

# Xavier College Llandilo



## Stage 4 Information Handbook 2022

[xavier@parra.catholic.edu.au](mailto:xavier@parra.catholic.edu.au)



Exceeding Expectations



# FROM THE PRINCIPAL

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 Leader**



XAVIER COLLEGE

# OUR SHARED VISION

We hope to create a reflective, prayerful and accepting environment.

We hope to build a community which is Christ centred, practices, 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.

Christine Bainbridge  
Director of Mission and Formation

# STUDENT RIGHTS AND RESPONSIBILITIES

	RIGHTS	RESPONSIBILITIES
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 To not 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 To not 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.	To not steal To not lie To not cheat To not accept lying, stealing and cheating from others To not use offensive language To not participate in illegal activities

These can be summarised into four basic rules:

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



## COLLEGE LEADERSHIP TEAM



Mr Michael Pate  
Principal Leader



Mr Greg Malone  
Assistant Principal  
Learning



Mrs C Bainbridge  
Director of Mission  
and Formation



Mr L McCrorie  
Director of Student  
Growth & Administration



Mrs A Hawkins  
Director of Learning  
& Pedagogy



Mr D Whiley  
Director of Sport &  
Wellbeing



Ms B Mazzella  
Team Leader



Mr A Wonson  
Director of Innovation  
& E-Learning



Mrs S Fenech  
Leader of  
Learning—Diversity



Mrs G Vella  
Business Manager



Mrs T Heterick  
Enrolment Officer /  
Personal Assistant to  
Principal

## DEANS OF HOUSE



Mr M Buhagiar  
CAMPION



Mrs J Douglas  
FABER



Mr B Varga  
LOYOLA



Julie Walker  
MACKILLOP



Ms A Lee  
MCCORMACK



Ms K Walsh  
TENISON





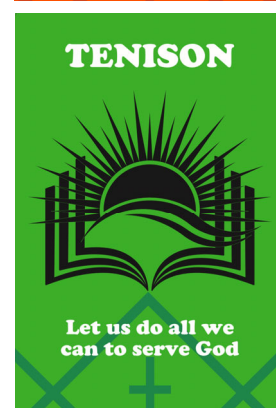
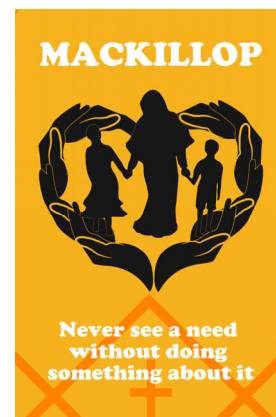
# HOUSE TUTOR GROUP TEACHER

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 GROUP TEACHER.

Each House Tutor consists of approximately 25 students made up from all of the year levels. It is under the care of the House Tutor Group 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 Dean of House.

The College House System is a three tiered system where students are part of six different houses which have been named after individuals who show a significant connection between either Ignatian or Josephite charisms, which are the core religious charisms articulated at Xavier College. 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.



# COLLEGE COUNSELLOR

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 College counsellor.

# ATTENDANCE OFFICER

Regular school attendance is integral to student success. The college also employs a part time (Monday and Tuesday) Attendance Officer to support students in maintaining regular attendance at school.

# A SCHOOL DAY

Period Times for 2021

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

Monday, Tuesday and Friday	Wednesday Timetabled Meetings will be Learning Session 3B	Thursday Internal Sport Day
Morning Supervision 8.00 – 8.30		
8:30-8:35	8:30-8:35	8:30-8:35
8:35-8:47	8:35-8:47	8:35-8:42
Learning Session 1a	Learning Session 1a	Learning Session 1a (Year 11-12) 7-10 Sport
Learning Session 1b	Learning Session 1b	Learning Session 1b (Year 11-12) 7-10 Sport
Angelus	Angelus	Angelus
Recess	Recess	Recess
Learning Session 2a	Learning Session 2a	Learning Session 2a
Learning Session 2b	Learning Session 2b	Learning Session 2b
Lunch Stage 4 11:30-12:00 Stage 5 12:00-12:30 Stage 6 12:30-1:00	Lunch Stage 4 11:30-12:00 Stage 5 12:00-12:30 Stage 6 12:30-1:00	Lunch Stage 4 11:30-12:00 Stage 5 12:00-12:30 Stage 6 12:30-1:00
Learning Session 3a	Learning Session 3a	Learning Session 3a PDSSC Sport
Learning Session 3b	Learning Session 3b Tutor Groups, Year Meetings, College Assemblies, House Meetings	Learning Session 3b PDSSC Sport <b>*Late return PDSSC</b>
Dismissal + Afternoon Supervision		

3 x 100 minutes period per day, recess 20 minutes & lunch 30 minutes each \*Late return from PDSSC

## FIRST DAY DETAILS

### Starting Day

Year 7 students will commence school at Xavier College on Thursday January 28, 2021. This will consist of the days Orientation program commencing at 8:30am and concluding at 2:40pm

Years 8,9,10,11 & 12 will commence on Friday January 29, 2021 commencing at 8:30 and concluding at 2:40pm

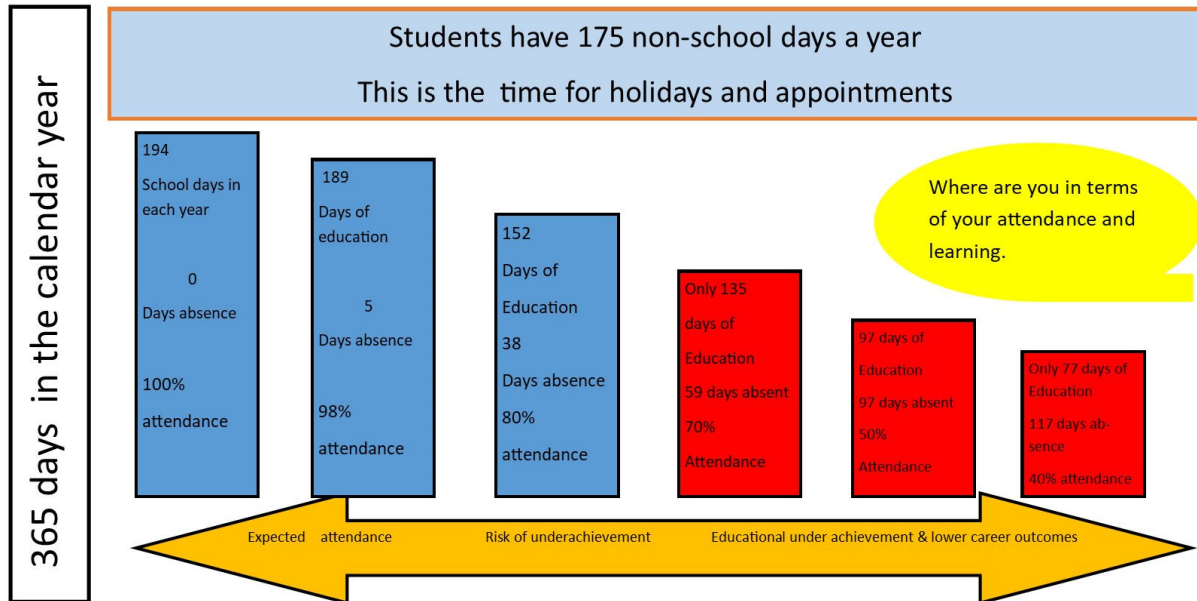




## Good attendance for a student means

Being at School at least 98% of the time or 186 to 194 days .

That's no more than 4 to 5 days absence for the whole year.



## COMMUNICATION BETWEEN HOME AND SCHOOL

Communication between the College and the parents is considered vital.

### Attendance SMS

If a student was marked absent in morning tutor group an SMS is sent every morning informing parent's/guardian's of the student's absence. Parents are encouraged to use the link in the SMS and access the Compass Parent Portal. The Compass Parent Portal gives direct access for parent's/guardian's to explain the reason for the absence and avoid an unexplained absence being recorded. If you are planning an extended family holiday or your child is participating in an elite sporting event please contact the College prior to the event to apply for leave.



### Student Learning Planner

Each student will be issued a student Learning Planner on their first day of school. 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 learning preparation 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 learning preparation, 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 learning preparation, get your child to catch up on the work as well as signing the note. This sends the message to your child that the learning preparation is important and the expectation is that all work will be completed.

## Skoolbag App

Student Notices are posted each day on the Skoolbag App. This is a mobile app that communicates directly to smartphones. It provides access to key school information via one single Communication Centre for both parents and students. All students and their parent's/ guardian's are encouraged to download the Skoolbag app. Simply search for Xavier College in the App store on your phone. PC or Mac and install. This is a major means of community communication.

## The SkoolBag - Single App Instructions for Parents

The SkoolBag "Single App" enables users to add multiple schools to one app and is frequently updated with bug fixes and improvements. It's the most reliable way to keep your community informed with SkoolBag.

### Download Instructions

#### For Apple Users

1. From your iPhone/iPad, open the Apple App Store and search for "SkoolBag" or follow this [link](#)
2. Download the free SkoolBag app
3. Open the app, and add your school and you're ready to go!

#### For Google Android Users

1. From your Android device, ensure you have an account in the Google Play Store
2. Open the Google Play Store and search for "SkoolBag" or follow this [link](#)
3. Download the free SkoolBag app
4. Open the app, add your school(s) and you're ready to go!



9:41

**SkoolBag**

Don't forget to download our school's SkoolBag app to ensure that you are kept in the loop on:

- \* School newsletters
- \* Notices
- \* Events
- \* Cancellations
- \* Reminders
- \* ...and more!

**INSTALLATION INSTRUCTIONS**

Just download the "SkoolBag" app on your phone, open the app and add our school!

### Stay informed with the SkoolBag App



The SkoolBag app is the easiest way to stay up-to-date with school events, last minutes notices, newsletters and **all** school communications.



- 1 Download the app**  
Search for the free SkoolBag app in the Apple App or Google Play Store
- 2 Create an account**  
Sign up in seconds with your email address
- 3 Add your school**  
Search for your school and add your subscription groups



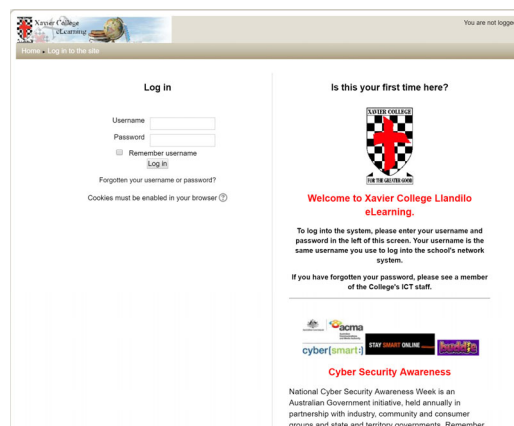
**SkoolBag**

## Notes

In addition to the Skoolbag App, 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.

## Moodle

Communication between the College and the students also takes place via the school's 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



## School Website

For the most current information about Xavier College—(including dates and events) log onto the school's comprehensive website [www.xavierllandilo.catholic.edu.au](http://www.xavierllandilo.catholic.edu.au)



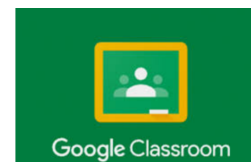
## Official Facebook Page

This is monitored by our Social Media Team @xavierllandilo



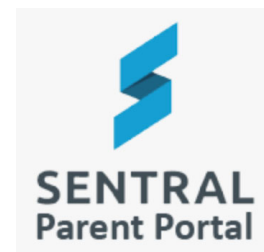
## Google Classroom

Most classes will deliver information via a google classroom. Students will be given an access code by their teacher. Parents/guardians can be given access to this classroom.



## Reports

Each student will be assessed and reports will be provided via the Sentral Parent Portal 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.





# WHAT WILL MY CHILD STUDY?

Exceeding Expectations

## In Year 7

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) 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)

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 water safety and learn to swim programmes 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.



# SPORT



**PDSSSC Thursday Sport** These competitions provide challenging and worthwhile experiences for students and participation will be encouraged at all times. These competitions also develop College spirit and success brings prestige upon the wider community stage. All teams entered in PDSSSC competitions must be prepared to undergo a training program prior to and during competition to ensure effective preparation. Students who participate in these teams are also required to wear the appropriate Xavier team uniform where applicable.

**PDSSSC Gala Days** All teams entered in PDSSSC competitions must be prepared to undergo a training program prior to and during competition to ensure effective preparation. Students who participate in these teams are also required to wear the appropriate Xavier team uniform where applicable.

**Swimming, Cross Country and Athletics Carnivals** Annual carnivals are held in Swimming, Athletics and Cross Country running. These are held on a House competition basis and students compete for Championships on an age basis. Some non championship events are conducted on a year-by-year basis. Where possible some novelty events may be conducted to encourage participation by less motivated or capable students.

For each carnival a winning House will be determined by a combination of entry points awarded for participation as well as points awarded for student results.

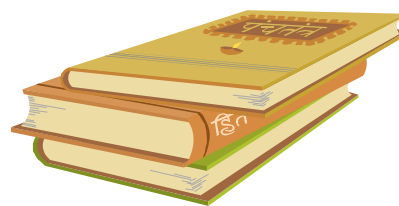
**College Representative Sporting Team Selection** Each season a large number of students undergo trials to gain selection in College based representative teams. For a student to gain selection they must attend the team trial (unless on other College business), must be competent and have knowledge of the rules and game play of the sport, must display the accepted values of the College and sport all times.

**Xavier Sporting Red Award** This is the second level of acknowledging sporting success. For a student to receive this award they must be selected to represent the Parramatta Diocesan at a NSWCCC sporting event. (Eg. NSWCCC Open Soccer/ NSWCCC Athletics)

**Xavier Sporting Blue Award** This is the premier award for students who represent the College through selection into a NSW All Colleges or National team. (Eg. *NSW All College Open Soccer*) This Award is also presented to students who represent a sport at a state and/or national level outside of College. (Eg. *National BMX team*) This award acknowledges exceptional talent and commitment to sport. A student who receives a Xavier Sporting Blue Award will have their name placed on the Sporting Blues Honour Board



# YEAR 7 STATIONERY REQUIREMENTS for 2022



Students need to purchase the following books and stationery for the start of the school year. Our School has entered into a partnership with The School Locker who retail School Uniforms, technology, footwear and stationery. All stationery below is available at the The School Locker College Shop

## **General**

Coloured pencils  
Glue  
Scissors  
Pens (blue, black and red)  
Eraser  
30 cm ruler (not steel)  
1 x 4B pencil, 1 x 6B pencil  
2 x 2B pencils  
1 x black felt tip pen

Note: All exercise books should be stapled or bound, NOT loose leaf, ring bound or just glued.  
All exercise books should be covered in contact.

## **Religion**

1 x A4 Exercise Book 196 pages approximately

## **English**

1 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  
1 x Casio fx82AUPLUS11 Calculator (available from the Uniform Shop)

## **Science**

1 x A4 Exercise Book—196 pages approximately

## **Creative and Performing Arts**

1 x Music Exercise Book (music lines in middle) - 64 pages approximately  
1 x Visual Art Process Learning Planner A4  
Set of headphones with a 6.4 ml TRS Jack or adapter (available from the Uniform Shop)

## **TAS**

1 x Container  
A4 196 Exercise Book  
Project Bag (white and blue apron, glasses, ear plugs, face mask.  
(these Bags will be on sale from the uniform shop)  
Labelled pillow case

## **Personal Development, Health and Physical Education**

1 x A4 Exercise Book—128 pages approximately  
Xavier College Cap  
Xavier College Sports Uniform

Note: PDHPE students must wear full Xavier College sports uniform, including the Xavier hat and lace up joggers for all practical lessons. Students are not to wear sports uniform to school on the day they have PDHPE class, but must changed as instructed by their teacher

## **Korean**

1 x A4 Exercise 196 pages approximately





# Xavier College BYOD Device Requirements Checklist

*A BYOD device for Xavier College is a laptop.*

## Wireless Connectivity

Wireless connectivity is the key to BYOD devices in schools. Devices should support dual band wireless or 802.11 n/ac. The device should support 5GHz wireless.



## Operating System Choice

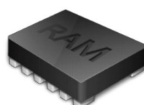
- Windows 10.
- Mac OS X 11
- **An iPad is too limited for students. The College policy is for a laptop for all students.**
- **A Google Chrome device must be purchased through ASI with a Google Management Licence.**

## Battery Life

Minimum: 6 hours



Devices need to last the school day. We recommend a minimum of 6 hours battery life. There are no facilities for charging devices at school.



## Memory

Laptops: 8 GB RAM  
Windows Tablets: 256 GB Storage

To be able to store and process data effectively these **minimum** specifications are recommended. Laptops will have a Hard Disk Drive or Solid State Drive (SSD).

## Hardware Features

### Camera & Microphone



These are necessary to ensure students can participate in a variety of learning activities. A stylus or keyboard in a case may also be useful for a tablet.



## Screen Size

Ensure the device screen is of a reasonable size to enable ease of use throughout a school day. Minimum size is 13" or 14" laptop screen.

A mobile phone is **not** suitable as a learning device for your child. A laptop provides a larger screen.

## Other Essential Considerations

**Casing:** Needs to be tough and sturdy. Can it be dropped without breaking?

**Weight:** Is the laptop light enough for your child to carry each day?

**Build Quality:** Consider the overall durability of the device. Are the keys, hinges and inputs sturdy?

**Backing Up:** Students will need to back up the data that they have stored on their device.

**Cloud Storage:** Students can store documents and files online in Google Drive using Classm8.

Remember that this device is expected to last several years.

## Accessories



**Carry Case:** A carry case is essential in protecting your device.

**Insurance:** It is strongly **recommended** that the device is covered under your House and Contents Insurance policy.

**Warranty:** You may wish to consider purchasing extra warranty to reduce future repair costs as these devices will be used extensively.

Purchase your device from the CEDP BYOD Portal: <http://byod.parra.catholic.edu.au/>

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.

# 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 Tuesday from 8.00am to 12.00pm and Thursday from 12.00pm to 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 pertaining to the College uniform.

## 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, black/white socks (with a small logo) visible above the shoes, are the only sporting attire permitted and should not be mixed with the school uniform or any other sport attire. Students can choose to wear the tracksuit jacket and/ or tracksuit pants depending on the weather.
- The red or black school jumpers can only be worn as an additional layer of warmth underneath the tracksuit jacket on sport days.
- 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 explanatory 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.
- Year 12 may wear their optional Year 12 jacket on Thursdays. In Terms 2 and 3, it can only be worn underneath the blazer to and from school on other days. .

# UNIFORM

## 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. If longer than the base of the shirt collar the length of hair is to be secured back in a ponytail, bun, braids, plaits, etc. 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. Boys are required to be clean shaven.

## MAKEUP

Makeup is **not** to be worn to school by junior girls. Girls will be asked to remove makeup immediately. In accordance with WHS regulations nails need to be of a reasonable length.

## ACCEPTABLE

Nails should have a natural appearance. Natural or light nail polish may be worn.



## NOT ACCEPTABLE

Any bright/dark nail polish will not be permitted.



## 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.

## Piercing

- Ear: One stud or standard sleeper may be worn in each ear, for BOTH male and female students
- Other piercings: No visible body piercings are to be evident.  
**Tongue, nose rings/studs are strictly prohibited for ALL students.**
- 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**
- *No band aids are to be used to cover piercings*

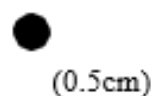
### Sleeper (plain silver or gold only)

(not bigger than the circumference of this picture)



### Stud: (plain silver or gold only)

(not bigger than the circumference of this picture)



## REMOVAL OF JEWELLERY

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

## 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.
- 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.

These shoes **ARE** permitted:



These shoes are **NOT** permitted:



# UNIFORM — 2022

## GIRLS' UNIFORM - SUMMER

- Skirt (below the knee)
- School Blouse—short sleeve  
College Dress (optional)
- White Socks—covering the ankle
- Black Leather Shoes

## GIRLS' UNIFORM - WINTER

- Skirt (below the knee)
- College Blouse—short sleeve  
College Dress (optional)
- Red Woollen Pullover
- College Blazer\* (Red Trim) Years 7-10  
2022 (introduced in 2018)
- Black tights—40 Denier/70 Denier
- Black Leather Shoes

## GIRLS' SPORTS UNIFORM - WINTER

- College Sport Shirt
- College Shorts
- College Tracksuit Jacket
- College Tracksuit Pants
- Xavier College Cap
- Athletic Shoes

## ACCESSORIES

- Xavier College Bag
- College or plain black scarf  
College Beanie

## BOYS' UNIFORM—SUMMER

- School Shirt—with crest
- College Trousers
- Black Belt
- Black Socks with trousers (covering the ankle)
- Black Leather Shoes
- College Grey Shorts  
(Optional only in Summer)

## BOYS' UNIFORM—WINTER

- (Years 7 - 9) -Long sleeve white School Shirt—  
tucked in
- (Years 10-12) School Shirt – tucked in
- College Trousers (with black belt)
- Black Woollen Pullover
- College Blazer\* (Red Trim) Years 7-10 2022  
(introduced in 2018)
- Black Socks with trousers (covering the ankle)
- Black Leather Shoes
- College Tie

## 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 or plain black scarf  
College Beanie

### *Acceptable skirt length*



Girls must wear the kilt below the knee. Kilts should **not be rolled** at the waist. Students will be asked to adjust the hem if necessary to ensure that the kilt is maintained at a sensible and appropriate length.

### *Unacceptable skirt length*



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.**

**Old style blazer (plain black) can no longer be purchased for years 7-11 in 2022.**

**This applies to either new or second hand.**

**Please be aware of the correct uniform for your child year when purchasing second hand clothing**





***The School Locker is proud to be working in partnership with Xavier College***

## **Xavier College Uniform Shop**

We aim to provide your school community with excellent service, quality products and a wider product range than you would usually expect to find in a school uniform shop.

### **Trading Hours During School Term**

Tuesday 8:00am - 12:00pm

Thursday 12:00pm - 4:00pm

### **Uniform Shop Details**

363 Ninth Avenue, Llandilo

Contact: Rose Rizzuto

Email: [XavierC@theschoollocker.com.au](mailto:XavierC@theschoollocker.com.au)

## **Shop online at [theschoollocker.com.au](http://theschoollocker.com.au)**

Products are available for purchase online from The School Locker website. You can choose to have your order shipped directly to you or you can collect it from the school uniform shop during trading hours.

## **Extended Trading Hours by Appointment**

The following trading hours are by appointment only. Please use this link to book your appointment.

**[schoolinterviews.com.au/code?code=ubbwn](http://schoolinterviews.com.au/code?code=ubbwn)**

Tuesday 24th November 2020 12:30pm - 4pm

Wednesday 25th November 2020 8am - 12pm & 12:30pm - 4pm

Thursday 26th November 2020 8am - 11:30am

Monday 18th January 2021 8am - 12pm & 1pm - 4pm

Tuesday 19th January 2021 8am - 12pm & 1pm - 4pm

Wednesday 20th January 2021 8am - 12pm & 1pm - 4pm

Thursday 21st January 2021 8am - 12pm & 1pm - 4pm

Friday 22nd January 2021 8am - 12pm & 1pm - 4pm

Monday 25th January 2021 8am - 12pm & 1pm - 4pm

Wednesday 27th January 2021 8am - 12pm & 1pm - 4pm

Thursday 28th January 2021 8am - 12pm & 1pm - 4pm

Join The School Locker Student Advantage Program to access special pricing and generate revenue for your school with every purchase you make in any of our stores. Set up your membership online at **[theschoollocker.com.au/customer/account/](http://theschoollocker.com.au/customer/account/)**

**the School Locker**

**Mac 1 Service**

unlock their potential.



# 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 .

Year 7	Year 8	Year 9	Year 10	Year 11	Year 12
Maximum of 15 minutes per subject.	Maximum of 15 minutes per subject.	Maximum of 20 minutes per subject.	Maximum of 20 minutes per subject.	Maximum of 60 minutes per subject.	Maximum of 60 minutes per subject.
3 X 15 maximum of 45 minutes of study and/or Learning Preparation each night	3 X 15 + 15 reading maximum of 60 minutes of study and/or Learning Preparation each night	3 x 20 + 15 reading maximum of 75 minutes of study and/or Learning Preparation each night	3 x 20 + 15 reading maximum of 75 minutes of study and/or Learning Preparation each night	3 x 60 + 15 reading maximum of 180 minutes of study and/or Learning Preparation each night	3 x 60 + 15 reading maximum of 180 minutes of study and/or Learning Preparation each night

**Learning Preparation is checked as part of the lesson.**

# 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. Before school the Xavier Centre can be accessed for quiet study and printing. At recess and lunch on Tuesdays and Thursdays access to the Xavier Centre is restricted for Senior Study.

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 Dean of House, Career's Advisor, and Directors of Learning & Well-Being and Pedagogy, Student Growth and Administration, Sport & Wellbeing & Innovation making the Xavier Centre an integral place of information for the College.

## Xavier Centre Hours

- Monday to Friday: 8:00am to 4:00pm
- Senior Study: Tuesday 3:00pm to 8:00 pm
- Homework Club: Wednesday 3:00pm to 4:00pm

## Resources

- Fiction books – covering a wide range of reading abilities and interests.
- eBooks - fiction and non-fiction texts available via personal devices for study and recreation.
- Online Databases – the Xavier Centre subscribes to the following online resources, accessible to students via the Student Portal: EbscoHost Research Database, Library Webs and AustLit.
- Internet access – the Xavier Centre has access to the wireless internet.

## 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 4 items at a time.
- Loan period is 4 weeks.

## 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 assessment tasks: Photocopying is available at a cost of 10 cents per sheet.

The **internet** is 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.

## Online Ordering Now Available at the Xavier College Canteen

Xavier College has now introduced a great new online ordering system for the Canteen, called FlexiSchools.

This system allows parents, students and staff to place orders from home, work or school at any time and pay online. As well as being convenient for parents, the online orders are much faster and easier for the school canteen manager to process.

FlexiSchools is well established and tested, operating in hundreds of schools across Australia. Getting online is easy and only takes a few minutes to register. Simply visit the web site [www.flexischools.com.au](http://www.flexischools.com.au) and click "Register Now". You will be sent an email with further instructions on how to complete the registration. Once registered, you can start placing orders immediately.

There are a variety of payment options including Visa, MasterCard (credit and debit), PayPal and Bank Transfer. The system operates via a pre-paid account chosen by you. FlexiSchools ordering system is now available, so we look forward to seeing your next order online!

If you have any questions about the online services we are introducing, please contact the school canteen for more information.

If you have any questions, FlexiSchools also provide a great help desk on 1300 361 769, or you can contact them via their website.

## EASY, ONLINE REGISTRATION

- Go to [www.flexischools.com.au](http://www.flexischools.com.au)
- Click REGISTER NOW
- Enter your email
- You will be emailed a link to an online form—follow the link
- Choose a username and password and complete the form
- Add each student and their class
- Top-up the account—VISA or MasterCard preferred.



## Buses

The main mode of transport to and from school is by bus. Students will need an Opal Card.

Opal cards can be ordered online at <https://www.opal.com.au/en/about-opal/opal-for-school-students/>





### NSW SCHOOL VACCINATION PROGRAM 2021

Each year NSW Health works in partnership with schools to offer the vaccines recommended by the National Health and Medical Research Council (NHMRC) for adolescents as part of the school vaccination program.

*Parent Information Kits* that include an information sheet, consent form and privacy statement will be sent home to parents/guardians at the beginning of 2021.

**In 2021 the following vaccines will be offered FREE to Year 7 students:**

- **Human papillomavirus (HPV) vaccine** in a 2-dose schedule at 0 and 6 months.
- **dTpa vaccine (diphtheria, tetanus & pertussis (whooping cough) )** as a single dose.

To consent to the vaccination of their child, parents/guardians are advised to:

- read all the information provided
- complete the consent form, including signing their name next to the vaccine/s they would like their child to receive
- **return the completed consent form to their child's school as soon as possible**

To improve vaccination completion, students will be opportunistically offered any missed doses throughout the year where possible.

Parents/guardians who wish to withdraw their consent for any reason may do so by writing to the school Principal or phoning the school.

The Procedure for Withdrawal of Consent is available on the NSW Health website at: [www.health.nsw.gov.au/immunisation](http://www.health.nsw.gov.au/immunisation).

- **Ensure that your child eats breakfast on the day of the school vaccination clinic.**
- **A Record of Vaccination will be provided to each student vaccinated at each clinic as a physical card.**
- **School Vaccination Program vaccines are also entered on to the Australian Immunisation Register. Please allow 2-3 days post vaccination for this to occur. You and your child will then be able to access the record via the myGov website. If you are not registered with myGov the link below contains detailed instructions on how to register for myGov access, how to add and view online Medicare Services, including Immunisation History Statements.**

<https://www.servicesaustralia.gov.au/individuals/online-help/create-mygov-account>

TOGETHER  
ACHIEVING  
BETTER HEALTH

Nepean Blue Mountains Local Health District  
ABN 31 910 677 424  
PO Box 63, Penrith NSW 2751  
Tel (02) 4734 2000  
[www.nbmlhd.health.nsw.gov.au](http://www.nbmlhd.health.nsw.gov.au)

**All vaccines offered are FREE for Year 7 students**

**Consent forms will be provided to you in 2021. Students cannot be vaccinated unless a completed and signed consent form is returned to the school.**

# 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 2021 are as follows

The Diocesan School Fees for Year 7 and 8 2021 will be \$2190 per annum.

Fees are billed once a term for the first three terms at \$730 per term.

The Diocesan school fee for Year 9 and 10 2021 will be \$2430 per annum and are payable in the first three terms at \$810 per term.

The Diocesan school fees for Year 11 and Year 12 in 2021 are \$3102 per annum and are payable in the first three terms at \$1034 per term.

## Diocesan Building Levy

This levy is set by the Diocesan School Board and for 2021 this fee is set at \$822 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 \$274 per term.

## Student Resource and Activity 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 for 2021 which is payable in the first three terms of the year .

Year 7 \$1503  
Year 8 \$1167

Year 9 \$1167  
Year 10 \$1194

Year 11 \$1170  
Year 12 \$1070





# 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.





# XAVIER PARENT COUNCIL

## Welcome

The Xavier Parent Council 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 Parent Councils role in the life of the College is to promote the aims and principles of Xavier College

## Meetings and Forums

Parent Forums will be held in Week 6 of each Term from 6pm—7pm and Parent Council 7pm-8pm on the night of the Forum via Zoom

In 2022 the dates for the Parent Forum are:

Term 1	Tuesday March 8th	Writing Naplan and Student Success 6pm –7pm
Term 2	Tuesday May 24th	Technology Cyber Safety and Student Success 6pm –7pm
Term, 3	Tuesday August 16th	Wellbeing Health and Student Success 6pm –7pm
Term 4	Tuesday November 15th	2022 Policy Discussion 6pm –7pm (1) Uniform (2) Sun Safety (3) Student Management (4) Learning Preparation

Follow the official Parent Council Facebook page  
at Xavier College Llandilo Parent Council  
Administrator Mrs Fiona Bax



# Xavier College Llandilo



**360 TOUR**



**SOCIAL MEDIA**



**LATEST XAVIER  
NEWS**



**SPORTING  
WEBSITE**