



College Guide



St Francis Xavier College

Contents

Principal’s Message	3
College Executive	4
Year Coordinators 2022	5
Study Coordinators 2022	6
Bell Times	7
Our Uniform	8
Uniform Requirements.....	9
Our Expectations	11
Consequences for not being safe, responsible or respectful.....	12
Prohibited Items.....	12
Pastoral Care and House System	13
Attendance	14
Sickness and Medication.....	15
Communication.....	15

Our College

Principal's Message

St Francis Xavier College (SFX) is a Year 7 to Year 12 coeducational Catholic college with an enrolment of over 1,200 students. For over 40 years, SFX has been providing quality education, meeting the needs of its students academically, pastorally and spiritually.

At SFX there has been a deliberate and purposeful effort to engage students in the learning process. This is particularly evident in the focus on the three levels of school:

- Middle School (Years 7 & 8)
- High School (Years 9 & 10)
- Senior School (Years 11 & 12)



We understand the importance of students having a sense of belonging. Our Pastoral Care Program supports the wellbeing, development and learning needs of our students.

Guided by the life and teaching of Jesus and inspired by the example of St Francis Xavier, the students' development is enhanced through the Religious Education program, Christian service initiatives and Youth Ministry.

The College is blessed in terms of facilities and resources. This wonderful space provides opportunities for connecting and learning.

Our College is an exciting place to be. We are wholeheartedly committed to the holistic education of our students and providing them with an educational experience where they feel valued and they belong. It is also a place where everyone in the community is encouraged to learn, to grow and to work towards a brighter future.

Paul Carroll
Principal

College Executive



College Principal

Mr Paul Carroll



Assistant Principal Teaching and Learning

Ms Tracey Loughhead



Assistant Principal Student Wellbeing

Mr Martin Mullin



Assistant Principal Staff Development

Ms Dearne Bassett



Business Manager

Ms Niyati Bhatt

Year Coordinators 2022



Year 7 Year Coordinator
Year7Coordinator@sfx.act.edu.au

Ms Leilah Ayton



Year 8 Year Coordinator
Year8Coordinator@sfx.act.edu.au

Mr Luke Potter



Year 9 Year Coordinator
Year9Coordinator@sfx.act.edu.au

Mr Jonathan Hall



Year 10 Year Coordinator
Year10Coordinator@sfx.act.edu.au

Ms Jessica Tarbuck



Year 11 Year Coordinator
Year11Coordinator@sfx.act.edu.au

Ms Bridie McNeill



Year 12 Coordinator
Year12Coordinator@sfx.act.edu.au

Ms Sue Carroll

Emailing staff members is easy if you know their name. The format for email addresses is firstname.surname@sfx.act.edu.au

Study Coordinators 2022

Design and Technologies	Mr Graham Stock
English	Ms Megan Wyche
ICT	Mr Peter Crane
Inclusive Education	Ms Amber Rebecca
Languages	Ms Janelle Horsington
Mathematics	Ms Aine McAuley
Middle School – Humanities	Ms Teresa Patterson
Middle School – STEM	Mr Sam Beattie
Performing Arts	Ms Hannah Carey and Mr Dene Kermond
Physical Education and Health	Ms Samantha Stevens
Religious Education	Mr Jarek Ferenc
Resource Centre	Ms Erin Pitt
Science	Mr Ian Stace-Winkles
Senior Studies	Ms Judy Knight
Social Science	Ms Felicity Duffy
VET	Ms Bernadette Bradley
Visual Arts	Ms Amanda Marshall

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Attending College

Bell Times

Pastoral	8:38am
Period 1	8:50am
Period 2	9:50am
Recess	10:50am
Period 3	11:20am
Period 4	12:20pm
Lunch 1	1:20pm
Lunch 2	1:40pm
Period 5	2:00pm
End – Middle School and High School	3:00pm
End – Seniors (Mon, Tue & Thurs only)	3:30pm

Uniform Requirements

Our Uniform

St Francis Xavier College requires students to wear a prescribed uniform and meet a standard of appearance. The purpose of a uniform is to:

- provide a consistent and identifying look for the College
- provide all students with equal access to quality clothing
- minimise economic and social issues
- promote a sense of identity and unity

By asking students to adhere to a prescribed uniform, the College is removing issues associated with fashion trends and image that can divide school communities. It is expected that students will wear the prescribed uniform at College, while travelling to and from College and at College events where uniform is required. College uniforms are approved by the College Community Council.

Where to Buy

These can be purchased from the following uniform suppliers:

- [Our Clothing Pool](#)
- [MacDonalds School Wear](#)
- [Workin' Gear Schools](#)



Uniform Requirements

Junior Girls

- SFX College dress (knee length) or
- SFX College skirt (knee length) or
- SFX College trousers (SCAGS W121, SCAGS W191 or Midford 7400) or shorts with SFX logo
- SFX College blue blouse (Midford 5047)
- SFX College royal blue jumper or vest
- SFX College jacket
- Plain white socks (must cover ankle) or navy stockings/tights (with skirt only)

Junior Boys

- Grey school shorts (Midford 9904M)
- SFX College blue shirt (Midford 1038C)
- Grey melange trousers (Midford)
- SFX royal blue jumper or vest
- SFX College jacket
- Plain grey or plain white socks (must cover ankle)
- Black belt (optional)

Senior Girls

- SFX College skirt (knee length) or SFX College slacks (SCAGS W121, SCAGS W191 or Midford 7400) or SFX College shorts with SFX logo
- SFX College white blouse (Midford 5047)
- SFX College navy jumper, cardigan or vest
- SFX College jacket
- Plain white socks (must cover ankle) or navy stockings/tights

Senior Boys

- Navy trousers or shorts
- SFX College white shirt
- SFX College navy jumper, cardigan or vest
- SFX College jacket
- Plain navy or plain white socks (must cover ankle)
- SFX Blazer and tie are optional items
- Black belt (optional)

Plain white t-shirts may be worn under shirts but should not be visible below the hem or sleeve line

SFX College Jacket (Kea royal blue jacket to be phased out by end of 2021. Navy jacket to be worn by 2022).

Shoes

Traditional style black polishable leather lace-up shoes with a discernible heel. (platforms, raised heels, boots, ballet flats or sport shoes are NOT acceptable)

Sports Uniform

- Navy blue sport shorts with SFX logo
- St Francis Xavier PE shirt with SFX logo
- Plain white socks (must cover ankle)
- Lace-up sport shoes
- SFX tracksuit (optional)

Accessories

Hair and hair accessories

- Hair must be neat and of a natural colour. Extreme styles are not permitted.
- Blue, white or black hair accessories only
- Hats of any kind may not be worn inside

Jewellery

Junior students

- One earring (stud or sleeper) in each ear.
- A chain with a small cross or crucifix may also be worn.

Senior students

- Two earrings (stud or sleeper) in each ear, maximum.
- A chain with a small cross or crucifix may also be worn.
- A simple bracelet and ring are also permitted.

Facial Piercings

- Senior students may wear a single, clear-coloured, discrete stud retainer as a nose piercing. No other forms of nose or facial piercing are permitted.

Tattoos

No visible tattoos are permitted.

Make-up and Nail Polish

Make-up and nail polish are not permitted for junior students.

Senior students are permitted to wear discreet makeup and light coloured nail polish.

Long fingernails are not permitted. This includes all kinds of artificial nails.

Uniform Free Days

Uniform free days are held occasionally and may include attendance at mass or a liturgy. Clothing appropriate for these occasions is required. Due to safety concerns closed-in shoes must be worn at the College on uniform-free days. Inappropriate clothing includes:

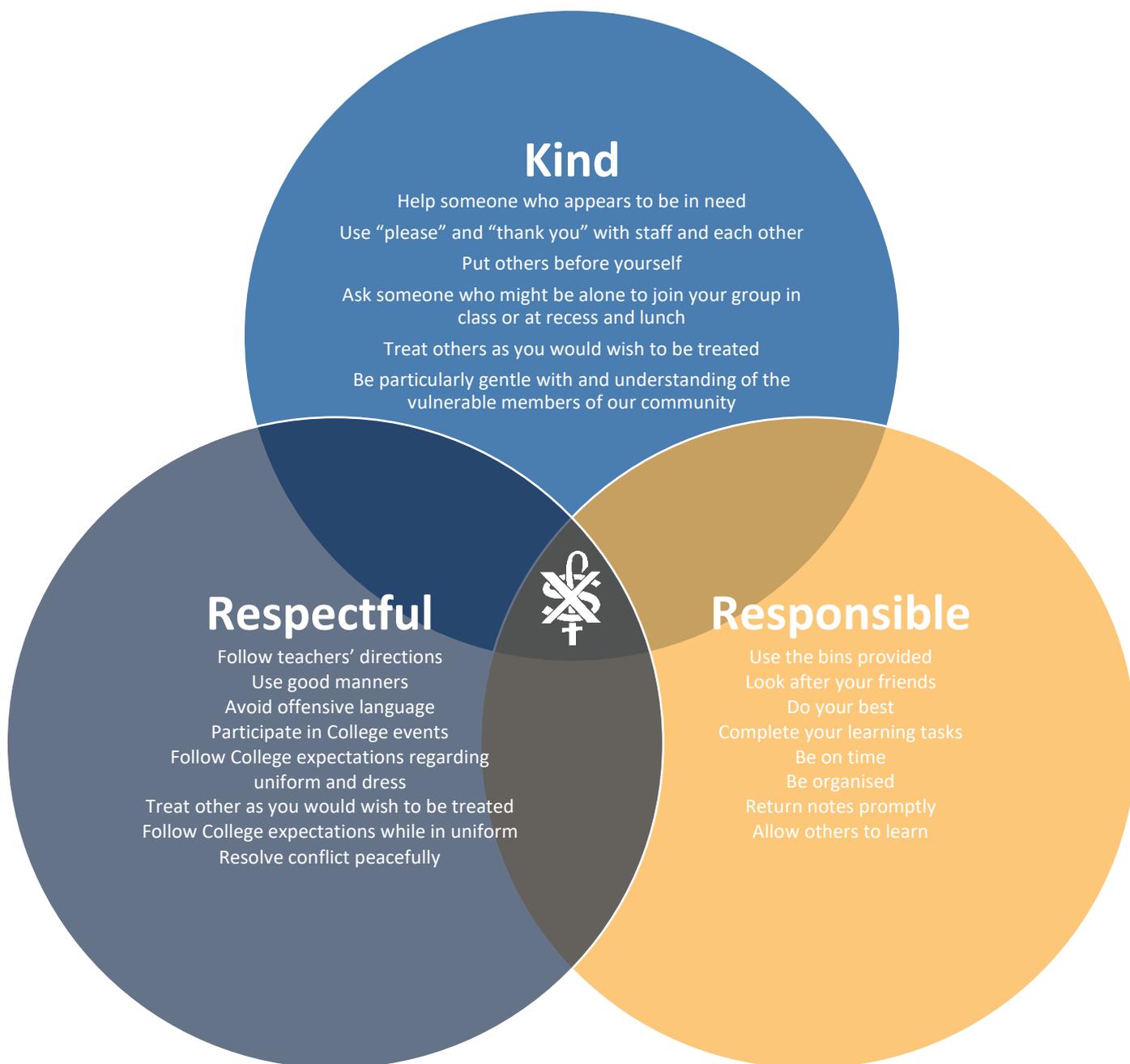
- midriff tops or singlets
- plunging necklines or loose, immodest clothing
- brief shorts or skirts, and
- offensive logos/slogans.

All other uniform expectations apply on these days.

Expectations

Our Expectations

The College's expectations of students are based on the principle that all students will behave in a manner that is safe, responsible and respectful and it is communicated to the students that these are the College's three rules. The following are examples of behaviours which support this principle.



Consequences for not being safe, responsible or respectful

The College responds to student misbehaviour by seeking to use such incidents as teaching opportunities.

Consequences may include parent notification, an apology, detentions, time out of the classroom, community service, withdrawal from school activities or suspension. All incidents will be dealt with on a case by case basis.

Illegal activity such as theft, image-based abuse, violence or possession of illegal items may result in these matters being referred to the police.

Prohibited Items

- Drugs
- Alcohol
- Cigarettes, E-Cigarettes and smoking equipment
- Prescription drugs
- Weapons or other items that could harm others
- Aerosols and sprays
- Items for buying, selling and trading
- Caffeinated or energy drinks
- Items that are intended to cause offense
- Large amounts of money
- Fire lighting equipment

Pastoral Care and House System

Each student belongs to a small Pastoral Care Group which meets daily and enables students to receive and extend the care and support necessary in a large and busy community. Each school day begins with Pastoral, when students meet their Pastoral Leader for prayer, roll call, information sharing and discussion. Pastoral groups consist of about 20 students from the same year group and House. Pastoral groups also meet regularly for an extended Personal Development and Christian Values program.

Houses of SFX

Our community is split into five Houses, each student and staff member belong to one of the Houses.

House activities include celebrations, competitions, Community Day and athletics carnivals. The House activities create a sense of belonging, community and creates strong bonds across Year groups. The House Points system rewards students for positive contributions to the daily life of the College. The House Spirit Cup is awarded annually to the House displaying positive community spirit across a range of areas.

Pindari	Koorilla	Irin Irin	Gariwang	Dullugal
Wisdom	Passion	Strength	Wonder	Acceptance
High	South	West	East	North



Engagement

The College vision is: Living the truth, Leading with courage and Learning for life.

Students are expected to engage fully in the range of learning activities available to them. This includes classroom activities, homework and assessment. Students are also expected to attend camps, excursions and events related educational programs. Additionally, students are expected to participate in College events such as carnivals and community days.

As a school in the Catholic tradition, students are expected to participate positively and respectfully in Religious Education and Religious Studies classes, masses, liturgies, retreats and reflection days.

The College offers students many opportunities to pursue their passions and talents in intellectual, sporting, artistic and spiritual areas, both as part of the curriculum and in co-curricular activities. Students in all year groups are given opportunities to develop their leadership skills and to serve their community. All students are expected to engage in these opportunities when they are scheduled as part of a year group or other school program.

Consequences for not engaging in the academic program

Students who do not meet the Colleges expectations of engagement will be referred to the relevant Studies Coordinator and may be required to complete tasks outside of class time, re-sit assessments, complete extra learning tasks or be removed from the class. Prolonged disengagement can lead to students not meeting the outcomes of a particular course and may lead to further academic consequences, such as voiding or receiving no grade for the unit.

Breaches of academic discipline (for example, plagiarism or cheating) will be recorded and can result in loss of grade or re-submission of a task.

Senior students study courses under the auspices of the [Board of Senior Secondary Studies](#).

Attendance

Students are required by law to attend on all school days. All absences must be accounted for.

To report an absence:

- email attendance@sfx.act.edu.au
- phone 02 6258 1055
- through Compass Parent Portal – coming soon

[The SFX Student Attendance Policy is available on our website.](#)

Senior students must comply with the attendance requirements of the [Board of Senior Secondary Studies](#).

Sickness and Medication

Any student leaving or absenting from class because of sickness must report to the Subject Teacher before reporting to the Student Office. The Student Office personnel will record the necessary details.

Parents/carers will be notified of their child's illness and arrangements will then be made by the Student Office for the student to return home. The Sick Room is used only for temporary accommodation while the student is waiting to go home. If a student is too ill to be in class, he/she is ill enough to go home.

It is essential that the name and phone number of an available person and an address where he/she may go is on record in Student Office, in case of illness. Students are not to come to College or remain at College if they are ill.

Senior students require a medical certificate or an appointment attendance certificate in accordance with [the BSSS](#).

Medications at College/Excursions/Camps

It is necessary for a student to bring any form of medication and the relevant documentation to College and any College activity. The documentation from the student's parent/carer must include:

- the type of medication
- the dosage required and
- the time the medication needs to be administered.

This documentation must be presented to the Student Office (or to the Teacher on a camp or excursion). The only medication that can be in the possession of the students (at College or on a College camp or excursion) is emergency medication that must always be carried by the individual (e.g asthma or allergy medication). Students found disobeying this rule will have the medication confiscated until their parents have been notified. Only medication supplied by the student with correct documents will be administered. No medication is provided by the College.

Communication

The College uses various communication channels to provide information for students, parents and the community. For general communication and promotional information see:

- [The College website](#)
- Our social media accounts: [Facebook](#) and [Instagram](#)
- [School Calendar](#) which lists events such as Parent/Teacher evenings, year group reflection days, carnivals and assessment periods
- School newsletter published in weeks 3, 6, 9 of each term
- Compass portal
- Parent/teacher evenings are held twice yearly. Bookings for these can be made via our website.

Learning Platform - CANVAS

The College Student Learning Platform **CANVAS** provides up to date information about your child's assessment and results. It also provides details about College events through the SFX Communication classroom. Parent login details are provided by the College. Download the [Canvas Parent App](#) or [login via the website](#).

Compass

Compass is our school management solution that allows parents, students and teachers access to up-to-date and meaningful information about our school and the student's progress.

Compass is used to manage a student's timetable, calendar, attendance, grades, school news and more.

Access the Compass School Portal website: <https://sfx-act.compass.education/> or download the Compass School Portal mobile app: 'Compass School Manager' available from Google Play or Apple App Store.

Contacting the College

To contact the College or a teacher:

- call 02 6258 1055
- email school.office@sfx.act.edu.au
- email a teacher directly using first.surname@sfx.act.edu.au

St Francis Xavier College
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