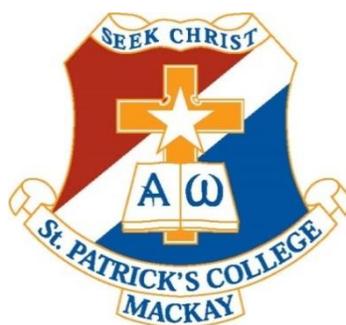


GENERAL INFORMATION & PROCEDURES



**St Patrick's Senior College
Educating Mackay since 1929**



GENERAL INFORMATION & PROCEDURES

Our expectation is that parents / guardians who enrol their children at the college will assist us in following these policies and procedures.

ABSENCE FROM SCHOOL : PRIOR KNOWLEDGE

Parents / guardians should contact the Assistant to the Principal Curriculum to negotiate a planned absence from school. In seeking students' absence from school parents should be aware:

- that it is **not acceptable** to be absent to allow for an early start to holidays
- that it is **not acceptable** to be absent to complete an assignment or prepare for assessment
- if **absence involves assessment, results could be invalidated**
- an extended absence due to sickness requires a **medical certificate**
- absence due to sickness requires a **medical certificate for all exams**
- changing exam times is **NOT** possible

ABSENTEE PROCEDURE

If a student is absent on any day, it is requested that one of the parents or the guardian either send an SMS to the college through 0416 906 288 or by **phoning** the college before 10.00 a.m. indicating the reason for the absence. The student is also required to bring a signed, dated **note** to his/her teacher in the first lesson on the next occasion he/she attends school. If assessment is due on that day arrangements for that must also be made. A **medical certificate** will be required. No one is permitted to be absent from an exam except in exceptional circumstances. (Paper work must be submitted).

ALCOHOL / DRUGS

The use or possession of alcohol by students, even if aged 18 or over, **on any occasion** when they can be reasonably deemed to be participating in college activities (e.g. when in uniform, travelling to and from school, at school related functions etc.) is strictly prohibited, as is attendance at any college-related activity while affected by alcohol. Students failing to observe this prohibition may be suspended or excluded from the college.

The use or possession of non-prescribed drugs, the possession of implements to use drugs, the selling of drugs, encouragement of others to use drugs, and boasting of drug use is **strictly prohibited**. Students failing to observe these prohibitions are likely to be suspended or excluded from the college. The prohibition applies to any occasion when students can be reasonably deemed to be participating in college activities.

Senior students are reminded if 18 years of age, criminal charges may apply and university enrolment invalidated.

BYOD (BRING YOUR OWN DEVICE)

In 2018 we want all students to bring a device to school. Our recommendation is that it would be a notebook or capable tablet with Wi-Fi (5GHz is required to connect to the college Wi-Fi network) and a minimum of 8 hours battery life. Students will use these devices in their reading lessons to access Reading Plus. Some of their text books will be available in electronic format. It is important that the device is lightweight. Some students may already have an acceptable device. Contact the college's IT department if you need further clarification. The college has laptops available for student use in classrooms and for overnight loans in emergencies. Students will usually need to have access to a computer at home to do assignments.

CARS

Students who drive cars to and from school are required to **register** with the Assistant to the Principal: Student Welfare. Registration is by means of a proforma to be signed by the student's parents. Students will not have access to cars during school hours. Students travelling with these students will also need written permission.

COMPLAINTS PROCEDURE

Concerns about the manner in which the college conducts its responsibilities can be addressed in the following procedure:

- communicate directly with the **staff member** immediately involved
- communicate with the relevant **Coordinator** or Head of Department or member of the **Leadership** team of the college
- communicate with the **Principal**

If the matter is not resolved, formal written contact with the principal could be initiated. Further resolution could be sought with the supervisor of Mackay schools at the Rockhampton Diocesan Catholic Education Office (Phone 4931 3600).

DRAFTING

It is important that during the correction and providing of feedback to students that we maintain integrity across all subjects. The focus should always be about assisting students to submit their very best work NOT about reworking, rewriting or restructuring the draft so the issue of student authorship arises.

Teachers may indicate what needs to be corrected, changed, added to, expanded, reshaped and so on – NOT to do it for the student. Part of the drafting process is for students to reflect on their work and come up with strategies to improve it. Feedback should be timely but this may depend on individual teacher's timetables – (eg. Staff with 4 classes of 26 students doing the same assignment may have different time restraints than a teacher with 1 class of 20 students) Do not email assignments to staff unless this has been organised and DO not email them at inconvenient times.

Students should not go to several staff and have the assignment read and several amounts of feedback provided – the class teacher is always the first point of reference.

Year 11 students may need the most support and this should slowly decrease so that in Semester 4 students are only receiving verbal feedback and/or minimal written corrections. This is in line with the QCAA principle of 'increasing independence of the student' and 'increasing complexity of the task'.

Students should hand in drafts in a reasonable condition (eg. stapled, in a plastic sleeve etc.) and at an appropriate time (not when the teacher may be unable to store the draft safely eg. yard duty). The idea of giving feedback on drafts is for students to make final improvements on an assignment that has already been a **significant part of the teaching and learning process**. It is not intended to replace the teaching of that unit in class and the learning (homework and other research) required of the student. It is still an assessment task to test the learning required of that unit by the student.

Students should not hand in any draft without keeping a copy.

Drafting is a consultation process and not a marking process. Staff should not give a mark to a draft – this is inconsistent with QCAA policy.

DETENTIONS

For **failure** to comply with school regulations, students may be placed on a detention which is usually after school between 3.05 p.m. and 4.00 p.m. on school days (mainly Wednesdays). If a student does not appear for a detention or it is of a more serious nature, a Saturday detention may be given. Parents will be informed in writing of the circumstances and requirements of a Saturday detention.

EXAMS

Unless exceptional circumstances exist, exams must be completed at the assigned time. The Assistant to the Principal -Curriculum and Assistant to the Principal – Administration, after considering exam security and other factors, may allocate an alternative assessment date or an alternative exam. This will not be done for holidays or other inappropriate requests for exam changes. Exams **MUST** be done at the correct time.

Exam procedure must be followed at all times in exam block. (See separate sheet)

GUM

Gum is **not permitted** on college property at any time. It damages property and could result in a detention. Please take note of this requirement.

LATE ARRIVAL / EARLY DEPARTURE

A **note** of explanation from a parent, either on the student's arrival or the next day, is required should a student arrive **late** to school. Continual lateness for whatever reason is unacceptable.

ENTERING / LEAVING THE GROUNDS

Students wishing to leave the grounds during the school day, including lunch break, **must** present a note, collect a pass and sign out/in on departure and return.

During school hours, parents/guardians needing any contact with students, **must** report first to the college office.

LOCKERS

Lockers are available for student use. The college provides combination padlocks which costs \$15 (non refundable). The locks are returned at the end of each year and may be purchased from Reception or the Facilities office.

PHONE USE

There is a phone in the office available for student use at lunch breaks or out of school hours. Mobile phones seen in class time will result in confiscation of the phone for 24 hours (ie to be not only off but out of sight). Students and parents are not to use their mobile phones to call each other when problems arise – parents are required to contact the college office first and students must report to the college office and use the college phone.

SICK STUDENTS / SICK ROOM

Students who are ill may go to the sick room with the permission of the teaching staff and the knowledge of the office staff. If warranted, office staff will contact the student's parents. Students are not to contact parents independently and are not to leave the college grounds without following the appropriate procedures (ie use the student's mobile phone to call a parent – the college has a duty of care) as this can cause difficulties when the college is unaware of a problem.

SMOKING

Smoking or possession of tobacco at any college-related function is **not** permitted.

SUBJECT CHANGES

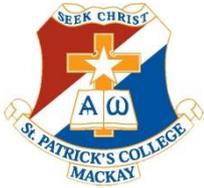
Please be aware that very few subject changes are allowed in senior schooling. These can only be made at the **END** of each semester – with rules applying. Choose wisely!

STUDENT DIARY

Students are supplied with a St Patrick's College student diary. Students are **not** to use other homework diaries. The college diary is to be used as a communication tool for both parents and teachers. Diaries may be checked periodically for appropriate information. (These are public documents and are not for private entries). The diary is required in **ALL** classes, but particularly the student's mentor class.

UNIFORM

Students are to be in uniform when on site at any time during school hours – this is a security issue. Please be aware of when formal, full formal or PE uniform is required.



ST PATRICK'S COLLEGE

EXAM PROCEDURE – STUDENTS

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1. **Read** your exam **timetable** carefully and note all exams. This is **YOUR** responsibility.
2. Turn up in **plenty of time** – half hour before most exams or at 8.25 am for morning exams.
3. Wear academic uniform correctly (in correct uniform or detention).
4. **Phone** the college if you are going to be late or are ill. Illness will usually require a **medical certificate** to be presented when you return to school. You will still be required to complete the exam.
5. Bring all necessary **equipment** – spare pens, calculators, rulers, erasers, extra batteries etc in a clear container. You will **not** be allowed to **borrow** anything during the exams. Do not bring other materials into the exam.
6. When called over the PA, line up in classes in alphabetical order so that rolls can be marked. This order is also the order that you will sit in for the exam. Follow teacher directions.
7. **Dispose** of any study notes before you enter the exam room.
8. Once you enter the exam room you must remain **silent** and **not** communicate with any other student in any way. **TO DISRUPT AN EXAM IS A SERIOUS BREACH OF THE COLLEGE BEHAVIOUR CODE.**
9. During **perusal**, you may **not** write your answers, but, in some subjects, you may be able to write notes on the exam. Remember perusal means read thoroughly, **not** skim.
10. **Read** the whole paper during perusal and ask questions at that time.
11. Do **not** ask teachers how to answer questions – they cannot tell you and it wastes your valuable time.
12. At St Patrick's you **may not leave** the exam room until the set time, ie the end of the exam.
13. **No food** is to be taken into exam rooms and **water** bottles must be kept on the **floor**.
14. If you wish to speak to a supervisor, you must raise your hand.
15. **MP3s, iPods, Mobile Phones** etc are strictly forbidden in the exam room at all times.
16. We are under **State** and **National** requirements for the qualifications gained by senior assessment including exams – these require the college to conduct exams under strict, secure, ethical conditions.
17. Rearranging an exam can only be done under very exceptional circumstances which **MUST** be disclosed to the Administration of the college – it is not desirable because of the reasons stated above.
18. **SCHOOL NOTICES** will be posted on noticeboards each day. Please check these for any important information.
19. If **cheating** occurs during the exam the student will be removed from the room immediately and paper **invalidated**.
20. If a breach is discovered after the exam the paper will be invalidated.
21. On no account may an exam be taken in advance.

TERM DATES FOR 2018



Term One:

Monday 22 January to Thursday 29 March

Term Two:

Tuesday 16 April to Friday 29 June

Term Three:

Monday 16 July to Friday 21 September

Term Four:

Tuesday 8 October to Friday 7 December **

** Year 12 finish Friday 16 November 2018

Year 11 finish Friday 30 November 2018

Please make a note of term dates



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