When Saint Francis Xavier arrived in Goa India, in 1542, he wrote to his superior in Rome, Saint Ignatius Loyola, expressing the great need for a Diocesan school in that city. The Society of Jesus, to which Xavier belonged, was soon to engage in its first educational enterprise there. Now, hundreds of years later, we are standing where Xavier stood, looking forward with great hope and optimism for the future of our students.

In Xavier’s words it was his hope in Goa that:
“From this College, before too many years, there will go forth men who will greatly increase the faith of Jesus Christ in these regions.”

Four and a half centuries later, we share that same hope for the young women and men of Xavier College, Llandilo.

At Xavier College we have a special opportunity to develop in our students a unique attitude and way of thinking and behaving. Many organisations devise rules, which are black and white. The problem is not always so distinct: it contains shades of grey.

At Xavier College the code of students’ behaviour will be measured by the College motto: for the “Greater Good”. How have my actions affected others? Have they been based on the well being of others in the community? Were they selfish actions or deeds, which damaged others or myself in any shape or form?

At Xavier College, our philosophy will be underpinned by some of the critical ethical standards of our Christian tradition:

The sanctity of creation
The dignity of the individual
Reconciliation
Hope in the future
The value of the community

Xavier College has a guide to behaviour. It can be found in the school Learning Planner and on the classroom notice board. It is called “Rights and Responsibilities”. It essentially asks that students recognise that we all work together and we are responsible to and for each other. Xavier College expects all students to accept and live up to these standards. I look forward to sharing your child’s journey in the years ahead.

Michael Pate
M.A. (Theo), M.Ed. (Admin), M.P.E.T., M.Ed. (Info Technology),
M.Ed. (Counselling), B.Ed, Grad Dip. Pastoral Guidance, Dip. Teach.,
Cert. R.Ed, MACEL, MACE, ADE
Principal
OUR SHARED VISION

We hope to create a reflective, prayerful and accepting environment. We hope to build a community which is Christ centred, practises forgiveness and understanding, and is actively accepting of others. We welcome the possibility that we will be challenged in our beliefs, because we want our students to be critical thinkers with informed consciences.

We are committed to making our school a centre of learning and excellence which provides a kaleidoscope of opportunities for its community of learners.

We encourage students to be technologically comfortable, flexible, adaptable and well informed about local and global issues.

We foster in our students a strong belief in themselves, as well as the ability to think logically, critically, creatively and independently.

We provide a balanced curriculum through which varying needs will be met and abilities will be nurtured.

We create an educational climate which is purposeful and where common goals are pursued.

We nurture a sense of self worth in students, of pride in themselves, their heritage and their environment.

We encourage staff, students and parents to work collaboratively and to shape the vision and hopes which we all share.
THE RELIGIOUS DIMENSION
OF OUR COLLEGE

It is important that we all have expectations of our Catholic school and we do all we can to develop our understanding of why we wish to be part of this very special community.

Christians are aware that God continually seeks to influence each one of us – our God is alive and active, looking for every opportunity to communicate with us. In our Catholic tradition we understand God communicates with us in a variety of ways: through our personal life experience, through our personal and community prayer, through the words of Scripture and through the life of the Catholic Church itself.

Since we believe that our God truly values and loves us just as we are – no strings attached – there is a vital place in the Catholic school community for each and every one of us. On this basis we strive to create a community within the school founded on the practice of this same unconditional love. This means much more than simply accepting each person. It means that every person in the school community is valued and essential for the life of the community. Our school community literally depends on the individual gifts that each and every one brings. We all are a vital part of the “truth of life”.

Accepting that God is actively “working on us” every moment of the day, and that each one of us has something special to offer others makes each Catholic school a unique place indeed. For its part, the Catholic school attempts to provide an authentic experience of Christian life. Thus, the Catholic school must be a place of learning and celebration; a community which is living and responding to the life and words of Jesus Christ; a place where individuals experience love and respect.

Our part in this is to bring Jesus’ word and teaching to life. In practice, this will involve all of us in a dynamic partnership as we seek to establish and nurture our Xavier community.

Kellie Robinson
Director of Mission and Formation
WHAT WILL MY CHILD STUDY?

In Year 7
Religion
English
Human Society and its Environment (often referred to as HSIE).
Science
Mathematics
Creative Arts (Art and Music)
Physical Education, Personal Development and Health (often referred to as PDHPE)
Technology and Applied Studies (often referred to as TAS) this involves a combination of woodwork, agriculture, food technology and computer animation.

In Year 8
Religion
English
Human Society and its Environment (often referred to as HSIE).
Science
Mathematics
Creative Arts (Art and Music)
Korean
Physical Education, Personal Development and Health (often referred to as PDHPE)
Technology and Applied Studies (often referred to as TAS) involves a combination of Textiles, Computer Graphics, Electronics and Metalwork.

INCURSIONS AND ACTIVITIES
Throughout the year students in Year 7 are given the opportunity to take part in a variety of incursions and activities aimed at building a sense of community amongst the group as well as enhancing the learning which is taking place inside the classroom.

Some of these activities include the medieval presentation, water safety and first aid courses as well as reflections days and other incursions.

Attendance and participation are expected and families are given advanced warning of these activities. All excursions are to be paid prior to the event.
CAMP

In 2016 Year 7 students will be attending school camp at the Great Aussie Bush Camp located at Kincumber on the NSW Central Coast.

The camp provides our students with an invaluable opportunity to build relationships with fellow students and teachers whilst enjoying a variety of specially selected, fully supervised teaching and learning activities.

In 2016 the Year 7 camp will take place from Wednesday 2nd to Friday 4th March.

Further information regarding activities and equipment will be given to students and made available on the schools Moodle site at the start of the 2016 school year.

SPORT

Sport at Xavier College is built on a foundation of active involvement, a commitment of fair play, choice and the development of social skills. The College is entered in the Parramatta Diocesan Secondary School Sports Council (PDSSSC), the NSW Combined Catholic Colleges representative sport (NSW CCC) and regularly enter specialist gala days such as soccer, rugby league, netball, cricket and basketball. Our students are encouraged to pursue their chosen sport at representative levels. The College actively supports students who make state or national representation.

Each Thursday students in Years 7-10 are involved in either internal or external sport. The external sport is offered as part of the PDSSSC. Internal sport is centred around our College houses.

A focus on fundamental skill development along with fitness, teamwork and problem solving skills are all integral components of the sporting program design. Students are expected to participate fully in all activities and wear the full PE uniform for sport. Students will change into their PE uniform at the commencement of the sport lesson and change back into their school uniform at the completion.
**FIRST DAY DETAILS**

**Starting Day**
Year 7 students will commence school at Xavier College on Thursday 28th January 2016. This will consist of a two day Orientation program commencing at 8.30am and concluding at 2.40pm. The Orientation program will conclude on Friday 29th January 2016.

Years 8,9,10,11 & 12 will commence on Monday 1st February commencing at 8.30am and concluding at 2.40pm.

**Office Hours**
The office is open from 8.00am to 4.00pm each day.

**Uniform**
The Xavier College Uniform Shop is located in the demountable building opposite the top car park. Please refer to the uniform section for specific details regarding the uniform requirements.

**2016 Extended Hours**

<table>
<thead>
<tr>
<th>January</th>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>Monday</strong></td>
<td>18th</td>
<td>9.00am—3.30pm</td>
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<tr>
<td><strong>Tuesday</strong></td>
<td>19th</td>
<td>9.00am—3.30pm</td>
</tr>
<tr>
<td><strong>Wednesday</strong></td>
<td>20th</td>
<td>9.00am—3.30pm</td>
</tr>
<tr>
<td><strong>Thursday</strong></td>
<td>21st</td>
<td>9.00am—3.30pm</td>
</tr>
</tbody>
</table>

| **Monday**     | 25th  | **Closed**    |
| **Tuesday**    | 26th  | **Closed**    |
| **Wednesday**  | 27th  | 8.00am—3.30pm|
| **Thursday**   | 28th  | 8.00am—4.00pm|
## A School Day

**Period Times for 2016**

Bells sound to mark movement to class, start of lesson, recess breaks and the conclusion of the day.

<table>
<thead>
<tr>
<th></th>
<th>MONDAY, TUESDAY &amp; FRIDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY (PDSSSC &amp; Internal SPORT-DAY)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Morning Duty</td>
<td>Morning Duty</td>
<td>Morning Duty</td>
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<tr>
<td></td>
<td>8:10 – 8:30</td>
<td>8:10 – 8:30</td>
<td>8:10 – 8:30</td>
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<tr>
<td></td>
<td>Staff Briefing – Monday ONLY</td>
<td>Faculty Meetings</td>
<td>Faculty Meetings</td>
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<tr>
<td></td>
<td>8:30 – 8:45</td>
<td>8:30 – 8:45</td>
<td>8:45 - 9:45</td>
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<tr>
<td></td>
<td>Tutor Group</td>
<td>Tutor Group</td>
<td>Tutor Group</td>
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<td></td>
<td>8:45 - 9:45</td>
<td>8:45 - 9:45</td>
<td>Period 2</td>
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<tr>
<td></td>
<td>Tutor Group</td>
<td>Period 1</td>
<td>Period 2</td>
</tr>
<tr>
<td></td>
<td>Tutor Group</td>
<td>9:45 - 10:45</td>
<td>Period 2</td>
</tr>
<tr>
<td></td>
<td>Period 1</td>
<td>10:45 - 11:00</td>
<td>Period 3</td>
</tr>
<tr>
<td></td>
<td>8:45 - 11:00</td>
<td>9:45 - 10:45</td>
<td>Period 3</td>
</tr>
<tr>
<td></td>
<td>Lunch + PDSSSC*</td>
<td>Announcements</td>
<td>Announcements</td>
</tr>
<tr>
<td></td>
<td>12:05 – 1:05</td>
<td>12:05 – 12:35</td>
<td>Period 5</td>
</tr>
<tr>
<td></td>
<td>Lunch</td>
<td>Lunch</td>
<td>Announcements</td>
</tr>
<tr>
<td></td>
<td>1:05 – 1:35</td>
<td>Lunch</td>
<td>2:35 – 2:40</td>
</tr>
<tr>
<td></td>
<td>Period 5</td>
<td>Period 5</td>
<td>Period 5</td>
</tr>
<tr>
<td></td>
<td>1:35 – 2:35</td>
<td>2:35 – 2:40</td>
<td>Announcements</td>
</tr>
<tr>
<td></td>
<td>Announcements</td>
<td>Announcements</td>
<td>2:35 – 2:40</td>
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<tr>
<td></td>
<td>Dismissal</td>
<td>Dismissal</td>
<td>2:40</td>
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<tr>
<td></td>
<td>2:40</td>
<td>2:40</td>
<td>2:40</td>
</tr>
</tbody>
</table>

5 x 60 minutes periods per day, Recess 20 minutes & Lunch 30 minutes each  * Late return from PDSSSC
YEAR 7 STATIONERY REQUIREMENTS

Students need to purchase the following books and stationery for the start of the school year.

**General**
- Coloured pencils
- Glue
- Scissors
- Pens (blue, black and red)
- Eraser
- 30 cm ruler (not steel)
- 1 x 4B pencil, 1 x 6B pencil
- 1 Bullet point thick sharpie/permanent marker
- 2 x 2B pencils
- 1 x black felt tip pen
- 1 x USB flash drive—4 GB or larger (optional)

Note: All exercise books should be **stapled** or bound, NOT looseleaf, ringbound or just glued. All exercise books should be covered in contact.

**Religion**
- 1 x A4 Exercise Book  196 pages approximately

**English**
- 2 x A4 Exercise Book—196 pages approximately

**HSIE**
- 2 x A4 Exercise Book—128 pages approximately

**Mathematics**
- 1 x A4 Grid Book  - 128 pages approximately
- 1 x Geometry Set

**Science**
- 2 x A4 Exercise Book—196 pages approximately

**Creative and Performing Arts**
- 1 x Music Exercise Book (music lines in middle) - 64 pages approximately
- 2 x Rolls of masking tape
- 1 x Visual Art Process Learning Planner A4
- Set of headphones
- With a 6.4 ml TRS Jack or adapter
- 1x2B Pencils or Pacers, eraser and sharpener

**TAS**
- 1 x Tea Towel
- 1 x Container
- A4 128 Exercise Book

Project Bag = Technology Bag, Apron, glasses, ear plugs, face mask.

**Personal Development, Health and Physical Education**
- 1 x A4 Exercise Book—128 pages approximately
- Xavier College Cap
- Xavier College Sports Uniform
- Lace up joggers.
BYOD Specification for Xavier College

ICT will be used effectively to enhance learning and teaching in all curriculum areas, to support collaborative and co-operative learning, to develop higher order thinking skills and to help all students to realise their educational and social potential.

Over the past few years many things have changed when it comes to how schools, teachers and students use technology in learning and teaching. Over the same period of time there has been an increase in the number of devices that have connected to the school’s network. This has resulted in an increased demand for bandwidth and access to Internet services. With this increase in both demand and usage, the CEO has a greater need to monitor and manage both the usage and the access to network services. This ensures that the best possible service can be provided to support learning and teaching in the classroom. As a result, the College implemented its Bring Your Own Device (BYOD) programme in 2014 for Year 7 students and will be continuing the practice in future years. Students from other year groups are welcome to provide their own device for learning, provided it meets the specifications laid down by the CEO, as set out below.

In the terms of the College's BYOD programme, BYOD refers to the practice of allowing students to bring their own mobile devices that are capable of connecting to the Internet, and can include everything from laptops to netbooks, tablets, and smartphones. The BYOD programme is customisable for differing learning styles – it allows students to use different devices which itself leads to customised assignments which can play off the strengths and learning styles of each student. The devices that students bring to school will allow them to connect to our own learning environment which is based on Moodle.

Acceptable Devices and Operating Systems
The following devices and Operating Systems are acceptable devices and supported by the CEO in the BYOD programme at Xavier College. All devices brought to school will be registered to the network.

<table>
<thead>
<tr>
<th>Microsoft Windows Laptops or UltraBook</th>
<th>Apple Laptops</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Windows 8.1 Professional (Recommend at least 4GB RAM)</td>
<td>- Mac OS X 10.10</td>
</tr>
<tr>
<td>- Windows 10 Professional (Recommend at least 4GB RAM)</td>
<td>- Mac OS X 10.9 (Mavericks)</td>
</tr>
<tr>
<td>Microsoft Tablet</td>
<td>- Mac OS X 10.8.4 (Mountain Lion)</td>
</tr>
<tr>
<td>- Microsoft Surface Pro 3 or 4</td>
<td>Apple iOS Devices</td>
</tr>
<tr>
<td>- Windows 8.1 or 10 Professional (Tablet)</td>
<td>- iPad and iPad Mini</td>
</tr>
<tr>
<td>A laptop purchased with Windows 7 Home Premium can be upgraded to Windows 7 Professional.</td>
<td>- iPhone</td>
</tr>
<tr>
<td>When the Windows device is bound to our network, Anti-Virus software will be installed onto it.</td>
<td>Students are recommended to bring devices that are either a Windows device or an Apple device, as outlined in this table.</td>
</tr>
</tbody>
</table>

Note: Windows devices must be running the Professional Edition or higher of Windows.

The device must also be able to connect to our wireless network and support 802.1X network authentication. Whatever laptop device is brought to school, it must have internal storage such as a hard disk drive or a Solid State Drive (SSD).
Unregistered Devices

The following devices are not supported by the CEO and thus will be unregistered:
- Computers running Microsoft Windows 7 Home Premium and Microsoft Windows 8 Standard
- Tablets running Windows RT.

Unregistered devices will have no access to the school’s network.

Battery Life

Student devices should have a minimum battery life of 5 or 6 hours. There will be no facility to recharge devices at school. It will be the student’s responsibility to have their device charged at home prior to their arrival at school each morning. Running the battery flat during lunch time will not be acceptable. Students are discouraged from bringing chargers and associated cables to school.

Camera

It is desirable that each student’s device will contain a built-in camera for taking photos and video recording.

Software

Each device should have a productivity suite installed on it to allow the student to compete wordprocessing and spreadsheet activities and for creating presentations. Productivity suites can be costly, though there are free packages available as shown below. Students need to only have one productivity suite installed on their device.

<table>
<thead>
<tr>
<th>Windows Platform</th>
<th>MAC Platform</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Productivity Software - Choice of:</strong></td>
<td><strong>Productivity Software - Choice of:</strong></td>
</tr>
<tr>
<td>- Microsoft Office (CEO licence can be installed)</td>
<td>- Microsoft Office (CEO licence can be installed)</td>
</tr>
<tr>
<td>- Open Office (free download from <a href="http://www.openoffice.org">www.openoffice.org</a>)</td>
<td>- Open Office (free download from <a href="http://www.openoffice.org">www.openoffice.org</a>)</td>
</tr>
<tr>
<td><strong>Other Software:</strong></td>
<td><strong>Other Software:</strong></td>
</tr>
<tr>
<td>- Adobe Reader (free)</td>
<td>- Adobe Reader (free)</td>
</tr>
<tr>
<td>- Chrome Internet Browser (free)</td>
<td>- Chrome Internet Browser (free)</td>
</tr>
<tr>
<td>- Microsoft Movie Maker (free)</td>
<td>- iMovie</td>
</tr>
<tr>
<td>- Audacity for recording sound (free)</td>
<td>- Google Drive (free)</td>
</tr>
<tr>
<td>- Google Drive (free)</td>
<td>- Microsoft OneDrive (free)</td>
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<tr>
<td>- Microsoft OneDrive (free)</td>
<td>- Dropbox (free)</td>
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<tr>
<td>- Dropbox (free)</td>
<td>- VLC Video Player (free)</td>
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<tr>
<td>- VLC Video Player (free)</td>
<td>- Microsoft Video Player (free)</td>
</tr>
<tr>
<td>- Microsoft OneNote (free)</td>
<td>- Microsoft OneNote (free)</td>
</tr>
</tbody>
</table>

Please note: if a Windows or Mac laptop is brought to school, we are able to install the CEO’s licenced copy of Microsoft Office onto it. This software will cease working 90 days after a student leaves the Diocese. In that case, the student will have to purchase a licence to use the software.
In addition to the above software recommendations students will also have access to productivity software available through Google Apps, accessible via the CEO’s virtual learning environment, Classm8.
# STUDENT
## RIGHTS AND RESPONSIBILITIES

<table>
<thead>
<tr>
<th>RIGHTS</th>
<th>RESPONSIBILITIES</th>
</tr>
</thead>
</table>
| **1. To learn and to participate fully in all classes** | To try my best  
To pay attention in class  
To be involved in school activities  
To develop my skills with the help of my teachers  
Never to miss school or any lesson without permission  
To be on time to class and all other activities  
To be always in the right place at the right time  
To complete all set work  
Not to disturb the work of others. |
| **2. To enjoy a clean attractive environment** | To look after school furniture and property  
To put rubbish in bins  
To keep the classrooms clean and tidy  
To take good care of text and Xavier Centre books  
To keep desks and walls free of graffiti  
To not eat in the classrooms  
To not chew gum at school |
| **3. To have a good time at school** | To wear my uniform with pride  
To be well behaved at all times  
To show respect to visitors  
To display good sportsmanship  
To represent the school well |
| **4. To be in a safe well ordered environment** | To have my Learning Planner with me at all times  
To move in a quiet orderly manner keeping to the left on walkways.  
To get on and off public transport safely.  
To listen for bells and move when I should.  
To stay away from out of bounds areas.  
To bring absent and late notes to the Tutor.  
To return all borrowed equipment.  
To observe the hands off policy.  
To report any vandalism and graffiti immediately. |
| **5. To be treated with understanding, respect and courtesy** | To be supportive of others  
To be friendly and helpful.  
To treat other people with respect.  
To express different opinions politely.  
To listen to the other point of view.  
To cooperate with the teacher by helping when asked. |
| **6. To have my property respected** | To take care of my own possessions.  
To take care of other people’s books bags etc.  
To ask before borrowing and return borrowed items.  
To leave other people’s property alone.  
To not write on other people’s belongings. |
| **7. To share a just and honest environment.** | Don’t steal  
Don’t lie  
Don’t cheat  
Don’t accept lying, stealing and cheating from others.  
Don’t use offensive language.  
Don’t participate in illegal activities. |

*These can be summarised into four basic rules:*

**BE PREPARED**
**BE COURTEOUS**
**RESPECT OTHERS RIGHTS**
**LET OTHERS LEARN**
UNIFORM

UNIFORM EXPECTATIONS
It is clearly understood by parents and students that the correct College uniform is to be worn coming to, and going from the College. The Xavier uniform requirements are available from the College Uniform Shop.

The Uniform shop is open at the College every Thursday from 8.00am till 4.00pm.

Uniform is important for a number of reasons:
- It is a symbol of the College and a public declaration of its values, standards and beliefs
- It creates a sense of collective and individual pride in students and their identification with the College
- It is a symbol of equality among students
- It demonstrates mutual respect

GENERAL UNIFORM
- The college blazer is worn to school in terms 2 and 3, into period 1, and from school.
- The uniform is to be worn in a neat and tidy manner at all times.
- In winter terms students may wear the College scarf or a plain black scarf but scarves will not be permitted in practical or workshop situations.
- The only acceptable hat is the college cap.
- No other garments are to be worn with the uniform. This includes coloured undergarments or accessories.
- Sunglasses are permitted during recess and lunchtime but should never be worn in class or other indoor situations. Sunglasses are also appropriate at the outdoor sporting events where extended sun exposure may be an issue.
- The college uniform is not to be mixed and matched with the sports uniform.
- Students are required to abide by all regulations as they exist from time to time.

BAGS
Students are only permitted to use the designated college backpack. If they are unable to fit extra equipment such as sporting gear or clothing into their college backpacks, students may bring a school sports bag. Both bags are available from the college uniform shop and only these college bags are to be used for all students.

HAIR
Hair is to be kept tidy and off the face. Simple hair accessories in school colours may be worn. Extremes of fashion are not acceptable. Hair must be of consistent natural hair colours. Layers or undercuts must have only minimal variation in length and the college reserves the right to have a student modify their hair if it does not meet the college standards and expectations. In practical classrooms WHS laws require that hair be covered or tied back at all times.

MAKEUP
Makeup is not to be worn to school by junior girls. Girls will be asked to remove makeup immediately. Coloured nail polish or coloured nail extensions are not permitted.
**SHOES**
Shoes must be black, polished, hard leather, closed school shoes. Heels are to be no more than 2.5cm. Students are not permitted to wear soft leather casual, sports or skater shoes.

These shoes **ARE** permitted.

These shoes are **NOT** permitted.
**DRESS CODE FOR GIRLS**

- The blazer is to be worn to and from school in Terms 2 and 3 day and for extra warmth, the girls are to wear the red Xavier jumper, under the blazer.
- The girls must wear the kilt at knee level. Kilts should not be rolled at the waist and students will be asked to adjust the hem if necessary to ensure that the kilt is maintained at a sensible and appropriate length.
- Girls are required to wear white socks in summer which are visible above the shoes. Black stockings are to be worn with the girl's kilt in winter terms.
- Girls may wear simple hair accessories in school colours of black or red only

*Acceptable skirt length*  
[Image of acceptable skirt length]

*Unacceptable skirt length*  
[Image of unacceptable skirt length]

**DRESS CODE FOR BOYS**

- The blazer is to be worn to and from school in terms 2 and 3 day and for extra warmth, the boys are to wear the black Xavier jumper, under the blazer.
- Boys are expected to wear the Xavier shirt in summer and in winter.
- Boys wear college grey trousers in both winter and summer. Boys must wear a plain black belt – no fashion buckles are permitted on the belt. Boys have the option of wearing the college grey shorts in summer.
- Boys are required to wear grey school socks which are visible above the shoes.

**SPORTS UNIFORM**

- Sport uniform is only to be worn during PDHPE practical lessons, on allocated sport days, or at sport carnivals.
- The official school sport uniform, consisting of the Xavier College sport shorts, Xavier College tracksuit, red Xavier polo shirt and black Xavier cap, are the only sporting attire permitted and should not be mixed with the school uniform or any other sport attire.
- All Year 7 to 10 students are required to wear the Xavier College Tracksuit during winter.
- Students are not permitted to wear any other sport attire.
- If for some reason students are unable to wear their full Xavier College sport uniform on sport days then they are required to wear their full school uniform to school, bring an explanation note from parents and a change of sporting attire that they will change into before and after sport.
• Students will **NOT** be permitted to represent the college in a sporting activity if they are not in their full sport uniform.

• Students must wear appropriate footwear for sport, PDHPE and any other physical activity. The footwear is to be running shoes or cross trainers. For Workplace Health and Safety standards, Rabens (laced or unlaced), cloth casual shoes, Vans, canvas gym boots or Converse boots are not permitted. These types of footwear offer no support for the feet and can result in injury that would have been unlikely with correct joggers or trainers.

**JEWELLERY**

**Piercing**

• Ear: One stud or standard sleeper (plain silver or gold only) may be worn in each earlobe, **for female students only**
• No jewel/coloured stones etc. to be worn.
• Other piercings: No visible body piercings are to be evident. **Tongue rings/studs are strictly prohibited.**
• Keeping a hole open will not be accepted as an excuse. **This means that ‘clear’ studs are NOT to be worn as they are visible.** This means that ‘clear’ studs are NOT to be worn as they
• No band aids are to be used to cover piercings
• **Sleeper (plain silver or gold only) Stud: (plain silver or gold only)**
• (not bigger than the circumference of this picture) (not bigger than the circumference of this picture)
•

**OTHER JEWELLERY**

• Simple/discreet gold or silver chain around the neck with an appropriate religious symbol may be worn.
• Chains should not be visible in winter
• One plain ring, wristwatch and gold or silver bracelet may be worn

**REMOVAL OF JEWELLERY**

For safety reasons, all jewellery should be removed for sport or practical subjects.

**BODY ART (TATTOOS)**

No body art to be visible

Xavier College reserves the right to enforce these uniform guidelines and will make every effort to do so fairly and consistently. Noncompliance with uniform rules will incur serious consequences.
UNIFORM

GIRLS’ UNIFORM - SUMMER
- Skirt (below the knee)
- School Blouse—short sleeve
- White Socks—covering the ankle
- Black Leather Shoes

BOYS’ UNIFORM—SUMMER
- School Shirt—with crest
- College Trousers
- Black Vinyl Belt
- Grey Socks (covering the ankle)
- Black Leather Shoes
- College Grey Shorts
  (Optional only in summer)

GIRLS’ UNIFORM - WINTER
- Skirt (below the knee)
- School Blouse—short sleeve
- Woollen Pullover (red)
- College Black Blazer
- Black tights—40 Denier/70 Denier
- Black Leather Shoes

BOYS’ UNIFORM—WINTER
- School Shirt—with crest
- College Trousers (with black belt)
- Woollen Pullover (black)
- College Black Blazer
- Grey Socks
- Black Leather Shoes
- College Tie

GIRLS’ SPORTS UNIFORM - WINTER
- College Sport Shirt
- College Shorts
- College Tracksuit Jacket
- College Tracksuit Pants
- Xavier College Cap
- Athletic Shoes

BOYS’ SPORTS UNIFORM—WINTER
- College Sport Shirt
- College Shorts
- College Tracksuit Jacket
- College Tracksuit pants
- Xavier College Cap
- Athletic Shoes

ACCESSORIES
- Xavier College Bag
- College Scarf

ACCESSORIES
- Xavier College Bag
- College Scarf
LEARNING PREPARATION POLICY

Learning is a life long process and children can benefit when families and schools work in partnership. At Xavier College we value the active support and involvement of parents in the education process.

Too frequently, Learning Preparation is perceived to be "something that a child does for their teacher" or "something they do to avoid trouble". Yet Learning Preparation’s intrinsic value lies in what it can do to foster the skills and discipline of the individual. In other words, Learning Preparation should be "something you do to improve yourself".

We encourage Learning Preparation from the moment students enter the College.

Regular Learning Preparation plays an essential role in a student’s learning and academic progress.

**Learning Preparation assists in the development of skills in:**
- personal organisation
- time management
- independent learning

**Learning Preparation provides students with opportunities to:**
- practice essential skills learned in class
- undertake extension work
- practice essential subject specific skills

**Learning Preparation provides parents with opportunities to:**
- monitor their child’s progress
- share in their child’s learning
- access their child’s curriculum

**COMPOSITION OF LEARNING PREPARATION – ‘flipping the classroom’**

Ideally, a considerable proportion of Learning Preparation should be self-directed or students will never have the interest, motivation or discipline necessary to cope with the inevitably increasing load as they progress through secondary and tertiary education.

Learning Preparation assists students to consolidate and reinforce daytime learning through reflection, skill developing repetition, and review, and thus gradually internalising learning until real understanding occurs through students working independently on home tasks. Learning Preparation greatly assists students in improving their basic literacy, numeracy and ICT use towards brighter educational futures.

Learning Preparation needs to be clearly structured, user-friendly and directed at achieving clear goals. Students need to be instructed to write Learning Preparation in their Student Planners before the close of each lesson. Good patterns of study behaviour are developed through regular Learning Preparation routines. The Learning Preparation required will differ in type depending on the subject but should always be purposeful and obviously integral to the steady completion of the learning program in all subjects.

**Amount of Learning Preparation** – Teacher as part of whole school practice will issue Learning Preparation as it is required but **no more than** shown in the table below

<table>
<thead>
<tr>
<th>Year 7</th>
<th>Year 8</th>
<th>Year 9</th>
<th>Year 10</th>
<th>Year 11</th>
<th>Year 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum of 15 minutes per subject.</td>
<td>Maximum of 15 minutes per subject.</td>
<td>Maximum of 20 minutes per subject.</td>
<td>Maximum of 20 minutes per subject.</td>
<td>Maximum of 30 minutes per subject.</td>
<td>Maximum of 30 minutes per subject.</td>
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<tr>
<td>5 X 15 + 15 reading maximum of 90 minutes of study and/or Learning Preparation each night</td>
<td>5 X 15 + 15 reading maximum of 90 minutes of study and/or Learning Preparation each night</td>
<td>5 X 15 + 15 reading maximum of 120 minutes of study and/or Learning Preparation each night</td>
<td>5 X 15 + 15 reading maximum of 120 minutes of study and/or Learning Preparation each night</td>
<td>5 X 15 + 15 reading maximum of 180 minutes of study and/or Learning Preparation each night</td>
<td>5 X 15 + 15 reading maximum of 180 minutes of study and/or Learning Preparation each night</td>
</tr>
</tbody>
</table>

Learning Preparation is checked as part of the lesson.
Pastoral Care is about relationships in the school situation and takes place when the interest and care shown to each individual promotes his or her personal growth. Integral to the Pastoral Care network, which provides care to all students, is the HOUSE TUTOR TEACHER.

Each House Tutor consists of up to 25 students made up from all of the year levels. It is under the care of the House Tutor teacher who will be responsible for the students in the group during their time at the College. The purpose of the group is to give students the opportunity to relate to a teacher in a small pastoral group and to become well known by that teacher.

Each House Tutor meets daily and includes prayer, administrative matters and issues of student welfare. The House Tutor teacher is the student’s first point of call and will monitor the progress of all students and be ready to speak to parents, other teachers and the students themselves about their progress. If parents need to seek information or advice about the school or personal matters they should consult the House Dean.

The College House System is a three tiered system where students are part of six different houses which have been named after individuals who are significant in our community. Students are able to receive merits across all aspects of College life. These can include; classwork, community involvement and sporting events. Merits are recorded in the student Learning Planner.

As a further element of Pastoral Care at Xavier College, a full time counsellor is employed. This is to cater for those times or those issues which might need someone with a more specialised role. The school counsellor has appropriate qualifications to respond to aspects of young people’s personal, social and emotional development.

Parents are most welcome to consult the counsellor on issues which they feel may impact their child’s progress. Teachers also consult with the counsellor about students’ behaviour. There is also a system at Xavier whereby students are able to refer themselves.

Confidentiality is a high priority for the school counsellor.
COMMUNICATION BETWEEN HOME AND SCHOOL

The Companion
Communication between the College and the parents is considered vital. As such parents will be kept well informed of school activities by means of a fortnightly newsletter which is available on the school website.

Notes
In addition to The Companion, communications will at times be sent home to parents regarding excursions, camps and all activities. We would encourage our parents to communicate with us as well, as effective communication has to be a two-way process. Parents are encouraged to contact the College at any time if there is any concern or inquiry. Early contact can often prevent problems or difficulties arising.

Student Learning Planner
The student Learning Planner allows you the opportunity to monitor your child’s work and for parents and teachers to work closely together. Students are encouraged to write all their homework in their Learning Planner. Parents need to check the Learning Planner regularly. The Learning Planner is used for school matters.

If you have any concerns or questions such as: my child says he/she never has any homework or my child has difficulty completing a homework task, write a note in the Learning Planner under “Parent Comment” and the teacher will follow it up.

If your child did not complete their homework, their teacher will write a note in their Learning Planner informing you of this. With notes written by teachers, we ask that you sign the note to acknowledge that you have received it.

If you receive a note saying that your child has not completed their homework, get your child to catch up on the work as well as signing the note. This sends the message to your child that the homework is important and the expectation is that all work will be completed.

Reports
Each student will be assessed and reports will be sent home at the end of Semester 1 and Semester 2. Opportunities for parents to speak to teachers will be given when reports are distributed. This will occur once per semester although all parents are encouraged to contact the school at any time if there are concerns.

School Website
For the most current information about Xavier College—including dates and events) log onto the school’s comprehensive website www.xavierlandilo.catholic.edu.au

Moodle
Communication between the College and the students also takes place via the schools Moodle site. Moodle is a online school learning management system where students find resources and learning activities that have been uploaded by their teachers. Parents are encouraged to become familiar with Moodle in order to be able to assist their children in areas such as administration, organisation and in the completion of assigned tasks.

Skoolbag App
Skoolbag is a mobile app that communicates directly to parent smartphones. It provides access to key school information via one single Communication Centre for both parents and students. Simply search for Xavier College in the App store on your phone. PC or Mac and install.
INFORMATION SERVICES

Use of the Xavier Centre
The Xavier Centre is designed to serve the needs of the whole College community. It follows then that the environment of this facility should be one which is conducive to research, study and reading, whether the latter be for course work or for relaxation. It may be necessary at times for students to discuss an issue or clarify a point, but this discussion should be brief and carried out in a quiet, subdued manner so as not to distract others. An important aspect of the role of the Xavier Centre staff is to assist students to locate and utilise resources, and being an integral part of the College staff, they also share the responsibility for student conduct and behaviour. In addition to housing the College's print and digital information sources, the Xavier Centre is also home to the College's Well-Being Co-ordinators, Career's Advisor, Religion Co-ordinator, and Leaders of Well-Being, Pedagogy, and Student Growth and Administration, making the Xavier Centre an integral place of information for the College.

Resource Centre Hours
- Monday to Friday: 8:00am to 4:00pm
- Senior Study: Wednesday 3:00 to 5:00 pm
- Homework Club: Thursday 3:00pm to 4:00pm

Resources
- Fiction books – covering a wide range of reading abilities and interests.
- Non-fiction books – suitable resources for all disciplines, and of general interest.
- Visual texts - picture books and graphic novels aimed at improving visual literacy.
- eBooks - fiction and non-fiction texts available via personal devices for study and recreation
- Online Databases – the Resource Centre subscribes to the following online resources, accessible to students via the Student Portal: EbscoHost Research Database, Library Webs and AustLit.
- Internet access – the Resource Centre has access to the wireless internet

Activities in the Resource Centre
- Senior Study Wednesdays 3.15 - 5.15pm
- Homework Support on Wednesdays 8:00 – 8:30 am, 12:35 – 1:12 pm, 3:00 – 3:30 pm
- Gaming on Fridays 12:35 – 1:12 pm

Facilities
Photocopier, laptop computers, laminating, book covering.
**Borrowing**
A current student ID card is required when borrowing or renewing resources.
- **Loans**: Junior students may borrow a maximum of 5 items at a time; senior students may borrow a maximum of 8 items at a time.
- **Loan period is 2 weeks**

Students can borrow up to six resources at one time, either fiction or non fiction. Normal borrowing is for fourteen days. All resources in the Xavier Centre may be available for loan (see the Teacher Librarian, conditions apply). Reference books, and resources being used for current class assignments are strictly overnight loan only. Periodicals are available for seven day loans.

Students may reserve resources already on loan. Ask Resource Centre staff for assistance.

**Overdue Items**
Students are not permitted to borrow books when holding overdue items. It is the student’s responsibility to return items on time and in good condition. Overdue notices are distributed at the beginning of each term. A letter is sent home to parents, which includes the name of the book and the replacement cost.

Other services for students
Your Xavier Centre is available to offer these services to help you with assignments tasks:

Photocopying is available at a cost of 10 cents per sheet.

The **computers** and **internet** are available at all times in the Xavier Centre for Xavier Centre research purposes. At lunchtime, the internet can be used for school based research. Printing from the computers is also possible. **Colour Printing** is available at a cost of $1 per A4 sheet.
FINANCIAL COMMITMENTS

Xavier College is a non profit organisation where expenses are shared by all the parents. It is a matter of justice that all parents make every attempt to fulfil this commitment. If families experience financial difficulty, it is imperative that the situation is discussed with the College. Please contact Mr Steven Hackett at the College Office. Such discussions are treated confidentially at all times.

Parents have the following financial commitments:

**Diocesan School Fees**
This fee is set by and collected on behalf of the Diocese of Parramatta and is passed on through the school to the Catholic Education Office. It is the same for all Catholic Schools in the Diocese and is directed towards supplementing Commonwealth and State Grants. A discounted rate applies to the second and subsequent children currently enrolled in Catholic Schools. No diocesan School fees will be charged for a fourth or subsequent child. **Diocesan School fees for 2016 have not yet been set**

The Diocesan School Fees for Year 7 and 8 2015 were $1875.00 per annum.
Fees were billed once a term for the first three terms at $625.00 per term.
The Diocesan school fee for Year 9 and 10 2015 was $2079.00 per annum and was payable in the first three terms at $693.00 per term.
The Diocesan school fees for Year 11 and 12 2015 were $2658.00 per annum and was payable in the first three terms at $886.00 per term.

**Diocesan Building Levy**
This levy is set by the Diocesan School Board and for 2016 this fee is set at $702.00 per family. This levy is used to develop new schools such as ours and to refurbish and redevelop existing schools. This levy is also payable in three terms at $234.00 per term.

**Student Service Fee**
This fee is set by Xavier College and is used to support the costs of excursions, community and cultural activities, sport and all classroom resources. It covers the following items but is not exclusive to the list: College Learning Planner, I.D Cards, paper and photocopying, postage and printing, reports, Presentation and Award Nights and College Masses and Reflection Days. It also covers costs associated with entry fees into various educational competitions.

It ensures that the College can adequately support the delivery of Learning Technology and the mandatory requirements of the syllabi. This fee covers such items as the internet access, maintenance of College computers, software, licence fees, access to E-books and other technology for the use in a variety of subjects.

This fee is yet to be finalised but will be payable in the first 3 term of the year
SO YOUR CHILD IS GOING TO HIGH SCHOOL?

Moving from primary to high school is an exciting stage in a child’s life. Parents play an important role by helping their child to make the transition as smoothly as possible.

While the aims of primary and secondary education are the same, there are some differences in the organisation and structure of the two types of schools. The following points are worth considering:

- It is unavoidable that some children will be separated from their former classmates and friends.
- In Year 7 students need to get used to a number of different teachers with varying expectations, teaching method and styles.
- We have fixed times for each lesson.

Some Ways In Which You Can Ease The Transition

- Talk to your child about going to Xavier College. Paint a positive picture—what he/she is excited about, hopes, expectations etc.
- Show an interest in any information your child brings home.
- During the Christmas holidays talk to your child about going to Xavier College.
- The week before school starts check that all clothing is marked with his/her name and all books and school material are ready.
- On the first day of school, wave them off with a big smile and relax.
- In the first week or so after school begins, be there to share the excitement and offer reassurance and explanations.
- If there are any settling in problems after the first couple of weeks, contact your child’s House Dean.
- Continue to take an interest in what your child is doing throughout high school.

Finally . . . . . Be Confident!!

Experience and research shows that the vast majority of new high school students settle in very quickly, and during that first important year, experience quite a growth in self confidence.
Welcome
The Xavier College Parents and Friends (P&F) Association would like to take the opportunity to welcome you and your family to the Xavier College Community. Whether this is your first association with the College, or a continuing one, we greatly appreciate your support of the College by enrolling your son or daughter.

The Association takes on the following roles in the life of the College:
• to promote the aims and principles of Xavier College
• to raise funds for that purpose;

Meetings and Presentations
Parent Forums will be held in Week 6 of each Term.

In 2016 the dates for the Parent Forum are:

<table>
<thead>
<tr>
<th>Term</th>
<th>Date</th>
<th>Subject</th>
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<tbody>
<tr>
<td>Term 1</td>
<td>Tuesday 1st March</td>
<td>Writing Naplan and Student Success 6pm –7pm</td>
</tr>
<tr>
<td>Term 2</td>
<td>Tuesday 31st May</td>
<td>Technology Cyber Safety and Student Success 6pm –7pm</td>
</tr>
<tr>
<td>Term 3</td>
<td>Tuesday 22nd August</td>
<td>Wellbeing Health and Student Success 6pm –7pm</td>
</tr>
<tr>
<td>Term 4</td>
<td>Tuesday 22 November</td>
<td>Understanding Student Performance and Student Success 6pm –7pm</td>
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