
Shelley Higham	Publications	shelley.higham@erc.wa.edu.au	508
Rene van Eeden	Finance Officer	rene.vaneeden@erc.wa.edu.au	506
Theresa Okely	RTO Administration	theresa.okely@erc.wa.edu.au	515
	TEACHING TEA	 M	
Robert Cooper	Pastoral Services Coordinator	robert.cooper@erc.wa.edu.au	530
Neha Singh	Pastoral Services Coordinator	neha.singh@erc.wa.edu.au	530
Angelee Morrow	Pastoral Services Coordinator	angelee.morrow@erc.wa.edu.	530
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Kristie Ellis	Teacher	kristie.ellis@erc.wa.edu.au	530
Steve Glover	Agricultural Education Team Trainer	steve.glover@erc.wa.edu.au	530
Patrick Guretti	Teacher	patrick.guretti@erc.wa.edu.au	530
Krysten Lamb	Teacher	krystal.lamb@erc.wa.edu.au	530
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Karen Nicoletto	Agricultural Education Team Trainer	karen.nicoletto@erc.wa.edu.au	530
Donna Rush-Harvey	Teaching Assistant	donna.rush-harvey@erc.wa.edu.au	530
Natalie Talbot	Teacher	natalie.talbot@erc.wa.edu.au	530
Connor Usher	Teaching Assistant	connor.usher@erc.wa.edu.au	530
Anna Williams	Teacher	anna.williams@erc.wa.edu.au	530
Gillian Usher	Teacher	gillian.usher@erc.wa.edu.au	530
Craig Whitehead	Teaching Assistant	craig.whitehead@erc.wa.edu.au	530
	RESIDENTIAL AND SU	JPPORT	
Sam Jenner	Head of Boarding	sam.jenner@erc.wa.edu.au	543
Thomas McGrath	Social Worker	thomas.mcgrath@erc.wa.edu.au	535
Lea Latimer/Candice Van Herk	House parents	Joseph House	554
Alice Ntakarutiman/ Ashley Hall	House parents	Rice House	569
Leanne Rowe/Joshua Drummond	House parents	MacKillop House	571
Liz Drummond/ Tashia Lewis-Skelly	House parents	Musk	566/567

# **CAMPUS MAP**



# **FEE SCHEDULE**



#### EDMUND RICE COLLEGE

#### SCHEDULE OF FEES AND CHARGES FOR YEAR 2023

The following scale of fees comes into effect from Term 1, 2023. Fees are reviewed each year.

The table below indicates the fees for the year, however these will be billed each term at a quarter of the annual rate for Years 7 to Year 11 and at a third of the annual rate for Year 12 students

FEES FOR DAY STUDENTS	Years 7 - 9		Years 10 -12		
Annual Tuition Fees	\$	4,469	\$	4,751	
Annual Book hire/Internet/Consumables	\$	594	\$	701	
Meals: Morning Tea, Lunch and Special Occasions	\$	1,133	\$	1,133	
Annual Transport Levy	No ch	narge	No ch	arge	
Levy - Excursions/Camps/Retreats	\$	253	\$	253	
Levy - VET/Options	\$	249	\$	249	
Capital Development Levy (Per family)	\$	324	\$	324	
ANNUAL TOTAL	\$	7,022	\$	7,411	

FEES FOR BOARDING STUDENTS	Years 7 - 9		Years 10 -12		
Annual Boarding Fees	\$	22,504	\$	22,504	
Annual Tuition Fees	\$	4,469	\$	4,751	
Annual Book hire/Internet/Consumables	\$	594	\$	701	
Meals: Morning Tea, Lunch and Special Occasions	Noc	lo charge		harge	
Annual Transport Levy	\$	106	\$	106	
Levy - Excursions/Camps/Retreats	\$	253	\$	253	
Levy - VET/Options	\$	249	\$	249	
Capital Development Levy (Per family)	\$	324	\$	324	
ANNUAL TOTAL	\$	28,499	\$	28,888	

#### **MEANS OF PAYMENT**

- 1. Cash, Cheque or money order
- 2. **Direct Deposit** (Bendigo Bank BSB: 633 000 Acc Nr: 1174 24721)
- 3. BPAY (Contact Accounts department for details)

# ALL FAMILIES ARE REQUIRED TO SUBMIT A PAYMENT PLAN AT THE BEGINNING OF TERM 1

#### **PAYMENT OPTIONS - DAY STUDENTS**

Year Level	Term Fee	Weekly	Fortnightly		Monthly			
7 to 9	\$ 1,755.50	\$ 175.55 (40)	\$	351.10	(20)	\$	702.20	(10)
10 and 11	\$ 1,852.75	\$ 185.28 (40)	\$	370.55	(20)	\$	741.10	(10)
12 (billed over 3 Terms)	\$ 2,470.33	\$ 247.03 (30)	\$	494.07	(15)	\$	1,058.71	(7)

#### **PAYMENT OPTIONS - BOARDING STUDENTS**

Year Level	Term Fee	Weekly	Fortnightly	Monthly	
7 to 9	\$ 7,124.75	\$ 712.48 (40)	\$ 1,424.95 (20)	\$ 2,849.90 (10)	
10 and 11	\$ 7,222.00	\$ 722.20 (40)	\$ 1,444.40 (20)	\$ 2,888.80 (10)	
12 (billed over 3 Terms)	\$ 9,629.33	\$ 962.93 (30)	\$ 1,925.87 (15)	\$ 4,126.86 (7)	

Health Care Card Discount (Tuition Fee only)	(7-9) \$	2,969	(10-12) \$	3,251	

Subject to one terms notice, fees will be refunded where the student withdraws from school. Enrolment is confirmed when the \$250 Confirmation of Enrolment Fee is received. This non-refundable fee is credited towards the annual fees.

	ADDITIONAL EXPENSES AND CHARGES	COST PER STUDENT
Uniform	Various uniforms are worn depending on the activity. A separate information sheet outlines uniform requirements and costs.	\$400-\$500 initially
Medical Appointments & Medical Supplies	Prescriptions purchased by students are the responsibility of parents. <a href="Parents will need to set up an account with the Bindoon Pharmacy">Parents up an account with the Bindoon Pharmacy</a> . All transport for medical appointments arranged by parents are payable by parents in advance. Costs range between \$30 and \$100 depending on distance and staff available for transport. Please check with School Nurse before arranging appointments.	Various charges apply
Damages	The College bills parents for any damage caused by carelessness or vandalism.	Various charges apply
Edmund Rice Foundation	All families will be charged \$50 to help support the various Ministries of the Christian Brothers throughout Oceania. The charge is voluntary but families will need to indicate on their annual fee statement to opt out of the payment. This charge has been adopted by all EREA schools around Australia to help support the charitable work around Australia. The donation is tax deductable.	\$50 annually

#### **FAMILY DISCOUNTS**

These apply for <u>tuition fees only</u> where the first child is still enrolled at Edmund Rice College. Recipients of fee concessions or scholarships are ineligible for family discounts. Second child: 15% discount

Third child: 20% discount Fourth child: Free

#### FINANCIAL ASSISTANCE

Boarding fees can be substantially reduced for families eligible for assistance through a number of State and Commonwealth Government schemes. An outline of these schemes follows, based on information available at the time of publication.

Parents should contact the relevant agencies listed to confirm the information provided.

#### ASSISTANCE FOR ISOLATED CHILDREN SCHEME (AIC)

AIC is administered by Centrelink. For further information contact Centrelink on the AIC Direct Line 13 23 18 or visit the Centrelink website on http://www.centrelink.gov.au.

#### YOUTH ALLOWANCE (YA)

For further information contact Centrelink on the YA Direct Line 13 24 90 or visit the YA website on <a href="http://www.youthallowance.centrelink.gov.au">http://www.youthallowance.centrelink.gov.au</a> Recipients of Youth Allowance are encouraged to take advantage of a Centrepay option to redirect the allowance to meet College fees.

#### ARSTIIDY

Aboriginals and Torres Strait Islanders can apply for ABSTUDY, which assists eligible students with boarding, travel and tuition costs. ABSTUDY is administered by Centrelink, is means tested, and is paid directly to the College. For further information contact Centrelink on the ABSTUDY Direct Line 13 23 17 or visit the Centrelink website on http://www.centrelink.gov.au.

#### STUDENT BOARDING AWAY FROM HOME ALLOWANCE [BAHA] (Department of Education & Training)

AIC recipients are eligible for the State Boarding Away from Home Allowance of \$1,320.00 per year. ABSTUDY recipients are not eligible. BAHA is not subject to any assets or income tests and is administered by the Department of Education & Training. For further information contact the Department on telephone: (08) 9264 4516.

#### **HEALTH CARE CARD TUITION FEE DISCOUNT SCHEME**

You can apply for a discounted Tuition Fee for students in Years 7-12. This discounted fee does not cover book hire, levies, excursions, etc. To be eligible for this discount families need to hold a valid means-tested Health Care Card or Pensioner Concession Card, current in the first term of the year. Single parents will need to hold a PCC card with "Parenting Payment Single" payment – code PPS on the card. If a valid means-tested Health Care Card or Pensioner Concession Card is received during the school year, **but after Term 1**, a **pro-rata basis can be discussed with the Principal**. Application forms are available from the front office.

## AGRICULTURAL COLLEGE BOARDING AWAY FROM HOME ALLOWANCE SPECIAL AGRICULTURAL SUBSIDY (Department of Education & Training)

**Students NOT receiving AIC, ABSTUDY or Youth Allowance** at the **Away Rate** may claim the Agricultural College <u>\$1,320.00</u> Boarding Away from Home Allowance. Students receiving ABSTUDY may be able to claim the allowance via a means tested application. The Department of Education & Training administers this subsidy and application forms are forwarded directly to parents via the College, usually in Term 3.

#### TRANSPORT ALLOWANCES

Transport WA (Department for Planning & Infrastructure) currently provides assistance to students residing in remote areas under the Student Subsidised Travel Scheme. Eligible students are entitled to four return trips per year. Also, a Road Travel Subsidy may be payable for students who need to travel more than 56km to school. For day students, a Conveyance Allowance is available to help meet the cost of transporting eligible students to and from school in a private vehicle. Please contact the Department on telephone: (08) 9216 8000, fax (08) 9216 8001, www.dpi.wa.gov.au/student\_transport. ABSTUDY students may be eligible for a Fares Allowance, which entitles a student to four return trips per year. Contact Centrelink: 13 23 17 fax (08) 9464 2622.

Please Note: All Rates are Subject to Change!

#### Collection Notice

- 1. Edmund Rice College collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the College. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the College to provide schooling to the student and to enable them to take part in all the activities of the College. Some of the information we collect is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.
- Certain laws governing or relating to the operation of schools require that certain information is collected. These
  include Public Health, School Education Act 1999 and Child Protection laws, including The Children and Community
  Services Act 2004.
- 3. Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may ask you to provide medical reports about students from time to time.
- 4. 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.
- 5. The College from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, government agencies, statutory boards, the Catholic Education Office, Edmund Rice Education Australia, the Catholic Education Commission, the local diocese and the parish and/or schools within other Catholic Dioceses. Information is also disclosed to government authorities such as Schools Curriculum and Standards Authority the Australian Curriculum, Assessment and Reporting Authority (ACARA), medical practitioners, and people providing services to the College, including specialist visiting teachers, [sports] coaches, volunteers and counsellors.
- 6. In addition to the agencies and purposes cited above personal information relating to students and parents may also be made available, in accordance with Australian Government requirements, to ACARA for the purpose of publishing certain aggregated school information relating to the circumstances of parents and students on the MySchool website.
- The College may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.
- 8. Personal information collected from pupils is regularly disclosed to their parents or guardians.
- 9. Parents may seek access to personal information collected about them and their son/daughter by contacting the College. 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 College's duty of care to the pupil, or where pupils have provided information in confidence.
- 10. The College Privacy Policy also sets out how you may complain about a breach of privacy and how the College will deal with such a complaint.
- 11. As you may know the College from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the College 's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
- 12. On occasions information such as academic and sporting achievements, pupil activities and similar news is published, in both hard and digital copy, in College newsletters and magazines and on our website.
- 13. We may include your contact details in a class list and College directory.
- 14. If you provide the College 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 College and why, that they can access that information if they wish and that the College does not usually disclose the information to third parties.
- 15. On occasions information such as academic and sporting achievements, student activities and similar news is published in College newsletters and magazines and on our website. Photographs of student activities such as sporting events, school camps and school excursions may be taken for publication in College newsletters and magazines and on our intranet. The College will obtain separate permissions from the students' parent or guardian prior to publication if we would like to include photographs or other identifying material in promotional material for the school or otherwise make it available to the public such as on the internet. We may include students' and students' parents' contact details in a class list and College directory.
- 16. If you provide the College 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 College and why, that they can access that information if they wish and that the College does not usually disclose this information to third parties.



ADDRESS: 3398 Bindoon-Dewars Pool Road,

**Bindoon WA 6502** 

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