Welcome to Santa Sabina College. At Santa Sabina, partnership with parents, staff and students is highly valued. We aim to create a caring and supportive learning community, informed by the teaching of the Gospels and characterised by mutual understanding of educational values.

The Parent Handbook, for the Santa Maria del Monte campus, has been compiled to provide you with key information and is designed to assist you in familiarising yourself with the school.

**College Principal**
Dr Maree Herrett

**Head of Primary**
Mrs Sharon Portlock

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59 The Boulevarde
Strathfield NSW 2135

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**Website**
www.ssc.nsw.edu.au

**Office Hours**
Monday – Friday
8:00am – 4:00pm
(recorded message outside these hours)

**Useful Numbers**

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<td>Uniform Shop</td>
<td>02 9745 7045</td>
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<tr>
<td>Wet Weather Sports</td>
<td>1900 920 289</td>
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<td>Enrolment Office</td>
<td>02 9745 7030</td>
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<td>OOSH</td>
<td>02 9745 7790</td>
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<td>Mary Bailey House</td>
<td>02 9745 7777</td>
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SECTION 1 - MISSION, IDENTITY AND RELIGIOUS LIFE

The Dominican Tradition

Santa Sabina was founded by the Dominican Sisters whose origins and traditions date back to Spain in the thirteenth century, when Dominic de Guzman (1170-1221) founded his Order of friars and sisters. A priest, Dominic undertook missionary work and established a mission in Prouille, France in 1206. Others joined him in his work, as he travelled through Italy, Spain and France. Eventually his community became known as the Order of Preachers.

The Dominican tradition is based on love of learning, search for truth, appreciation of culture/the aesthetic and respect for the uniqueness of each person. A commitment of service to the Church and to society, and to the growth of each person toward their full human potential are values which underpin education at Santa Sabina and which derive from St Dominic.

The first Dominican Sisters came to Australia from Ireland in 1867; their first convent was established in Maitland N.S.W. In 1894 the first classes were held at Santa Sabina, Lindeman Lodge (the current Dominican Administration centre, the building to the left of the Hall) having been purchased by the Sisters two years previously. Santa Sabina first operated as a school for boarders and day pupils, and as the years passed, the school expanded, more land was acquired and building programs were undertaken.

In 1949 the primary section of the school moved from across The Boulevarde to its present location, which had previously been a reception establishment. This primary school was renamed Santa Maria del Monte. On the death of Mary Bailey, ownership of the property passed to the Dominican Sisters.

At Santa Maria del Monte, the founding sisters provided for their students an education based on the spirituality and philosophy of Dominic. They hoped, as we do today, that the values learnt by their students would be carried beyond school.
Our Mission

The mission of the College is to provide quality education in a caring and supportive Christian faith community. Each student is encouraged to aim for personal excellence and to develop skills of independent learning and critical thinking in a co-operative learning environment. Our curriculum is student-centred, dynamic, intellectually challenging and diverse in order to respond to student needs. It promotes an appreciation of the aesthetic and a love of learning for its own sake. The collaborative partnership between parents, staff and students is highly valued.

Our approach to the whole education process emphasises the value and dignity of each individual. We promote self-esteem, self-discipline, responsibility and leadership.

Within our Catholic tradition, we are a Christian faith community recognising that each member is on an individual faith journey. Individuals are given the opportunity to share, celebrate and grow in their faith and to know, experience and foster God’s Kingdom now. Intrinsic to this is the centrality of Jesus Christ in the context of our times.

Our awareness of our interdependence as members of our multicultural and world community challenges us to take risks and initiative, to have a sense of service, to act positively to ensure an optimistic global vision and to act with justice and compassion.

The College 2020 Vision

*The College 2020 vision established by the Santa Sabina College Board is:*

"Our Vision is to provide an innovative K-12 Catholic Dominican education that is student centred, future oriented while valuing the best educational traditions."

Prayer and Liturgical Life

Santa Sabina is a Catholic Faith community in the Dominican tradition. Through prayer and Liturgy the school community gather to pray. Prayer is the gift of the Spirit that makes people of hope, and our prayer keeps the world open to God (cf. Spe Salvi, 34).

There are many opportunities for students and staff and parents to come together to enjoy each other’s company, build community spirit, remember our story, celebrate and pray together.

Within our Catholic tradition important days are marked by the celebration of Mass offered for the community and followed by hospitality, such as Beginning of the School Year, Mother’s Day, Father’s Day, Farewells, St Dominic’s Day.

The students experience a grade Liturgy each Term.
SECTION 2 - EDUCATION

Vision for Learning
At Santa Sabina College, our Vision for Learning is reflected in our Mission Statement, and in the approach of the whole College community to the creation of an environment which reflects that Mission in every aspect of teaching and learning.

Individual:
We respect and celebrate the uniqueness of each learner by creating a dynamic and collaborative environment that inspires creativity and fosters a love of learning and the pursuit of personal excellence.

Community:
We challenge our community to share its gifts responsibly and confidently in order to make a difference in the world.

Environment:
Our learning environment is collaborative and dynamic. It empowers learners by providing opportunities that encourage independence, creativity, engagement with ideas and critical thinking.

In educating our students at Santa Sabina College, we adopt a distinctive and holistic K-12 approach to philosophy, planning, implementation and evaluation of classroom curriculum, assessment and reporting. A College Curriculum team ensures that continuity of learning is fostered across all curriculum within the College.

The Learner
Every student on the Santa Maria del Monte campus is known and valued as a strong, powerful, competent learner who comes to school already rich in resources and experiences. As a Dominican community we advocate for the rights of each individual child to be challenged, to develop their gifts and interests and to grow, thrive and flourish.

Relationships for Learning
At del Monte we appreciate collaboration and shared relationships among the children, the teachers, and the parents. When you walk through the gates there is a feeling of belonging to an exciting learning community that is safe, alive, welcoming and authentic. The strong partnership between school and parents characterises the Del Monte experience.

A wide variety of different learning spaces at Del Monte invite learning encounters, communication, and collaboration. Each learning space encourages choices, problem solving and self-discovery. Every student’s individual well-being is a priority and is accommodated through:

- Specialised learning experiences for all students
- Personalised Learning Profiles for each child, regularly updated from current assessment data
- Individual Programs for students with Special Needs
- Enrichment Programs offered for Gifted and/or Talented students
- A range of support Programs to support students experiencing challenges with learning
Digital Tools
At Del Monte our students use today's digital tools to help them learn in a way that engages them and acknowledges the skills they bring to school. Some of these are online tools.

One example of this is that each year level has a web page on SSConnect (our College Intranet), where content, lesson resources, websites and other information are available for students both at home and at school.

Other digital tools are hardware tools such as multiple computers in every learning space, digital cameras and iPods to capture learning, research and share ideas. iPods are currently being trialed in Kindergarten and Year 4 classes and also are used as a tool to support our inclusive education program. This is part of our ‘anywhere, anytime’ model of access to digital tools to support learning in a range of settings at different times. Our students are actively encouraged and supported in using digital tools whenever they need to help them with their learning. The digital tools serve the learning - they reinforce the central role of the teachers’ learning relationships with our students, and make those relationships richer and more valuable to our students as learners.

The Learning Environment
As a Dominican community we appreciate and value clean, inviting and attractive learning spaces, specialist areas and outdoor settings that are also functional and flexible to suit a range of learning situations. Our beautiful environment also reflects our rich history, our current context and our focus on providing a futures oriented education for our young students. At Del Monte, learning occurs in different settings, including a range of virtual, indoor and outdoor spaces learning environments, and spans time beyond the school day. Our commitment to education for environmental sustainability reflects the College values.

“We view the school as a living organism. A place of shared relationships among the children, the teachers, and the parents. The school produces for the adults, but above all for the children, a feeling of belonging in a world that is alive, welcoming and authentic.”
(Malaguzzi, 1994, p.58)

Curriculum
The curriculum is innovative, student centred, dynamic and diverse in order to respond to personalise learning for each student. The NSW Board of Studies Syllabus is implemented. This year the International Baccalaureate (IB) Primary Years Programme (PYP) will be implemented. The PYP will provide a framework with which the Key Learning Areas will be taught.

Key Learning Areas
- Religious Education
- English
- Mathematics
- Science and Technology
- Human Society and its Environment
- Creative and Practical Arts
- Personal Development Health and Physical Education
- LOTE-Italian (Yrs 3-5)
- Specialist teachers in the Key Learning Areas of Physical Education (K-5), Music (K-5) and Italian (3-5) ICT (K-5)
- Drama for Years 3 and 4
- Instrumental program (Mini Maestros) for all Year 5 students

The PYP is a student centred curriculum that aims to develop inquiry, knowledgable and caring young people.

IB learners strive to be:
- Inquiries
- Knowledgable
- Thinkers
- Communicators
- Principled
- Open minded
- Caring
- Courageous
- Balanced
- Reflective
Bright Start Program
Santa Sabina College recognises the changing needs of students entering Kindergarten and as a result has implemented an exciting program designed to lay the foundation for a successful lifelong learning journey for our Kindergarten students. The program is based on the results of research into current trends and best practice for successful education in the early years. The results of the “Bright Start” program are cohesive classroom environments that are full of rich learning tasks and opportunities, as well as challenges that are designed to cater for individual needs. The program takes place at the beginning of Term 1 and lasts for approximately 3 weeks.

The vision for this program is that children will:
- have experiences of belonging to a Dominican community
- be known and valued as capable
- feel comfortable in a range of contexts
- develop a network of relationships within the school community
- be happy and willing to come to school
- feel safe, confident and settled.

Features include:
- Generous teacher-pupil ratio
- Individualised observations and assessments for each child
- Early identification of learning needs as well as gifts and talents.
- Engagement in a variety of highly structured learning experiences.
- A high degree of Parent Involvement through workshops and visits to open classrooms
- Children who more quickly feel secure, confident, settled and organised
- Parent involvement and strong communication.

The Bright Start Program is a true reflection of the importance the College places in the partnerships between teachers and parents which are necessary for optimum student performance. It also reflects the dedication the staff have in researching and providing relevant and innovative curriculum opportunities for students.
**Inclusive Education**

Inclusion Education at Del Monte is viewed as a process of addressing and responding to the diversity of needs of all children through maximising participation for all students in our learning community. Our philosophy, consistent with our College values, aims at reducing exclusion from the regular learning environment of the classroom and involves making adaptations and modifications in content, approaches, structures and strategies to ensure the inclusion of all students.

Santa Maria del Monte aims to create an environment where:

- all students feel a strong sense of belonging
- all students learn to interact respectfully with others
- all students learn to understand and appreciate diversity, and
- all parents and carers in the community can take an active role in the life of the school.

To support this we have a number of additional staff on the Del Monte Campus:

- Inclusive education Teacher
- ESL Teacher
- Reading Recovery Teacher
- Teacher Assistant – Inclusive Education
- Teacher Assistant – Inclusive Education

The Inclusive Education Teachers and Teacher Assistants assist the delivery of inclusive education by providing quality support and services to students, teachers and parents. This enhances the learning and teaching experienced by students.

**Curricular and Co-curricular**

Co-curricular activities in the College community are viewed as activities which compliment current programs and often promote links with the community. Co-curricular activities exist to provide enjoyment, interest, diversity and extension of skills, knowledge, values and attitudes for all members of the College community. Participation in these activities can enhance self-esteem. The College values the energy and expertise that members of the community have to offer and appreciates their willingness to share their skills with other members of the community.

Our co-curricular activities enable the students to develop their interests and abilities. Examples of co-curricular activities include: Tournament of Minds, Da Vinci Decathlon, Infants’ Choir, Years 3 and 4 Boys’ Choir, Primary Choir, The Divas, Del Monte Band, String Beans String Ensemble, Garage Band, debating, writing workshops and sporting opportunities, robotics, chess, Arabic, Jujitsu, private music tuition and sporting opportunities.
Reporting
Assessment is an ongoing and informative process, spread over each semester and is used as a basis for reporting to parents in both oral and written forms. It also is used to plan and program curriculum to meet student’s needs.

Parent/teacher discussions are an essential part of understanding a child’s development. This allows the correct learning experiences to be established for each child. Please feel free to discuss your child’s progress with his/her teacher, after making an appointment. Arrangements will be made for such discussions to take place at a time convenient to both teacher and parent.

In addition to these incidental contacts, arrangements will be made for more formal interviews to take place during the year. These will occur at the beginning of the year and at the end of Term 2.

Parent Education
A variety of Education Forums, “Curriculum and Coffee” and “Conversation and Coffee with Del Monte Leaders” are offered to parents and the wider community throughout the year. The Parents and Friends’ Association also provides interesting learning experiences at each P & F Meeting, often inviting a guest speaker to keep parents up to date regarding matters of particular interest. . . In addition, a range of parent information sessions are held for parents at Del Monte that are of particular interest to specific year levels. Other opportunities for parents to learn about what goes on in a contemporary learning community are presented through a wide variety of mediums and include a termly Learning Walk for each grade.

Professional Learning
Santa Sabina College is committed to promoting a workplace culture which values and actively supports professional learning and development. At the heart of this commitment is the belief that teacher quality is inextricably linked to a student’s learning. The beliefs and practices articulated in Santa Sabina’s professional learning policy and its individual and whole school learning plans, reflect the College’s commitment to a shared approach to building a "professional learning community". 
COMMUNITY

Our Staff
A full list of staff for 2014 will be published for parents at the commencement of the 2014 school year.

Parents and Friends
A very active Parents and Friends’ Committee operates in the College. It exists to provide opportunities for parents to meet other parents and to organise fund raising events to contribute towards various projects within the school. The P&F hold regular meetings, to which all parents are invited. Some of their functions include the College Dinner, the Fair, Mothers’ Day Mass and Breakfast, Fathers’ Day Mass and Breakfast and Kindergarten Picnic and many more. All functions and dates are published in the school newsletter (Veritas Voice) and College Calendar. A P&F Handbook for Del Monte has further details and will be available on SSConnect.

Class Representatives
Each class has designated parents whose task it is to help co-ordinate assistance for the class teacher when necessary, and also to promote a sense of community among parents within the class group. Class representatives volunteer their time to liaise between the class teacher and the parents of the particular class. Some activities may include:

- baking a cake for a special occasion
- assist with ringing around regarding social events
- liaise with the P & F, welcome new families and new babies
- organise year dinners, visit the sick, prepare meals
- help with class Christmas hampers and
- generally help parents to get to know one another.

Health
At Santa Sabina College we are committed to the care of the whole person. We are concerned about the health of students and the role that we play in encouraging a healthy lifestyle.

We are a health promoting school and we are aware that some students have particular health issues that require special attention. For students with severe allergy or special medical concerns, a meeting with the school will be conducted prior to the child starting to ensure appropriate plans are in place.

Allergy Aware
In recent years there has been a steady increase in the number of children entering the school system who suffer from peanut allergies. Due to the need to create a safe environment around the affected child and because of the nature of the peanut allergy, the dietary choices of other children in the school community will also be affected. Children with the allergy should be able to feel safe so that they can participate in school activities without the constant fear that they may come into contact with traces of peanuts.
Parents of all children can help to create a safe environment by meeting the school’s strong request that they do not send their children to school with peanut butter or any nut products in their lunch-boxes or as snacks. The school has a policy of not providing products containing peanut butter, nuts at any school event.

**Student Leadership**

Leadership is one of the essential Dominican values which Santa Sabina College strives to uphold. It is both a privilege and a responsibility. Above all else, Leadership is service. All students from K-5 have a range of opportunities for leadership ranging from in class responsibility, membership of the Student Representative Council and Student Leadership Teams. In accepting a Leadership position, all students are invited to make a commitment to live the mission and values of the College in both their words and actions.

The aim of Leadership is to be reflective, critical and visionary and shared within the community. Consistent with the College values, student leadership on the Del Monte campus is focussed on learning about leadership and opportunity and participation for all students. Through their involvement the students learn about what leadership means, what are the qualities of effective leaders and develop responsibility and foundational skills for Leadership.

All Year 4 and 5 students are involved in a leadership team.

**Better Buddies**

Better Buddies is a Buddy program based on The Alannah and Madeline Foundation. Through Better Buddies, all Del Monte children have a Buddy. In Kindergarten the students are buddied with Year 4. Through the Buddy activities and interactions during the year the children learn the values: *caring for others, friendliness, respect, valuing difference, including others and responsibility*. Better Buddies enables younger children to feel safe and cared for while older children feel valued and respected.

**Code of Behaviour**

At Santa Sabina College respect for the dignity of each person is fundamental. We foster an environment in which each person is valued for who they are, and we seek to provide opportunities for the growth and development of each person’s self-knowledge, self-esteem, responsibility and self-discipline.

Our Behaviour Management Guidelines reflect our values.

**Managing Student Behaviour in the Classroom**

At the beginning of the school year the class negotiates the class rules / expectations / consequences. These are to be displayed in a prominent position and worded in a positive way. Teachers clearly communicate their expectations as well as their classroom behaviour management system.

**Managing Student Behaviour on the Playground**

Del Monte has a whole school consistent approach to managing student playground behaviour. The school community is fully informed of the procedures and the consequences for managing student behaviour at the beginning of each year.
Anti-bullying Guidelines
Definition:
At Santa Maria del Monte, bullying is defined as:

- repeated behaviour,
- by an individual or group with more power,
- that is intended to cause distress or is unwelcome or risks a person’s well–being.

Different Forms of Bullying:
Bullying can take a number of different forms:
The undesirable behaviour can be directed either at the victim or can be via third parties.

1. **Physical Bullying**
   This is when a person (or group) uses actions to bully, such as hitting, tripping or pushing.
   Repeatedly and intentionally damaging someone’s belongings is also physical bullying.

2. **Verbal Bullying**
   Using negative words or tone (eg sarcasm, teasing) repeatedly and intentionally to upset someone is also a form of bullying.
   Examples of verbal bullying includes name calling, insults or racists or gender remarks and verbal abuse.

3. **Social Bullying**
   Lying, spreading rumours, whispering, playing a nasty jokes are all examples of social bullying. Repeatedly mimicking someone and deliberately excluding someone is also social bullying behaviour.

4. **Psychological Bullying**
   Psychological bullying is when someone (or a group of people) repeatedly and intentionally use words or actions (eg facial expressions, gestures, negative body language) which cause you psychological harm. Intimidating someone and manipulating people are all examples of psychological bullying.

5. **Cyberbullying**
   Cyberbullying is when someone (or a group of people) uses technology to verbally, socially or psychologically bully. Cyberbullying can happen in chat rooms, through social networking sites, emails, gaming or mobile phones.

The Bullying can take the form of **direct** or **indirect** communication.

For further information refer to the Positive Peer Relationship Guidelines for dealing with Bullying Behaviour.
Community Occasions
Santa Sabina College values the quality of the community life that is so much a part of our story. This is most evident at gatherings of our students, parents and staff.

- Through the generous support of the P&F the school benefits, not just in the provision of resources, but importantly in building up the spirit of partnership and inclusion which is a quality of the school.
- The Dominican Sisters who live and work on the property are a valued presence, bringing a reminder to us of our heritage and the values we stand for as a school.
- Our Ex-Students’ Association has a wide membership and is another group that is committed to community building through their sponsorship of re-unions, maintenance of communication links and hosting of special events.
- Our past parents association, SPICE, has an important role to play in offering hospitality and friendship to those whose children have moved through the school, but who like to keep a connection with other past parents.

Grandparents’ Day
Grandparents’ Day is celebrated each year. It is one of the biggest celebrations bringing together the different generations. The grandparents enjoy a showcase of entertainment, visit their grandchild’s classroom and share morning tea with their grandchild.

Mothers’ and Fathers’ Day
Mother’s Day and Father’s Day is celebrated as a school community with breakfast followed by a Eucharistic celebration. This opportunity allows our students the chance to let their parents know how much they appreciate all that is done for them within the family.

Whole School Assemblies
At Del Monte whole school community assemblies are held fortnightly. Occasionally special assemblies to celebrate or support special events or themes will also be held and this is communicated through the Veritas Voice.
Semester one whole school assembly is devoted to our Dominican Awards and Semester Two – Speech Day.
Cluster Assemblies
Cluster assemblies are held fortnightly (alternate week to the whole school assembly). Each cluster assemblies include two grades: Kinder and Year 1, Year 2 and Year 3, and Year 4 and Year 5.

Communication
Communication Channels between Parents and Staff at Santa Sabina College
A Guide for Parents
Context:
The Mission of Santa Sabina College is to provide quality, future focused education in a caring faith community. We are committed to academic and personal excellence. The value and the dignity of each individual is emphasised in our approach to the education of young people which is holistic in nature. The promotion of self-esteem, self-discipline, responsibility and leadership is central to this. Across all campuses of our College our vision of Pastoral Care is:
- That each student is held in positive regard
- That each student is connected to and well known by at least one adult in the community
- That the emotional, spiritual, psychological and physical well being of the student is a focus so that learning and achievement can occur
- That forgiveness is integral to the learning and growth of each student

The College seeks to develop caring and supportive relationships so that a cooperative and collaborative environment exists, reflective of our Gospel and Dominican values.

Respect and responsibility are the foundations for the interactions within our school community. We seek for all members of the College community to work to promote an atmosphere that encourages caring and safe relationships, positive and authentic interactions, and the recognition and nurturing of the integrity, and gifts and talents of others. Parents are recognised as the primary carers and educators of their children. We seek to work in genuine partnership with parents. Each campus of the College articulates its policies and practices related to communication with parents in different ways, reflecting the different ages of the students and structures of the campus.

To make contact with a member of staff please phone the College or email the staff member directly.
### Lines of Communication

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<td>Head of Primary</td>
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<td>Staff member responsible for your child’s particular ensemble/tuition</td>
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- **KITE**: Knowledge, Inquiry, Technology and Empowerment.
The College Newsletter – Veritas Voice
The College provides a fortnightly newsletter called the Veritas Voice which is an important way of parents being informed about what is happening at each campus and also across the College. The Del Monte campus uses this forum to promote and celebrate the learning in which students are engaged. The P&F also use this newsletter as a way of keeping parents up to date with community events and parent news. The Veritas Voice is available online. Each family is issued with a password which gives access to both the newsletter and the College intranet where there is other community information posted. Parents may subscribe to the RSS News Feed and follow us on Twitter – more information about this will be available at the beginning of 2013.

The College Website
The website of Santa Sabina College contains a range of information about the whole College community. It is updated regularly and is a very important method of information sharing. The College website is [www.ssc.nsw.edu.au](http://www.ssc.nsw.edu.au)

School Diary
Every student in the school is issued with a Student Diary. As well as providing space to write down homework and reminders, it may also be used to communicate information of a general nature. Parents are asked to check in their child’s diary every day. Important information about school procedures can be found in the front pages of the Diary.

Calendar
A calendar of College events for the year will available to every family at the beginning of each year and is a regular feature in the College Newsletter, Veritas Voice. A calendar of events is also located on the College website.

Parent / Teacher / Student Meetings
These are held during the year. These meetings have great value for parents, students and teachers, and it is necessary for parents and student to attend. The dates are advertised well ahead of time. Parents may ask to speak with class teachers at any time, but are asked to make an appointment so that a mutually convenient time can be arranged.

The College Magazine - 'Veritas'
This magazine is published annually and distributed to each family at the beginning of the following year.

School Reports
School reports are completed on your child’s progress twice per year –end of Semester 1 and Semester 2.

Appointments
Parents are encouraged to make appointments with an appropriate staff member to attend to concerns as soon as they arise. Contact the office staff to make an appointment or ask them to direct you to the appropriate contact person if you are unsure. It is expected that the first point of call for any matters concerning your child’s learning or classroom procedures must be the classroom teacher. Other matters or issues may possibly arise outside of this framework and in these unusual cases please contact the Head of Primary via a phone call to the office.
ORGANISATION

School Hours

Morning Playground Supervision: 8:20am-8:45am
Morning Routine: 8:30am-8:45am
School begins: 8:45am
Morning Tea: 10:45am-11:05am
Lunch: 1:00pm-1:50pm
Dismissal: 3:15pm
Afternoon Playground Supervision: 3:30pm

School Routines
Morning supervision begins in the piazza at 8:20am. Students place their bag outside their classroom and return to the piazza to greet their peers and socialise. Music sounds at 8:30am and students enter classrooms to unpack and engage in social activities until learning begins at 8:45am.
At recess and lunch the students sit for a period of time to eat their recess and lunch whilst supervised by teachers. Students then enjoy play time. Toward the end of recess and lunch music will sound which indicates to the students to stop play, go to the toilet and wash hands and move to class assembling area.
At 3:15pm students are dismissed and pick up is either in the Piazza or at the Kiss and Ride Zone, both supervised areas until 3:30pm. Any student remaining after 3:30pm is taken to OOSH for supervision and care and fees will be charged.

Emergency Contacts
From time to time, accidents or emergencies will occur. If a child is ill or has a minor accident, contact will be made with the parent and further instructions will be obtained. If the accident is serious, an ambulance will be called immediately and parents advised accordingly. It is essential that parents leave with the school all emergency telephone numbers, including the family doctor, and ensure that an up-to-date record is available at all times.

School Rules
The school rules outlined below are developed for students and are aligned with our Colleges’ Mission and Values.

- Act responsibly and safely.
- Respect and value self, others and the environment.
- Strive to achieve goals and support yourself and others in the learning process.

Excursions
Throughout the year, the school will be organising educational excursions. It is expected that all students will participate as part of the educative process. Excursions will include on and off-campus academic excursions and co-curricular, cultural and sporting excursions, such as eisteddfods and athletics, as well as school organised camps for Years 4 and Year 5. Families will be billed for these events as part of the fee statement.
Mobile Phones

Mobile phones may not be used at school.
In some circumstances parents may require their child to have access to a phone. Should a child need to bring a phone to school, the Del Monte procedures are set out below:

- A registration form must be signed by both the student and a parent and given to the office
- The student brings the phone to office before school where it will be safely stored
- The student must collect the phone immediately after school finishes
- All phones must be labelled with the student’s name.

This is not an open invitation to bring mobile phones to school but is an attempt to accommodate the needs of you and your child especially in the area of personal safety. Every attempt will be made to care for the phones but the ultimate responsibility remains with parents. Please note, student phones are not answered during the school day.

Road Safety Procedures
The safety of our children is of utmost importance to us. It is, therefore, important that careful road safety precautions be outlined for your information. Children are to enter the school grounds along the pathways provided. Supervision begins at 8:15am.

Kiss and Ride Zones are for your convenience and children’s safety. No parking zones and kiss and ride zones assist drivers and passengers to enter or exit a vehicle safely.

Stop your vehicle as close to the top of the zone, allowing vehicles behind you easy access to the zone.

Keep these three simple rules in mind when using ‘Kiss and Ride Zones’

- Drivers do not leave your vehicle. A driver must not move more than 3 metres from their vehicle, in effect a driver can get out of the car, open the boot and help children with their bags.
- Be timely. If your child does not enter or exit the vehicle within 2 minutes you are required to travel around the block and legally re-enter the zone.
- Ensure your child leaves the vehicle via the rear kerb side door. The back seat is the safest seat for children to travel in regardless of the make of vehicle.
- Stay in sequence and drop your child as close as you can to the top of the zone allowing vehicles following you to enter the designated area.
- Do not do U turns within the school zone. U turns in these busy school zones are dangerous and put children at risk. So drive through the zone and around the block if you wish to go back from where you came.

If you are using the Kiss and Ride zone in the afternoon, your child’s name will be announced. If your child does not respond to the page you will be required to leave the zone drive around the block and re-enter legally.

If drivers do not with comply with Kiss and Ride rules action will be taken by Council and the Police.
House Colour System
At Santa Sabine College, six colours promote a ‘global identity’ across the three campuses.

Primary Name

<table>
<thead>
<tr>
<th>Element</th>
<th>Name</th>
<th>Colour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Earth</td>
<td>Teangi</td>
<td>Orange</td>
</tr>
<tr>
<td>Fauna</td>
<td>Weelya</td>
<td>Green</td>
</tr>
<tr>
<td>Water</td>
<td>Kurrawa</td>
<td>Aqua</td>
</tr>
<tr>
<td>Sky</td>
<td>Gunagulla</td>
<td>Dark Blue</td>
</tr>
<tr>
<td>Fire</td>
<td>Yetinga</td>
<td>Red</td>
</tr>
<tr>
<td>Flora</td>
<td>Mundawora</td>
<td>Purple</td>
</tr>
</tbody>
</table>

Students are assigned to a colour house upon enrolment. There are various opportunities over the school year for the students to develop team spirit within their colour house and to mix with children from other grades and their siblings at special events throughout the school year. Significant school events, such as St. Dominic’s Day, Grandparents’ Day, Buddy Activities, Annual Swimming and Athletics Carnivals, will use this House Colour System.
**Absentee procedures**
In the event that your child/children are sick, parents are required to send a note explaining the reason for their absence on the day they return to school.

Students who arrive late to school must sign in at the Primary School Office and receive a pink slip prior to entering class.

Students who require to leave school during the day should have a note which is to be given to their class teacher. The parent/guardian must go to the office and sign out the student when leaving and sign in when returning to school.

Parents seeking leave for their child/ren for matters such as travel overseas must apply to the Head of Primary in advance for approval to be granted.

**Uniform & Uniform Shop**
At Santa Sabina College students are expected to meet the uniform requirements with willingness and a “spirit of co-operation”. The wearing of the uniform assists students to identify with the school community. Students are required at all times to wear the correct uniform and to ensure that all articles of the uniform, including socks, are clean, presentable and clearly labelled with the student’s name.

A copy of the uniform requirements are available in students diaries.
School Fees
School fees are billed by three instalments over the school year as set out on the separate 2014 Fee Schedule.

Building Fund
The Building Fund donation is optional, and is shown as an amount per student at the bottom of the fee account. On payment of this a **Tax Deductible** receipt is issued.

Withdrawal of Students After Commencement
A full term’s written notice to the Head of Primary is required of intention to withdraw a student from the College. A term’s notice is regarded as being from the last school day of the preceding school term. For example, if a child is to be withdrawn at the end of the school year, notice would need to be given to the College by close of business Thursday 28 September 2014. In default of such notice, an administration fee equivalent to 25% of the annual tuition fee will be charged.

Students who are boys in Year 4 or girls in Year 12 who are leaving on the last day of the academic year are exempt from this Policy.

Withdrawal of Students Before Commencement
Applicable where the Acceptance Fee is paid and the student does not enter the school. If notice in writing is received by the Head of School by the close of business- Thursday 19 September 2013 (last day of Term 3) 50% of the Acceptance Fee will be refunded.
OOSH & Vacation Care
The OOSH Centre was established to help support families in the school and local community. The program provides a variety of play and age-appropriate recreation activities in a relaxed environment, supervised quiet areas are also provided for children wishing to do homework.

The OOSH Centre provides:
- Care for children of primary school age
- Before and After School Care;
- Vacation Care for school holiday periods;
- Care on pupil free days.

The hours of operation are:
- Before and After Care 7.00am – 8.30am and 3.15pm – 6.00pm;
- Vacation Care 7.30am – 6.00pm.

The OOSH Centre is located on the Primary School campus.
The Centre is approved by the National Childcare Accreditation Council. For bookings and further information please phone: 9745 7790

Lost property
All items brought to school should be clearly labelled. In the case of an item being misplaced or lost, parents or students may go to Lost property which is located in the school office area. Unlabelled items not collected by the end of each term may be distributed to the needy.