

Chevalier College

FORTES IN FIDE | STRONG IN FAITH

Student Information Booklet 2023

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This document is subject to review and should be viewed electronically to ensure reference to the most up-to-date version, as printed versions of this document may become outdated.

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Lesson Times

Warning bell	8.45am
Home Room	8.50am
Period 1	9.10am
Period 2	10.13am
Break 1	11.16am
Period 3	11.46am
Period 4	12.49pm
Break 2	1.52pm
Warning bell	2.22pm
Period 5	2.27pm
End of classes	3.30pm

2023 Term Dates

Term 1	Yr 7, Yr 11 Buddy Leaders, Yr 12 All students Mid-term break Last day of term	Monday 30 January Tuesday 31 January Friday 17 March Thursday 6 April
Term 2	First day of term Last day of term	Wednesday 26 April Friday 23 June
Term 3	First day of term Mid-term break Last day of term	Tuesday 18 July Friday 1 September Thursday 21 September
Term 4	First day of term Last day of term	Monday 9 October Friday 8 December

PDHPE Practical Days (refer to Uniform Regulations)

Year 7	Thursday	Day 4
Year 8	Tuesday	Day 7
Year 9	Wednesday Thursday	Day 3 Day 9
Year 10	Friday Wednesday	Day 5 Day 8

Uniform

All uniform items (except for shoes and black socks) are to be purchased from the Chev Shop.

Refer to uniform regulations (page 4) for how to correctly wear the uniforms.

Junior (Years 7 to 10)

Girls

Summer (Terms 1 and 4)	Winter (Terms 2 and 3)
<ul style="list-style-type: none">• Summer dress, white College socks• Skirt, blue blouse, white College socks• Culottes, blue blouse, white College socks	<ul style="list-style-type: none">• Skirt, blue blouse, junior tab, jumper, black tights• Grey College slacks, blue blouse, junior tab, jumper, grey College socks (or plain black socks)

Boys

Summer (Terms 1 and 4)	Winter (Terms 2 and 3)
<ul style="list-style-type: none">• Grey College shorts, blue shirt, grey College socks	<ul style="list-style-type: none">• Grey College trousers, blue shirt, maroon tie, jumper, grey College socks (or plain black socks)

Senior (Years 11 and 12)

Girls

Summer (Terms 1 and 4)	Winter (Terms 2 and 3)
<ul style="list-style-type: none">• Skirt, white blouse, tab, white College socks• Summer dress, senior tab, white College socks	<ul style="list-style-type: none">• Skirt, white blouse, senior tab, maroon blazer, jumper, black tights• Grey College slacks, white blouse, senior tab, maroon blazer, jumper, grey College socks (or plain black socks)

Boys

Summer (Terms 1 and 4)	Winter (Terms 2 and 3)
<ul style="list-style-type: none">Grey College shorts, white shirt, grey College socks	<ul style="list-style-type: none">Grey College trousers, white shirt, blue tie, black blazer, jumper, grey College socks (or plain black socks)

Sports uniform

Summer (Terms 1 and 4)	Winter (Terms 2 and 3)
<ul style="list-style-type: none">Maroon sport shorts, maroon sports polo, white College socks	<ul style="list-style-type: none">Maroon track pants, maroon sports jumper, white College socks

Shoes

Uniform item	Years	Terms	Additional comments
School shoes	7 to 12	All	<ul style="list-style-type: none">Traditional black leather lace-up school shoes (<i>refer page 6</i>)
Sports shoes	7 to 12	All	<ul style="list-style-type: none">Lace-up supportive sports/running style shoes (<i>refer page 6</i>)

Optional items

Uniform item	Years	Terms	Additional comments
All-weather jacket	7 to 12	All	<ul style="list-style-type: none">Must be clean and in good repair
Blazer	7 to 10	All	<ul style="list-style-type: none">Compulsory for Years 11 and 12
College cap or bucket hat	7 to 12	1 and 4	<ul style="list-style-type: none">Students are encouraged to wear College hats when outdoors
College scarf	7 to 12	2 and 3	
College beanie	7 to 12	2 and 3	

Uniform regulations (at school and outside of school)

- Students who do not abide by the uniform regulations will be asked to fix the identified problem and may be asked to not return to school until the issue is resolved.
- Students not in compliance with the uniform regulations may be placed on a uniform detention.
- All final decisions regarding uniform regulations are at the discretion of the Assistant Principals – Wellbeing.

Hair	<p>Girls</p> <ul style="list-style-type: none"> • Hair should be neat and tidy. • Hair styles must be conventional. • Hair that is collar length or longer must be tied back at all times. • Extreme hair styles including shaved sections, beaded braids, or dreadlocks are not permitted.
	<p>Boys</p> <ul style="list-style-type: none"> • Hair should be neat and tidy. • Hair that is collar length or longer must be tied back at all times. • Hair should be off the face and no shorter than a 'number 4'. • Extreme hair styles are not permitted, including shaved sections, mohawks, rat tails, dreadlocks, mullets, steps, buzz cuts or 'bob' style. • Face is to be clean-shaven. • Sideburns are to be no lower than the ear lobe.
	<ul style="list-style-type: none"> • Hair should be natural in tone. Discreet highlights that blend in with the natural hair colour are acceptable; however, unnatural colours, and extreme contrasting colours (e.g. black and blonde) are not permitted. • Students who are unsure about a proposed style or colour change should first consult the Assistant Principals – Wellbeing.
	<p>Non-compliance</p> <ul style="list-style-type: none"> • If a student presents at school with a non-compliant hair style, the parent/caregiver may be contacted to collect the student and have the issue resolved before returning.

	<ul style="list-style-type: none"> If the parent/caregiver is unavailable, the student may be placed on internal suspension from their normal classes and required to work independently in SILC.
Jewellery	<p>Jewellery is not permitted, with the exception of:</p> <ul style="list-style-type: none"> Girls are permitted to wear one set of matching plain sleepers or plain studs, one in each ear lobe. Boys are not permitted to wear earrings. Tongue studs, visible body piercings, clear studs and stoppers are not permitted.
Makeup	<p>Makeup is not permitted. False eyelashes of any description are not permitted. Eyebrows must be natural.</p>
Body art	<p>Visible body art (e.g. tattoos) is not permitted.</p>
Fingernails	<p>Nails are to be kept short and well-groomed. Coloured varnish and acrylic nails are not permitted.</p>
Shirts	<p>Girls - junior</p> <ul style="list-style-type: none"> Terms 1 and 4 – can be worn with top button undone. Terms 2 and 3 – to be worn with top button done up and with a junior girls’ tab <p>Girls - senior</p> <ul style="list-style-type: none"> To be worn with a senior girls’ tab <p>Long sleeve blouses are to be worn with top button done up and with a tab.</p> <hr/> <p>Boys - junior and senior</p> <ul style="list-style-type: none"> Terms 1 and 4 – can be worn untucked and without a tie Terms 2 and 3 – to be worn tucked in and with a tie <p>Long sleeve shirts are to be worn tucked in and with a tie.</p> <p>Undershirts (for warmth) must be white and not be visible.</p>
Ties	<p>Must be worn correctly and done up to the neck.</p>
Dresses/skirts	<p>Dresses and skirts are to be worn at knee length</p>
Shorts	<p>The length of the boys shorts is NOT to be amended. Failure to comply may result in the shorts needing to be replaced.</p>
Blazer	<p>Years 7 to 10 – optional Years 11 and 12 – compulsory</p>
All weather jacket	<p>Must be clean and in good repair</p>

Tights/socks	<p>Terms 1 and 4</p> <ul style="list-style-type: none"> • College socks only <p>Terms 2 and 3</p> <ul style="list-style-type: none"> • Girls: full length 70 denier black tights with skirts. Grey College or plain black socks with slacks. • Boys: grey College or plain black socks (no ankle socks).
Scarf/Beanie	Terms 2 and 3 only
School bags/ Diaries	<p>Must be free of graffiti and kept in good repair.</p> <p>Diary use is mandatory.</p>
PDHPE practical days	<p>Years 7 to 10</p> <ul style="list-style-type: none"> • Students <u>must</u> wear their full College sports uniform with correct sports shoes to and from school on their timetabled PDHPE practical day. • Students who are injured or physically unable to participate in practical lessons for more than one PDHPE practical day during the term require a doctor's certificate. If it is a 'one off' injury, a note from home is required.
School shoes	<p>Traditional black leather lace-up school shoes with low stout sole and firm leather uppers. This requirement is for both the appearance of the uniform and the safety of students.</p> <p>The following shoes <u>are not permitted</u>:</p> <ul style="list-style-type: none"> • open cut • non-leather • jiffy style • buckle-up styles • boot styles • canvas • high heels • thin soles
Sports shoes	<p>Lace-up supportive sports/running style shoes.</p> <p>This requirement is both for support during sport and for the safety of students.</p> <p>The following shoes <u>are not permitted</u>:</p> <ul style="list-style-type: none"> • cotton, canvas or non-laced shoes • sneakers such as Dunlop Volleys, Converse Allstars, Nike Air Force, Vans, or Reebok Classic

Learning and Teaching

Learning dispositions

Our aim is to nurture the six attributes which form the definition of a learner, and guide our students to achieve their best, not only academically but also on their life journey.

Curious	Always wondering how and why; want to get below the surface; ask questions.
Resilient	Able to pick myself up and try again; be flexible in my thinking and my approach to learning.
Creative	Able to use my imagination; approach problems from different perspectives.
Self-motivated	Loving to do my best; setting goals and working towards them.
Courageous	Not fearful of making mistakes; admit what I don't know; take risks in learning; critically reflect.
Collaborative	Know how to work with others; know how to listen and contribute productively to a team; value and recognize the input of others.

Student learning

Effective learning is achieved when students have the opportunity to consolidate the skills, knowledge and understanding of a particular course. This is the reason why learning happens both at school and at home.

Homework may consist of a variety of tasks set by the teacher, study and preparation for assignments and tests as well as wide reading. The amount of time a student is likely to spend in learning at home should change as they progress through the College.

SILC (Student Independent Learning Centre)

SILC is available for supervised independent study at the times listed below. Students from all year groups are welcome to attend.

Monday to Friday 7.15am to 8.45am

Monday to Thursday 3.30pm to 6.00pm

Library

Library hours are 8.30am to 3.45pm Monday to Thursday and 8.30am to 3.30pm on Fridays. The times of programs held in the library outside these hours will be posted in daily notices in Canvas.

Student diaries

In 2023, Chevalier is formalising the processes and procedures with how students use the College diary. These strategies seek to:

- support student organisation
- improve wellbeing
- upskill students in the ability to prioritise and manage their time efficiently
- improve application to class tasks, home learning and assessments.

With the support of classroom teachers, home room teachers, members of the Wellbeing Team and Year 11 Buddy Leaders, students will be taken through the explicit steps in how to effectively use their College diary.

Expectation of use

It is the expectation of the College that students will:

- record in their diary any work to be completed. This may include preparation for upcoming lessons or assessments, regular homework or unfinished classwork.
- organise the coming week by the completion of home room each Monday
- have their diary checked by their home room teacher each Monday
- have their diary signed by a parent/caregiver at the end of each week
- have their diary on their desk for every lesson.

If a student does not have their diary at school they will be required to collect a paper diary from their Home Room Teacher or Stage Coordinator in A1 prior to the start of Period 1.

Classroom teachers

- Students must have access to their diary during every lesson.
- If students have no work to complete, they are to write 'No Homework' (routine).

- When taking students through their subject assessments, teachers will ensure they have this information recorded in the appropriate areas (including in the 2 weeks preceding the due date).

Home Room teachers

At the start of each week, the home room teacher will:






- Check that the diary has been signed from the previous week for all students in their home room. (Should this become a problem, the classroom teacher will liaise with the Stage Academic Coordinator or with John Hargreaves).
- For Year 7 students, support the Buddy Leaders in checking the student has the upcoming week organised.

Maintenance and replacement

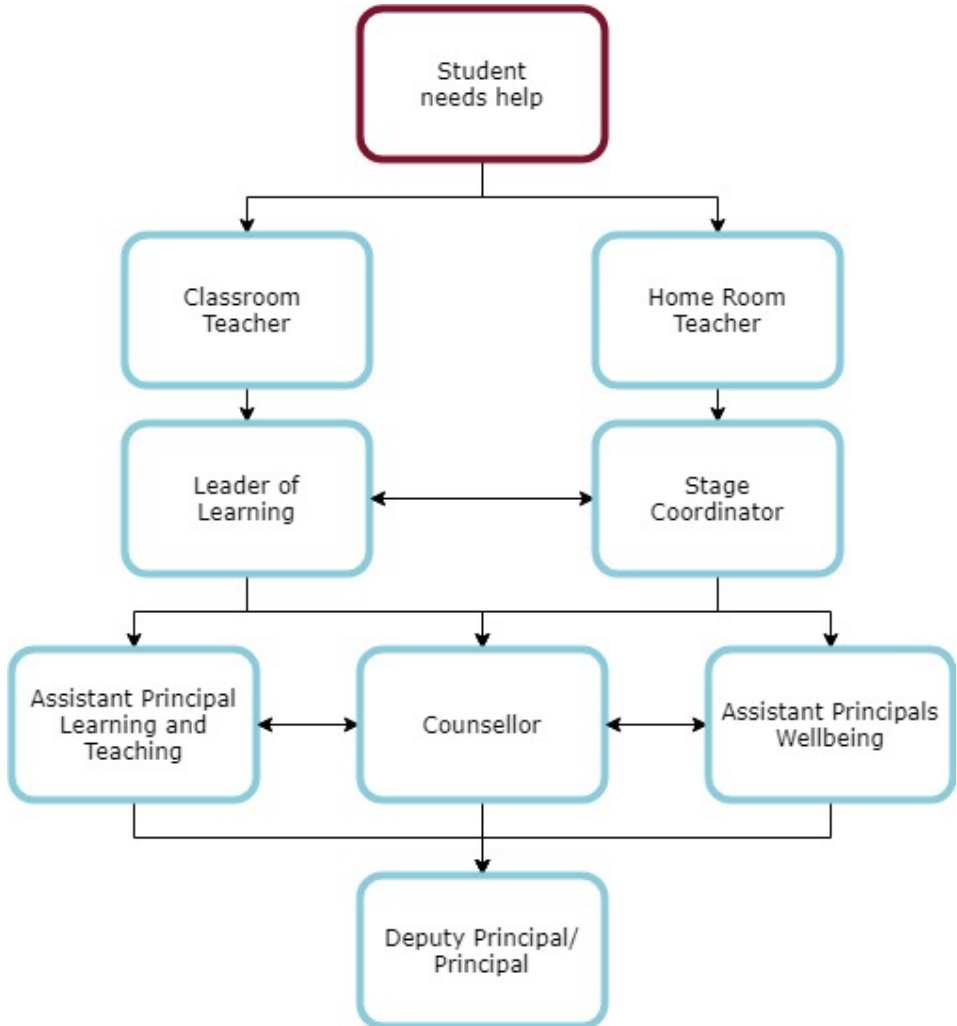
Diaries that are lost or have graffiti that cannot be removed may need to be replaced by the student at their own expense.

Learning requirements

It is the expectation of the College that students are to be **prompt**, be **prepared**, be **polite**, **participate** and follow **procedures**.

<p>Prompt </p> <p>Students are to be punctual to each lesson.</p>	<p>Exemplary Behaviour</p> <p>A student arrives on time before the second bell.</p>	<p>Satisfactory Behaviour</p> <p>A student arrives on time before the second bell.</p>
<p>Prepared </p> <p>Students are to demonstrate positive and cooperative behaviour and bring required items to class, for example:</p> <ul style="list-style-type: none"> • iPad or other device • books/writing equipment 	<p>Exemplary Behaviour</p> <p>A student:</p> <ul style="list-style-type: none"> • demonstrates initiative and an enthusiastic attitude • always has required items with them for each class. 	<p>Satisfactory Behaviour</p> <p>A student:</p> <ul style="list-style-type: none"> • displays a positive attitude • has required items with them at each class.
<p>Polite </p> <p>Students are courteous and cooperative with the teacher and other students.</p>	<p>Exemplary Behaviour</p> <p>A student is consistently courteous and cooperative with the teacher and other students.</p>	<p>Satisfactory Behaviour</p> <p>A student is courteous and cooperates with the teacher and other students.</p>
<p>Participate </p> <p>Follow direction and stay on task</p> <p>Do not disrupt the class.</p> <p>Complete all class work, assignments and assessment tasks to the required standard by the due date.</p>	<p>Exemplary Behaviour</p> <p>A student:</p> <ul style="list-style-type: none"> • consistently follows teacher's directions and always stays on task • consistently demonstrates self-discipline • completes classwork, assignments and assessments to a very high standard by the due date. 	<p>Satisfactory Behaviour</p> <p>A student:</p> <ul style="list-style-type: none"> • follows teacher's directions and is on task • demonstrates self-discipline • completes classwork, assignments and assessments to the required standard by the due date.
<p>Procedures </p> <p>Students follow procedures and meet classroom expectations.</p>	<p>Exemplary Behaviour</p> <p>A student consistently follows and models College procedures and expectations.</p>	<p>Satisfactory Behaviour</p> <p>A student follows school procedures and expectations.</p>

Student Wellbeing



Problems with study (e.g. can't keep up; assignment is due; can't focus etc.)

- See your classroom teacher to discuss the problem first
- See the subject Leader of Learning
- Referral to Diverse Learning /Academic Development Coordinator
- See the Assistant Principal – Learning and Teaching

Problems other than study (e.g. personal problems hampering your progress, bullying; conflict with other students)

- See your Home Room Teacher
- See your Stage Coordinator
- Referral to Counsellors
- See the Assistant Principals – Wellbeing

Remember: You are always welcome to see the Principal.

You have a right to feel safe and be safe

If you are being bullied, here are some ideas about what you can do.

Talk to someone about it

- Find a trusted friend, teacher or carer who will listen to how you feel and be supportive.
- Talk to your friends; they can help you tell a teacher or your parents or just help you feel better.
- Talk to your parents; tell them what is happening.
- Talk to your teacher or another staff member; tell them what is happening. You can do this confidentially by seeing them during a recess break.
- If you don't feel you can talk to someone face to face, you can go online to the Kids Helpline at www.kidshelp.com.au or you can call the Kids Helpline on 1800 55 1800 and speak to a counsellor.

Try a few strategies that have worked for others

Only try these if you are not in any immediate danger of being physically hurt and you feel confident you can do them.

- Ignore the bullying - turn your back and walk away.
- Act unimpressed or pretend you don't care about what they say or do to you. You could say, 'Okay, whatever' and then walk away.

- Use strong, assertive statements, starting with the word 'I' and using a strong confident voice, for example, 'I want you to stop talking to me like that' or 'I want you to stop doing that'.
- Use 'fogging', which means make a joke or funny comment that makes the bully think you don't care about what they say.
- Ask your friends to speak up for you. And do the same for them.

Try to stay positive

- Focus on all the things that you do well, the people who like you and the people who care about you.
- Write down your thoughts and feelings about the bullying to help you think clearly about what you can do.

Hang out with your friends and with people who help you feel good about yourself

- Good friends respect, encourage and support you.
- Good friends care for your wellbeing and are fun to be around.
- You can make new friends by respecting, encouraging and supporting others.

Try to sort out the problem behind the bullying

If you feel safe to do so, talk with the other people involved and ask them how you might be able to sort out the problem together.

Student rights and responsibilities

Rights	Responsibilities
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.
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 College staff. If necessary, I should be able to disagree without being disagreeable.
I have the right to obtain maximum benefit from all lessons and classes – other students ought not to deprive me of this by their behaviour. I have the right to learn without interference. I have the right to participate in school activities.	I have the responsibility to cooperate with College staff and other students to make sure that lessons proceed and that I keep up-to-date with required work. I have the responsibility to behave so as to interfere with other students' rights 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 and to the school.
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.
I have the right to expect my property to be safe.	I have the responsibility to not steal, damage or destroy the property of others.
I have the right to not have my good health habits interfered with.	I have the responsibility to not smoke, take alcoholic drinks or drugs, or encourage other students to do so.
I have the right to have a pleasant, clean and well-maintained school (buildings and grounds).	I have the responsibility to care for the school environment – to keep it neat and clean and to be prepared to remove litter.

When you need help

Support and resources for parents and students

Australian Drug Foundation www.adf.org.au or 1300 858 584

Beyond Blue www.beyondblue.org.au 1300 224 636

Information and support for those concerned about depression

Black Dog Institute www.blackdoginstitute.org.au 02 9382 4530

Specialist expertise in depression and bipolar disorder

Boys Forward www.boysforward.com

Information about the education and development needs of boys

Bullying No Way <https://bullyingnoway.gov.au/>

Centacare www.centacare.org.au 1300 138 070

Counselling and advice for families and individuals

eSafety Commissioner www.esafety.gov.au

Advice for parents and carers to help children have safe online experiences

Facebook Help www.facebook.com/help

Facebook Safety for Youth www.facebook.com/safety/youth

Headspace <https://headspace.org.au/>

Kids Help Line www.kidshelp.com.au 1800 551 800

24-hour online and phone counselling service for young people

Lifeline www.lifeline.org.au 13 11 14

Free phone counselling for all ages

Michael Carr-Gregg <https://michaelcarrgregg.com/>

Information and links for parents, young people and teachers

Moodgym www.moodgym.com.au

Individual web-based program for treating depression

Reachout <https://au.reachout.com/>

Information for young people about topics relevant to adolescence

Reframe Youth Service www.communitylinks.org.au/reframe/

Relationships Australia www.relationships.org.au/ 1300 364 277

Relationship support services for families and individuals

Behaviour

Each student commences their time at the College with 10 merits. Students lose merits for inappropriate behaviour, which can be earned back when they are able to demonstrate improved and appropriate behaviour.

Merit loss

Incidents incurring a loss of merits are managed by the relevant Leader of Learning, Stage Coordinator or member of the Leadership Team. The details of the incident and the loss of merits are recorded in the student database system and parents/caregivers are contacted by telephone and sent a letter to advise them of the incident and the consequences.

Students must have, and remain on, a full complement of ten merits to be eligible to participate in the following activities:

1. Buddy Leader and Year 12 Leadership
2. Trialling for and representing the College in a firsts sporting team
3. Auditioning and performing in the College musical or play
4. Voluntary excursions or trips.

In addition, students must have five or more merits to participate in any extracurricular activity (excluding Pi Shop and before/after school study).

Please note: a merit status of three (3) or less may trigger a review of enrolment.

Merit reviews

Merit reviews are held twice per term. Students who have lost merits are encouraged to participate in the process with the hope of regaining merits. Stage Coordinators can assist with the process.

Behaviour code

Rule/rationale	Possible consequences
Safety	
Each subject area and teacher have different teaching strategies and expectations. Students are to respect individual teacher and faculty rules.	<ul style="list-style-type: none">• Detention• Loss of merits• Isolation

Attendance	
<p>Attendance at lessons is a legal requirement and is essential for successful learning. Being punctual promotes a positive learning environment for everyone.</p> <ul style="list-style-type: none"> • Students must be punctual and attend all of their lessons. • All absences must be explained by a note or SMS from a parent/caregiver. • Students needing to leave during the day must have a note from a parent/caregiver and this note must be signed by the student's home room teacher. • Students must bring the all necessary books and equipment, including appropriate attire to each class. • Students may attend lockers before and after school, and during breaks. 	<ul style="list-style-type: none"> • Detention • Loss of merits • Parents notified • In the case of truancy, parents and authorities notified
Out of bounds areas	
<p>The areas below are not supervised by staff and it is not safe for students to enter them. They are out of bounds unless a student has permission and is under the supervision of staff:</p> <ul style="list-style-type: none"> • Classrooms • Inside McGrath Hall or Multipurpose Hall • Behind the squash courts • Performing Arts area • Heart lawn and surrounding roads • I-Block corridor • Dam and jetty • Bosco Carroll building • All car parks • Outside school fences • Constructions zones 	<ul style="list-style-type: none"> • Detention • Loss of merits • Parents contacted
Passive areas	
<p>Passive areas are places where students are entitled to a quiet environment, without disruption by activities such as ball games.</p> <p>The only areas where activities such as ball games are permitted are:</p> <ul style="list-style-type: none"> • A-Block quads, Ched, hockey fields, ovals. 	<ul style="list-style-type: none"> • Detention • Loss of merits • Parents contacted

Bullying and harassment	
<p>Bullying and harassment, whether physical, verbal or of another type, are not acceptable behaviours in this school. All students and staff have rights and responsibilities for the ways in which they behave towards each other and the ways they make each other feel.</p> <p>Students must not behave towards others in any way that interferes with their happiness or safety. Allegations of harassment and bullying will be dealt with promptly.</p>	<ul style="list-style-type: none"> • Loss of merits • Suspension • Students and parents interviewed • Termination of enrolment
Banned items	
<p>Bringing dangerous items, substances or materials to school is forbidden and may be against the law.</p> <p>Students must not bring any of the following items to school or any school event:</p> <ul style="list-style-type: none"> • explosives, including fireworks • weapons and blades, including replicas, unless required for legitimate school purposes • cigarettes, including e-cigarettes (vapes) • chemicals/aerosols • lasers. <p>Students must not bring, consume, or present at school or any school event, under the influence of:</p> <ul style="list-style-type: none"> • ALCOHOL • ENERGY DRINKS • ILLICIT DRUGS. 	<ul style="list-style-type: none"> • Items confiscated • Suspension • Termination of enrolment
Personal property	
<p>Personal property is easily lost, broken and could be stolen. Students must not bring valuable, non-essential property to school.</p> <p>Students must be respectful of the property of others and must not wilfully damage any property, including school property.</p>	<ul style="list-style-type: none"> • Items confiscated • Replacement or repair of school property • Loss of merits • Suspension

Personal electronic devices	
<p>Use of these devices can be anti-social and, unless being used for educational purposes, may distract students from their school work. Personal devices brought to school must:</p> <ul style="list-style-type: none"> • only be used in accordance with the Student ICT Usage Policy • not be used for personal purposes between 8.45am and 3.30pm • not be used to contact parents unless approved by a staff member, e.g. returning from an excursion. 	<ul style="list-style-type: none"> • Items confiscated • Other consequences in accordance with student behaviour procedures
College diary	
<p>All students are expected to use their diary to assist them to enhance, support and develop their organisational skills for optimal academic outcome.</p> <ul style="list-style-type: none"> • Diaries are to be brought to each lesson each day • Diaries will be checked regularly to ensure they are being used effectively and monitored by Stage Coordinator or Academic Development Coordinator. • Inappropriate graffiti is not permitted. If graffiti cannot be removed, students may need to pay for a replacement diary (\$10). 	<ul style="list-style-type: none"> • Parents contacted and concerns raised • Replacement cost of diary
Unacceptable activities	
<p>Participation in unacceptable activities may be:</p> <ul style="list-style-type: none"> • unsafe • illegal • unhealthy • anti-social • damaging to the student and the school's reputation <p>The following are examples of unacceptable activities:</p> <ul style="list-style-type: none"> • climbing on buildings or trees • throwing objects, e.g. stones, sticks, fruit, water bombs • spitting • fighting • using inappropriate language • inappropriate displays of affection • inappropriate behaviour while in school uniform • negative and intimidatory behaviour in large groupings 	<ul style="list-style-type: none"> • Detention • Loss of merits • Suspension • Parents notified

Student Services

Hours: 8.00am–4.00pm Monday to Friday

Phone: 4861 0528

Email: studentservices@chevalier.nsw.edu.au

Requests handled by Student Services

- Student 'sign in' and 'sign out' (on late arrival or leaving school early)
- Appointments to see staff
- Lost property
- Permission note return plus spare permission notes
- Any communication between parents and students
- Collection of confiscated items
- Replacement student ID cards (library cards)
- Student driving permits (Year 11 and 12 students)
- Senior secondary student and proof of age concession cards
- Assessment extension application forms
- Illness/misadventure appeal forms for senior exams and assessments
- Change of subject forms (via Ms Graham or Mr Langdon)

Most forms are available from the pigeonholes in the Student Services foyer.

Attendance

The *Education Act 1990* requires that parents ensure their children are enrolled at, and regularly attend school, from the age of 6 to 17 years (with some exceptions). The *NSW Education Standards Authority* also requires satisfactory attendance by a student for them to be eligible for a *Record of School Achievement* (Year 10) or *Higher School Certificate* (Year 12).

SMS system – 0419 829 442

An SMS system is used to notify parents when their child is marked absent from school by the Home Room teacher and this absence is unexplained. Parents can respond to the text to explain or query the absence.

Parents are encouraged to use the **SMS system** to send a text ahead of the day that your child will be absent. If the absence is unforeseen, please send an SMS as soon as possible, preferably on the morning of the absence.

If you send an SMS advising of a full day's absence, **a note is not required**. Please note that a telephone call does not replace the need for an absence note or a text message.

Absences from school

If a student has been absent from the College, a parent/caregiver is required to explain the absence on the student's return. This explanation should be in the form of an SMS or note to the student's home room teacher. The explanation should include the student's:

- full name
- home room
- student ID number
- reason for the absence

The Principal may request a medical certificate if the period of absence is more than five days or if the Principal is not satisfied with the explanation. A medical certificate is required if a student is in Year 10, 11 or 12 and has missed an assessment task during the absence. The procedures relating to assessment task absences are published in the Student Academic Handbooks, which are located on the College website - Parent Essentials / Academic Information.

Late for school

Any student who arrives late (after 8.50am) must go directly to Student Services.

If you have a note from your parents explaining your late arrival:

- scan your student ID card using the scanner on the Student Services desk and follow the prompts on the touch screen
- give your note to Student Services staff and proceed to class.

If you do not have a note:

- your parent/caregiver is to send an SMS to the College before 3.00pm on the day of your late arrival.

Appointment/leaving early

Students who need to leave the College during school hours, for any reason (e.g. healthcare appointments), must report to Student Services to 'sign out'.

A parent/caregiver is required to explain the reason in the form of an SMS or note to the student's home room teacher. Notes should be signed by your home room teacher (during home room) or your Stage Coordinator (on meeting or assembly days). The explanation should include:

- full name
- the reason you are leaving the College during the day
- the time you will be leaving
- if you are returning.

Students must inform their class teacher that they will be leaving during a lesson by showing them the note. Present the note to the Student Services office when 'signing out' and scan your student ID card using the scanner (follow the prompts on the touch screen)

If the student returns, rescan your ID card at Student Services to 'sign in'.

Absences and assessment tasks

Students must refer to and follow the procedures for special consideration when an absence affects their ability to complete an assessment task at the scheduled time. Procedures can be found in the Student Academic Handbook, located on the College website - Parent Essentials / Academic Information.

Holidays and other leave during school terms

Families are encouraged to holiday or travel during school vacations.

If necessary travel or other circumstances will keep a student away from school for an extended period of time (five school days or more), parents/caregivers must apply for leave from the Principal at least two weeks prior to the time of the requested leave.

Applications are to be made using the *Application for Extended Leave* form located on the College website – Parent Essentials / Quick Links Requests.

The Principal will review the request and advise in writing whether or not the request has been approved.

When students are granted leave, this is usually done on the proviso that assessment and classwork are undertaken before or during the leave of absence. Assessment task extensions are not granted to students who take approved or non-approved leave unless there are substantiated compassionate grounds.

Communication between parents and students during school hours

Students needing to contact parents are to come to Student Services and the staff will make the call for them.

Parents needing to contact their child are to call Student Services and the staff will have the message delivered to their child in class. Please allow time for the message to be delivered as the campus is large and it can take time to locate a student.

Between 8.50am and 3.30pm, students must not use mobile phones and BYO devices for personal use. Disciplinary action may be taken if a student is discovered using their mobile phone. This action may include, but is not limited to, confiscation of the mobile device.

Lost property

Please label ALL belongings. Labelled items are returned via the runners. Unclaimed lost property is recycled or disposed of after one term.

Students looking for lost items should check the area where they think they left the item and check with their teachers. If the item is not there, students should come to Student Services and ask if it has been handed in.

If the item has been left on the school bus, Student Services staff can phone the bus company and ask them to check with the driver.

Students should not leave belongings at school overnight, on weekends or during holidays, or on the top of lockers out of school hours, as these items will be collected as lost property.

Confiscated items

Anything confiscated from a student will be held at Student Services. After the designated time, a student may sign out the item. If a parent wishes to collect the item prior to the release date, they must speak to the student's Stage Coordinator who will contact Student Services to release the item.

Permission notes

Permission notes must be returned to Student Services by the specified return date. There is a 'drop-off' pigeonhole in the Student Services foyer.

Permission notes that require a payment must be paid online and the permission note returned to Student Services.

If you have any questions regarding your permission notes, please ask the Student Services staff.

Appointments

Students wishing to see the following staff will need to check their availability with Student Services: Counsellor (Ms Mangelsdorf), Ms Graham, Mr Langdon, Ms LaGarde, Ms Clunn, Mr Lane.

Student ID cards

Student ID cards are issued every second year and are used to hire textbooks or resources from the library. Replacement cards can be ordered at Student Services and cost \$2.00.

Dropping-off and picking-up students

- Please use Pick-up Point A (enter from Moss Vale Road) or Pick-up Point B (enter from Eridge Park Road) to drop-off and pick-up your child. Ensure your child knows which pick-up area you will use – to ensure student safety and continuous traffic flow.
- Charlotte Street car park is NOT to be used to drop-off or pick-up your child at the beginning or end of a school day.
- Charlotte Street car park can ONLY be used during the school day to drop off or pickup your child from Student Services or First Aid. Please use the designated short-term parking spaces.

Driving Permits

Year 11 and 12 students who intend to drive to and/or from school need a Chevalier College Student Driving Permit. The application form can be collected and returned to Student Services. Each student listed as a passenger on the application form must have signed parental permission (on the form).

1. Red Driving Permit

- When students first obtain their drivers licence, they may apply for a College Red Driving Permit. While on a Red Driving Permit, students may have sibling passengers only.

2. Green Driving Permit

- After holding a Red Driving Permit for three consecutive months, students may apply for a Green Driving Permit, which will allow them to drive siblings and/or other Year 11 or 12 students (only).

Make sure permits are displayed, as vehicles will be checked.

Bus passes

Students requiring a new or replacement bus pass must do this via an online application. If your address changes you will need to update your details online to obtain a new bus pass.

For more information: 131 500 or www.transportnsw.info/school-students

Student Action Plans (medical)

First Aid staff collect information for the publishing and distribution of medical action plans. For more information contact First Aid on 4861 0534.

Facebook page

We encourage our families to like, follow and share our Facebook page for news and content celebrating everyday life at Chev.

The information provided for you in this guide is limited. For more details on College policies please refer to Parent Essentials on the College website.

