

STUDENT WELLNESS

1. Wellness notes for students and parents
2. Homework
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5. Rights & Responsibilities

1. HELP YOUR DAUGHTER TO BE HAPPY AND TO DO WELL AT SCHOOL

Participate by asking for newsletters, getting involved in school trips and events and showing you value school activities.

Attend PTA meetings and meetings between staff and parents. Make your opinions heard.

Realise that we represent a diverse community and are proud of it. At times, teenagers can be challenging for both parents and teachers. Working together will benefit your daughter.

Enable us to do our job. Keep us informed. Write absence notes, let us know about address and phone number changes and any special circumstances your family may be experiencing.

Notice what is going on at school and in your daughter's development. Talk about it. Be supportive and encouraging.

Trust your own feelings about your daughter. If you are concerned, call her Dean who will assist or direct you to the person who can best help you.

Support the school. Make sure your daughter attends regularly, has the right uniform and equipment, adheres to school rules and takes responsibility for her own learning and behaviour.

School is preparation for the world.

Learning responsibility and self-determination are values worth developing.

2. HOMEWORK – WHAT TO EXPECT

Our prime objective is for all students to succeed at this school. This means that we must make the most of our learning opportunities and leave no stone unturned in the pursuit of academic goals.

Attaining high standards and achieving personal bests in schoolwork requires more time and effort than just completing work during timetabled classes.

Homework set in reasonable amounts and checked regularly helps students enhance their understanding and develop sound work habits. Parents may need to take a lead in helping their daughter settle into a regular routine regarding homework.

Guidelines:

As a general guide this is what is expected at each level:

Years 9 & 10: 20 minutes per subject per night

Years 11 – 13: 30 minutes per subject per night

Homework may include reading, preparation for new work, completion of assignments, background research, learning vocabulary, spelling lists, revision for tests and examinations.

School Diary**Students:**

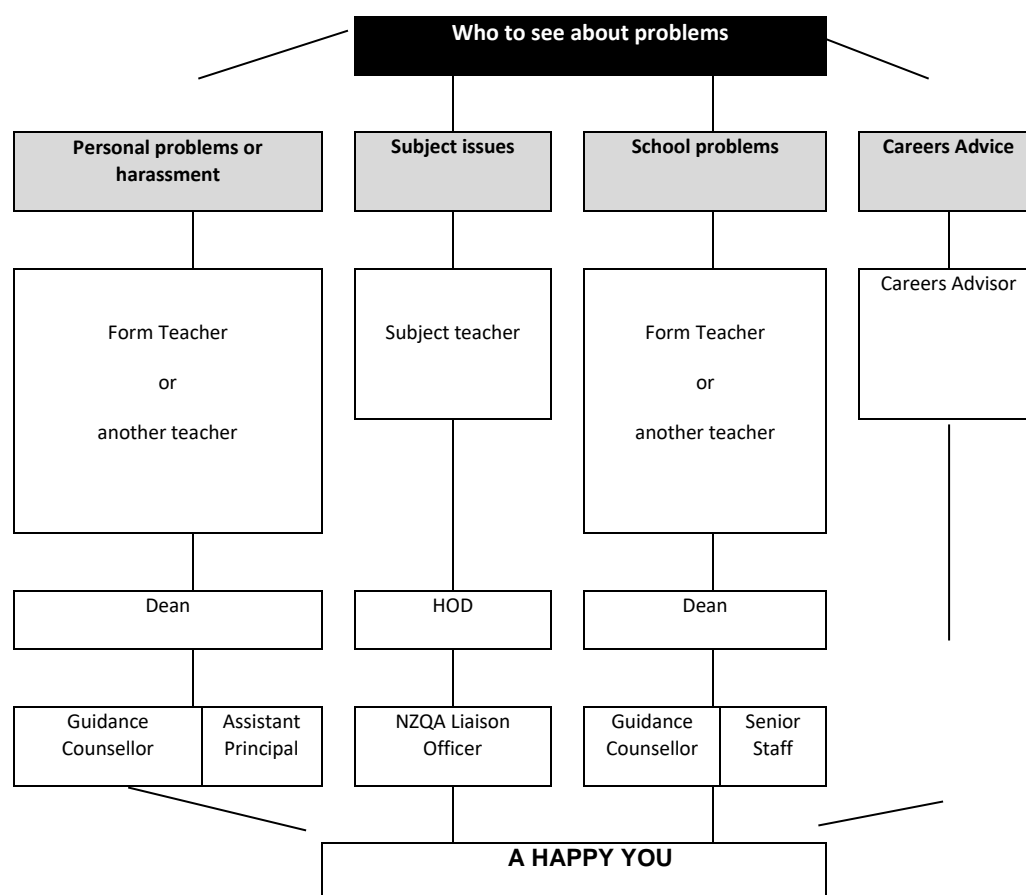
- Are required to take a diary to all classes (physical or digital).
- Keep your diary, including its cover, neat and tidy – no pictures or graffiti.
- Students can download or print general school information from the school website and insert into their personal diary in order to readily access contacts, daily times, school prayers and more.

Parents:

Please check in with your daughter's diary each week. Assist by taking an interest, checking the homework diary regularly, providing a quiet room and a good well-lit place for your daughter to study.

- Messages or questions for a subject teacher or the form teacher can be written in the diary or sent by email. Students should draw such messages to the attention of the teacher concerned. A strong partnership between home and school is essential to ensure your daughter achieves personal excellence.
- A school diary provides a means by which students can organise their own homework and study commitments in an efficient way. Our aim is to encourage students to develop motivation, self-discipline and sound study habits to ensure that they make the most of the educational opportunities offered to them at school.

3. DO YOU HAVE A PROBLEM? DO YOU NEED INFORMATION OR ADVICE?



If you:	Then you:
Are unable to come to school	Ask a parent or caregiver to phone the office before 8.30am each day you are absent
Have been absent	Bring a note to your Form Teacher the day you return to school
Are late to school	Go to the school office and sign in and give a note to explain your lateness
Are looking for lost property	Ask at the school office
Need to use a phone	Ask at the school office
Want to see the Guidance Counsellor	Appointment slips are available outside Mrs Walewski's office
Want to see the Health Nurse	Visit the Nurse on Thursdays at Break 1 in Mrs Walewski's office for her health clinic
Have an appointment during school time	Bring a note to your Form Teacher who will give you a blue slip. Take it to the office when you sign out
Have a request for leave	Bring a letter (or email) from your parent or caregiver to the office for Mrs Neville-Foster's approval
Damage school property (even by accident)	Tell the office immediately
Change address or phone number	Tell the office

Want music tuition	See Miss Carson
Want to know what's going on	Listen to daily notices, ask your Form Teacher and read the ramp notices
Don't have the correct uniform	Bring a note from your parent or caregiver to your Form Teacher
Want career information	See Ms Fox
Want to participate in a sport	See Miss Wright or Miss O'Malley
Want to discuss courses/options	Talk to your Form Teacher or Dean
Want to travel on a bus	Go to the office
Want to bring a car to school	See Mrs Airey

4. EXPECTATIONS OF BEHAVIOUR

Sacred Heart College strives to be a friendly, helpful and caring school providing a safe environment in which students can learn and thrive together.

The school rules are based on the following philosophy:

- To respect others
- To respect yourself
- To respect property

Respect for others includes:	Respect for yourself includes:	Respect for property includes:
<ul style="list-style-type: none"> • Their good name • Their feelings • Their way of doing things • Their property • Their opinions 	<ul style="list-style-type: none"> • The way you dress • The way you conduct yourself • The way you work • The way you accept correction • The way you enter into the life of the school 	<ul style="list-style-type: none"> • To leave strictly alone the property of others • To respect school facilities, furniture and equipment • To respect the school environment
You are expected, for example	You are not allowed, for example	You are not allowed, for example
<ul style="list-style-type: none"> • To work to the best of your ability • To wear your uniform correctly and with pride • To be at school on time and at all classes on time • To bring signed notes in advance if you are going to be absent from school for any reason and to sign out if you ever have to leave the school during the day • To be well prepared for all of your classes with all equipment • To do the homework that is set in each subject 	<ul style="list-style-type: none"> • To bring alcohol, drugs, offensive or dangerous weapons, cigarettes, matches or lighters into the school grounds or buildings • To wear incorrect uniform • To bring a vehicle to school without a permit • To leave the school grounds without permission • To interfere with the learning of others • To ignore the instruction of any teacher • To verbally or physically abuse any other person 	<ul style="list-style-type: none"> • To steal from others • To damage or deface property or to chew gum • To drop litter, tag or write graffiti

<ul style="list-style-type: none"> • To accept the rights of others to be free from disruption or put downs • To support the Special Character of Sacred Heart College 	<ul style="list-style-type: none"> • To trivialise the things of God, like writing on Bibles 	
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This is not a comprehensive list of College rules. College policies are available at the school office for parents to look at.

Bullying

Sacred Heart College takes a 'zero tolerance' approach to bullying. All reported incidents of bullying will be fully investigated. Bullying is deliberate, hurtful, repeated behaviour which can take a number of forms:

- Physical - for example hitting and kicking
- Emotional or verbal - for example name calling, exclusion, threatening and coercion. This includes both text and other forms of cyber bullying.

All forms of bullying are hurtful to the victim.

5. Rights and Responsibilities

Purpose: To develop and maintain with the school, a positive, respectful and supportive learning environment

Students have the right to:

- Equal learning opportunities
- An appropriate and challenging curriculum
- A pleasant school atmosphere
- An education without being disrupted
- Guidance and assistance from teachers with their personal, social and academic development
- Express their opinions and ideas appropriately
- Be treated with respect and courtesy and be listened to
- Expect their property to be safe – locked in their locker
- A safe and secure physical and emotional environment in which to learn

Each student has a responsibility to:

- Show consideration and acceptance of all students and staff
- Show respect for the rights of other people
- Respect personal differences in others' ability, gender and race
- Respect the authority of staff and Y13 leaders
- Attend classes regularly and on time
- Bring a note signed by a parent/guardian explaining any absence
- Be prepared for each class - have the necessary books and materials
- Develop good work habits
- Complete assigned work and participate co-operatively in class
- Show respect for school equipment and facilities and the property of other students
- Operate any school equipment in the manner in which it is intended to be used
- Exhibit positive self-expression through language and action
- Report assault or harassment of other students
- Be neat and clean in appearance and wear the uniform correctly
- Exhibit self-discipline by adhering to school rules and regulations both in and out of the classroom
- Use appropriate language at all times
- Listen respectfully to others' opinions

Locker Use:

Lockers are considered school property and as such, should only contain the student's items for school. All students are to be aware the school has the right to search lockers and will do so if necessary. We highly recommend the use of a lock (combination).