



Document: Parent Student Handbook 2024-2025  
Publication: 20-March-2024  
Correct at time of publishing. Subject to change.



# Table Of Contents

College Contacts .....	1
Welcome from the Principal .....	2
College Leaders .....	2
The Vision of St Mary of the Angels College .....	3
Welcome from our College Student Leaders .....	5
College Governance .....	6
Governance Structure .....	6
College Expectations in Building our Community .....	7
Learning Advisor Program .....	8
Excursions .....	8
SPARK .....	9
Pastoral Wellbeing .....	10
Student Wellbeing .....	10
Parent Support .....	11
Wellbeing Support to Students, Parents & Carers .....	11
Enrolment Procedures and Timelines .....	12
Entry to Year 7 in 2025 .....	12
Year 8 – 12 Entry .....	12
Learning and Teaching .....	13
Learning and Teaching .....	14
VCE Years 11 and 12 .....	17
Shared Provision .....	17
Vocational Education & Training (VET) .....	18
VET Studies offered in 2024 .....	19
VCE/VET Programs with a Study Score .....	19
Extracurricular Activities .....	24
Student Leadership .....	24
Social Justice Group .....	24
Academic Competitions and Activities .....	24
Physical Education and Sport .....	24
Public Speaking and Debating .....	24
Music .....	24
Dance and Drama .....	25
Franciscan Student Leadership Secondary Program .....	26
Support Services .....	27
Homework Policy .....	28
Uniform .....	30
Tuition Fees .....	32
Tuition Fees .....	32

Bus Fees .....	32
Subject Levies .....	32
Payment of College Fees .....	35
Hardship Provisions.....	35
College Buses .....	36
Safety Rules on Buses .....	36
Disruption to College Bus Services.....	37
College Late Bus.....	38
Appendix 2 - Code of Conduct .....	39
Appendix 3 - Mobile & Electronic Device Policy .....	41



# College Contacts

Street Address:	Chapel Street, Nathalia Vic 3638
Postal Address:	PO Box 141, Nathalia Vic 3638
Phone:	(03) 5866 2222
Facsimile:	(03) 5866 2471
Email:	info@smota.vic.edu.au
Web Site:	www.smota.vic.edu.au

College Office Hours During Term	8.00am – 4.30pm
----------------------------------	-----------------

Principal	Mr Matt Carver
Deputy Principal	
Learning & Professional Practice	Mrs Bev Thorp
Student Wellbeing & Development	Mr Chris Dainton
Assistant to the Principal	Miss Michaela Brooks
-Faith & Charism	

Advisory Council - Chairperson	Mr David Wilkins	
Principal's Assistant / Enrolment Officer	Mrs Andrea Dobson	
Business Manager	Mr Liam Bourke	
Finance Officer	Mrs Teenille Shelton	
Human Resources	Ms Rachael Holt	
Student Reception	Mrs Sandy Kent	
College Promotion & Communication	Mrs Julie Moore	
College Reception	Mrs Christie Schram	
	Mrs Carmel Payne	
E-Communication / Librarian	Mrs Kylie Palmer	
Learning Support Leader	Mrs Amy Tinkler	
Wellbeing Team	Mrs Illana Ballerini/Mrs Liz Withall/Mrs Katie Mills/	
	Mr John Nihill	
Pathways	Ms Sherry Atkins	
Year 7 Team Leader	Mr Heath Plattfuss	
Year 8 Team Leader	Miss Amy Brooks	
Year 9 Team Leader	Mrs Rosina Gemmill	
Year 10 Team Leader	Miss Caitlin McLaughlin/Miss Bridie Moylan	
Senior School Team Leader (Yr 11-12)	Mr Xavier Dowling	
VM Team Leader	Mrs Neroli Eddy	
Bus Operations Manager	Ms Camille Montgomery	0417 058 818

# Welcome from the Principal



Welcome to the community of St Mary of the Angels Secondary College, Nathalia.

St Mary of the Angels Secondary College was established by the Sisters of the Franciscan Missionaries of the Divine Motherhood (FMDM) in 1961. St Mary of the Angels has a strong and rich tradition handed down to us from the Sisters through their Franciscan charism, which focuses strongly on inclusiveness, respect for all of creation, peace and love and most importantly “right relationship”.

Our College is proud to provide students with a varied academic and vocational program with a variety of pathways for students at the senior end of the College.

Our College services communities across North Central Victoria and Southern NSW, which is made possible by St Mary of the Angels own bus system.

We are committed to the development and growth of our students in a supportive and challenging environment that encourages them to be the ‘best that they can be’. We have a strong pastoral care program in the form of a home room system, learning advisors and a pastoral wellbeing team. Our religious education program engages students in learning about our Catholic tradition and provides them with opportunities to enact our beliefs through our Social Justice group and our commitment to the Catholic relief organisation ‘Caritas’.

Opportunities exist for students within our extensive extracurricular program to broaden their horizons and participate in the life of the College, in areas such as the musical production, choir, debating, sport, camps and private music tuition.

Matt Carver – Principal

## College Leaders



**Mr Matt Carver**  
Principal



**Mrs Bev Thorp**  
Deputy Principal  
Learning & Professional  
Practice



**Mr Chris Dainton**  
Deputy Principal  
Student Wellbeing &  
Development



**Miss Michaela Brooks**  
Assistant to the Principal  
Faith & Charism



# The Vision of St Mary of the Angels College

Inspired by the spirit of our Catholic tradition and our patron, St Francis of Assisi, we recognise the inherent dignity of each person who is created in the image and likeness of God. The God-given gifts and talents of each student are nurtured through an education that is grounded in the message of Jesus Christ and gives witness to the Good News.

As an educational community in Sandhurst, we provide a 21st Century education that is both relevant and personal. At St Mary of the Angels, we seek to develop the whole person, through a rich and diverse learning environment that tends to each students' spiritual, intellectual, social, emotional and physical needs. Guided by the example of Saint Francis, we journey with hearts and minds open to the loving presence of God, living in right relationship with all of creation.

Our hope is that as students leave their secondary schooling, they depart as active, engaged and socially responsible individuals who are generous contributors to the wellbeing of all. Furthermore, we have faith that they will be visionary thinkers, who will maintain a life-long love of learning and who, through service within their communities, will live life to the full.



# ST MARY OF THE ANGELS

## VISION STATEMENT

### IDENTITY STATEMENT

**We are a Franciscan educational community; hope-filled, merciful, and joyous.**

### VISION STATEMENT

**Jesus calls us with joy to be a learning community where;**

- We are conscious that all of our actions must be guided by the mercy of God.
- We live in right relationship with the earth and all God's creation.
- Purposeful learning and teaching allows every student to be engaged with intellectual, ethical and spiritual richness.
- We develop leaders who strive to build a just world taking care of the tradition, the spirit and the story of all Australians.
- Each individual is valued and recognised in a safe, accepting and inclusive learning environment.

### GRADUATE OUTCOMES

**At St Mary of the Angels College we aspire for our students to be;**

- Witnesses to the good news of Jesus Christ.
- Active, engaged and socially responsible participants in a diverse and evolving world.
- Visionary thinkers who are passionate about life-long learning.
- On a journey of self-discovery, through service and love of others.



# Welcome from our College Student Leaders

Welcome to St Mary of the Angels Secondary College. Our College provides a smooth transition from primary school into secondary education with a broad range of opportunities for all students. During our six years, we have experienced so much and have had such wonderful opportunities. Our Aboriginal Educational Program, outdoor education camps, year level camps and retreats have helped us to build relationships with our peers and teachers and have given us amazing experiences which we will remember forever.

The teachers and staff at St Mary of the Angels are very welcoming in their approach which helps strengthen our teacher-student relationships providing us with a stronger work ethic. This allows students to be able to approach teachers when having difficulties and to achieve learning goals.

We have fantastic facilities at St Mary of the Angels which helps promote a positive learning experience. The facilities made available to students have been upgraded to support contemporary learning and has made the learning environment more comfortable.

Students at St Mary of the Angels take pride in what the College has evolved into because of their input and work. There is a positive feel and a strong sense of community that is reflected through our day to day activities. Our core values are promoted through community time and other school-wide activities.

The College offers leadership opportunities such as social justice, student representative council, house leaders, performing arts, bus captains, all which help provide students with a voice in our College.

St Mary of the Angels is a terrific school for all students and it has provided us with all the skills, knowledge and experiences required for life after school.



**Lachlan Shepherd**



**Ryan Tranter**



**Liliana De Maio**



**Elly Slatterie**



# College Governance

*'Governance of a Catholic school includes the legal and moral responsibility for and stewardship of the Catholic tradition, the school's story, traditions and resources. Legal, financial and educational accountability are elements of good school governance.'* (Charter of Governance 2012).

Our College follows the Governance structure of Catholic Education Sandhurst Ltd.

## College Advisory Council

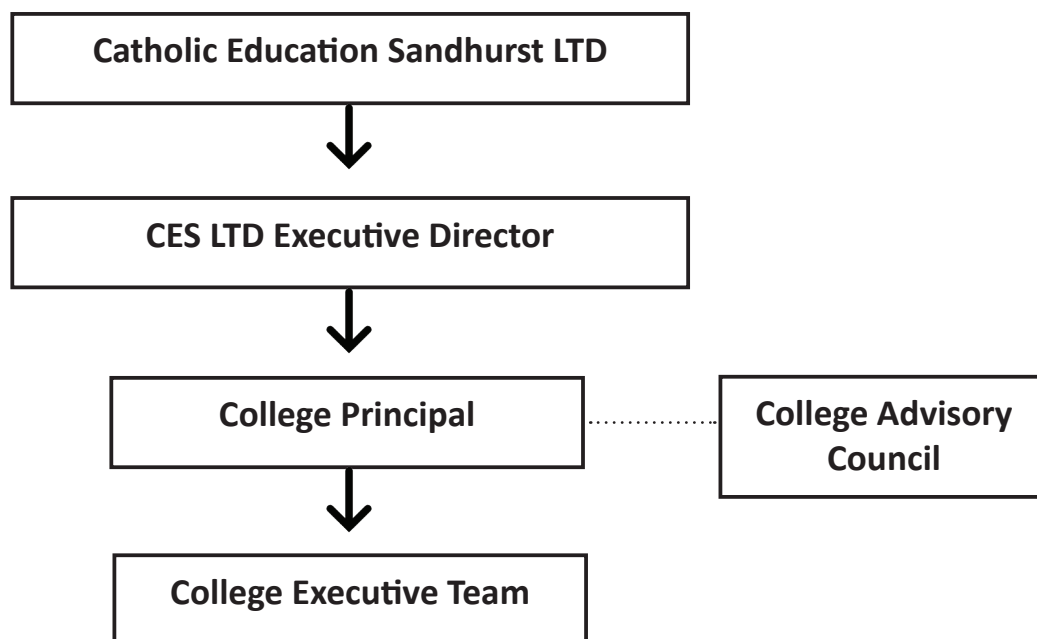
The vision for Catholic Education Sandhurst Limited (CES Limited) is to provide, in partnership with our families, stimulating, enriching, liberating and nurturing learning environments in each of the Catholic school communities within the Diocese. At the heart of this vision is our commitment to the ongoing duty of care that we have for the safety, wellbeing, and inclusion of all children and young people.

We believe:

- That the values of the Gospel are central to who we are, what we do, and how we act.
- In leadership encompassing vision, innovation and empowerment.

CES Limited is the new proprietor (owner and operator) of the existing fifty two schools within the Diocese of Sandhurst which was previously governed under unincorporated governance arrangements. Accordingly, the Board of Directors of CES Limited (the Board) is the governing authority of Sandhurst Catholic Schools as defined under the CES Limited Constitution. CES Limited is committed to working with school leadership and school communities to build thriving Catholic education schools. A key dimension of this collaborative work is the establishment and effective operation of advisory councils to support the work of schools. These advisory councils are not part of the governance structure and as such they sit separately from the delegation and reporting lines to the Board. They are a formation created at a school level to assist the Principal with advisory functions.

## Governance Structure



# College Expectations in Building our Community

## Expectations of all Students

- Students are to attend school regularly, be on time for classes and be properly prepared.
- Students are to contribute to an effective and positive learning environment in the classroom by following instructions and observing classroom rules.
- Students are to contribute to a welcoming, caring and supportive environment by showing consideration for each other and ensuring that their words and actions cause no harm or offence to others.
- Students are expected to strive for personal excellence in all areas of College life. All College staff will do their utmost to foster a learning environment that enables students to actively pursue and achieve excellence.
- Students are to contribute to a safe, orderly environment by moving and acting in a way that is not disruptive or unsafe to themselves or others. The College strictly enforces a “hands off” policy between students in recognition that every student has the right to feel safe at all times within the College.
- Students are to contribute to a secure, clean and pleasant environment by acting in ways which look after their own, other peoples’ and College property. Students are to contribute positively to the health and hygiene of the College and wider surroundings in a manner that is consistent with the importance of preserving and maintaining the natural environment.
- Students are to take pride in themselves by wearing the uniform correctly and acting in a way that reflects well on themselves, their families and their school.

## Commitment to Child Safety

St Mary of the Angels Secondary College, staff and community promotes the safety, wellbeing and inclusion of all children.

All students enrolled, and any child visiting, have a right to feel safe and be safe.

The wellbeing of children in our care will always be our first priority and we have zero tolerance to child abuse.

We aim to create a child safe and child friendly environment where children feel safe and are free to enjoy life to the full without any concern for their safety.

## Democratic Principles Statement

St Mary of the Angels Secondary College supports and promotes the principles and practice of Australian democracy, including a commitment to:

- Elected Government
- The rule of law
- Equal rights for all before the law
- Freedom of religion
- Freedom of speech and association
- The values of openness and tolerance
- Pastoral Care



# Learning and Teaching

## Learning Advisor Program

The Learning Advisor Program involves regular three-way reporting and communication between students, parents/carers and Learning Advisors. This program will deepen the relationships between the three key stakeholders in education: the students, the parents/carers and the College. It will focus on the academic, extracurricular and social needs of each student.

Parents/carers are invited to contact the Learning Advisor at any time for an interview to discuss your child's progress or any other aspect of College life.

Students will be allocated a Learning Advisor at the start of Term 1 and introductory communication will follow soon after.



Learning Advisor Program Meeting

## Excursions

Excursions are viewed as an important aspect of our curriculum. They are designed to enhance the teaching and learning experiences of the classroom. Excursions undertaken by students include camps, retreats, and visits to educational centres, career centres, environmental walks and sporting events. Parents/carers are notified in advance regarding all excursions and all excursions are appropriately supervised.

# SPARK

## What is SPARK?

St Mary of the Angels Secondary College is a Positive Behaviour Support school. This means that St. Mary of the Angels Secondary College recognises the importance of positive relationships among all members of the College community.

The expected behaviours at St Mary of the Angels Secondary College are based on our values: Safe; Purposeful; Accepting; Resilient; Kind (SPARK).

SPARK is a framework that concentrates on establishing and explicitly teaching clear expectations for all students in all settings. Through being proactive in the prevention of problematic behaviours, more time can be spent on fostering positive learning environments to facilitate improved academic and social performance.

## Why SPARK?

At St Mary of the Angels, we continue to live out the values of peace and justice, enriching each other and our community through the joy of learning in a child safe environment. Our Franciscan charism calls us to be a community where each individual is valued and recognised within a rich and diverse learning environment.

SPARK encapsulates these values by strengthening the students' relationships with themselves, teachers, peers and families. In addition to focusing on academics, this holistic approach promotes social emotional wellbeing throughout the entire College community. The SPARK framework is a proactive approach to learning where teaching is targeted at the current social and education challenges that learners face.

 <b>SAFE</b> Be a person that others can trust	<b>I WILL</b> <ul style="list-style-type: none"> <li>• <b>Walk</b> inside</li> <li>• <b>Stay</b> in my assigned area</li> <li>• Use equipment <b>appropriately</b></li> <li>• Keep my hands, feet and objects to <b>myself</b></li> </ul>
 <b>PURPOSEFUL</b> Be relentless in striving to achieve my goals	<b>I WILL</b> <ul style="list-style-type: none"> <li>• <b>Use</b> my diary for school tasks</li> <li>• <b>Be</b> organised for class</li> <li>• <b>Stay</b> on task</li> <li>• <b>Seek</b> help</li> </ul>
 <b>ACCEPTING</b> Focus on what is good about others	<b>I WILL</b> <ul style="list-style-type: none"> <li>• Be <b>mindful</b> of other people's <b>differences</b></li> <li>• Actively <b>listen</b> to others</li> <li>• <b>Cooperate</b> with others</li> <li>• <b>Celebrate</b> everyone's success</li> </ul>
 <b>RESILIENT</b> Think positively and keep trying when times are tough	<b>I WILL</b> <ul style="list-style-type: none"> <li>• Do my <b>best</b></li> <li>• <b>Focus</b> on what I <b>can</b> do</li> <li>• <b>Embrace</b> mistakes</li> <li>• Keep <b>trying</b></li> </ul>
 <b>KIND</b> Do the right thing even when nobody is looking	<b>I WILL</b> <ul style="list-style-type: none"> <li>• Use <b>manners</b></li> <li>• <b>Include</b> others</li> <li>• Be <b>friendly</b></li> <li>• <b>Support</b> a put-down free zone</li> </ul>

# Pastoral Wellbeing

Pastoral Wellbeing is putting into practice those aspects of the College Vision Statement that focus on Christian values, beliefs and the Franciscan charism. The Pastoral Wellbeing of students is a key feature of our role as teachers, it provides opportunities for students to be affirmed in their self worth. Pastoral Wellbeing is integral to the whole College community working together to ensure the full growth of each individual member of that community.



**Illana Ballerini**  
Pastoral Wellbeing

## Student Wellbeing

Pastoral Care is a key aspect of Wellbeing, dealing more specifically with individuals who are experiencing difficulty in their lives. If members of the College community are seen to be in need of support, the Learning Advisor, should be notified in the first instance. Students who are in need of specialist wellbeing support are usually referred to the College Wellbeing Team by either the Homeroom Teacher, Learning Advisor, Year Level Leader or Deputy Principal. Pastoral Wellbeing refer students/families to organisations/services when required and/or requested.



**Katie Mills**  
Pastoral Wellbeing

Pastoral Wellbeing is an important aspect of our College life and culture. It is designed to support students to make good decisions and is aligned with the philosophy of our SPARK Values that we have high expectations of our students and have the support structures in place to enable them to achieve, both personally and academically.



**Liz Withall**  
Wellbeing  
Team Leader

## Homeroom Teacher / Learning Advisor

Each student is under the guidance of a Homeroom Teacher / Learning Advisor whose major role is to ensure that students in his or her group are cared for and that they are an important part of the College community. Where possible the Homeroom Teacher / Learning Advisor will teach their group for one or more subjects. In Year 7 this consistent contact also assists with transition.

Parents/carers who feel their child is experiencing difficulties or issues which are out of the ordinary affecting their child across their subjects should contact their Learning Advisor. Our Year Level Leaders manage the more complex needs at each year level, in conjunction with teachers and parents/carers.



**John Nihill**  
Pastoral Wellbeing

## Year Level Team Leaders

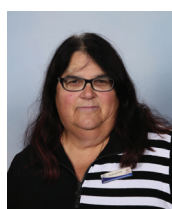
The Year Level Team Leaders develop and implement programs and structures that support Student Learning and Student Wellbeing across their assigned Year Level. They support Homeroom Teachers/Learning Advisors in their role and are the next point of contact after your child's Learning Advisor.



**Heath Plattfuss**  
Year 7 Team  
Leader



**Amy Brooks**  
Year 8 Team  
Leader



**Rosina Gemmill**  
Year 9 Team  
Leader



**Caitlin McLachlan**  
Year 10 Team  
Leaders



**Bridie Moylan**  
Senior School  
Team Leader



**Xavier Dowling**  
Senior School  
Team Leader



**Neroli Eddy**  
Applied  
Learning Leader

## Parent Support

St Mary of the Angels seeks active parental involvement in the College by parents/carers showing support for:

- The Religious Education and Faith Development Program.
- The College student management policy.
- The Parent/Student/Teacher/Learning Advisor interview process.
- Extra Curricular activities.
- Sports days.
- The operating cost of the College through payment of fees.
- The College Building Fund.
- Fund raising initiatives.
- Attendance at College formal gatherings and social functions.

## Wellbeing Support to Students, Parents & Carers

### Counselling at St Mary of the Angels Secondary College

#### Things You Should Know

The College provides a Wellbeing Support service for its students as part of its pastoral wellbeing service. This is provided via the College Wellbeing Support Team.

Students are encouraged to make use of this service if they need assistance. There are, however, a number of things that students and their parents/carers should know before using the Wellbeing service.

- Records will be made of counselling sessions and because the Wellbeing Team are employees, those records belong to the College, not the wellbeing team members.
- The College is very conscious of the need for confidentiality between Wellbeing team members and student. However, at times it may be necessary for the Wellbeing team members to divulge the contents of discussions or records to the Principal, Deputy Principal (Student Wellbeing & Development) and/or the student's relevant Year Level Team Leader.
- It is also possible that the Principal, Deputy Principal or relevant Year Level Team Leader may need to disclose aspects of discussions with counsellors to others in order to assist the student.
- Where a disclosure is made it would be limited to those who need to know, unless the student provides consent to some wider disclosure.
- Signed consent may be provided by either Parent, Carer or Student for Wellbeing services to be ongoing.

We emphasise that disclosures (if any) would be very limited; however, if a student does not wish to engage with the College Pastoral Wellbeing Team, if needed the student may be referred to a variety of services from outside the College.

Please Note: A referral to an outside service and transfer of information consent must be signed by a parent or carer only.



# Enrolment Procedures and Timelines

## Entry to Year 7 in 2025

Enrolment forms are available from the College Office or can be downloaded from the College website, [www.smotanathalia.catholic.edu.au](http://www.smotanathalia.catholic.edu.au).

An Information Evening for prospective families is held at each of the venues below each year. All evenings will commence at 7.30pm. These evenings are to give parents/carers an introduction to the College, its history and to answer questions about the College.

St Mary of the Angels Secondary College, <b>Nathalia</b>	Monday 29 <sup>th</sup> April, 2024 (7.30pm)
St Joseph's Primary School, <b>Cobram</b>	Wednesday 1 <sup>st</sup> May, 2024 (7.30pm)
St Joseph's Primary School, <b>Numurkah</b>	Monday 6 <sup>th</sup> May, 2024 (7.30pm)
Tocumwal Golf Club, <b>Tocumwal</b>	Wednesday 8 <sup>th</sup> May, 2024 (7.30pm)
St Mary of the Angels Secondary College, <b>Open Day</b>	Wednesday 15 <sup>th</sup> May, 2024 (Bookings essential)
Year 7 Information Night - <b>Nathalia</b>	<b>Wednesday 13<sup>th</sup> November</b> <b>&amp; Tuesday 19<sup>th</sup> November 2024</b>
Year 7 Orientation Day - <b>Nathalia</b>	<b>Tuesday 3<sup>rd</sup> December, 2024 - All Day</b>

Enrolment applications close on **Friday 28<sup>th</sup> June, 2024**. It is necessary to have a clear indication of Year 7 students for 2024 by this date so that appropriate planning can take place.

A preparation evening for those students enrolled to attend Year 7 in 2025 will be conducted by the Principal and teachers to provide prospective families with valuable insights into the operation of the College and the major issues associated with the transition of students from primary to secondary education. Teachers and students will be available to conduct College tours and to answer questions from parents/carers and students relating to enrolment and all aspects of College life.

Orientation day for 2025 Year 7 students is scheduled to take place on **Tuesday 3<sup>rd</sup> December, 2024**.

## Academic Scholarships Offered

Academic Scholarships will be offered to Year 7 students enrolling in 2025 and Year 10 students in 2025. This Scholarship will have a life of 3 years. The scholarships will be offered to students on the condition that academic performance continues to be of a high standard in ensuing years together with a commitment to the College. Scholarships are open to all students who are enrolling in Year 7 or continuing in Year 10.

Scholarship paperwork will be available from Monday 29<sup>th</sup> April, 2024 from the College Office and at all Preparation evenings. **Applications close Friday 31<sup>st</sup> May, 2024. LATE applications CANNOT be accepted.**

## Year 8 – 12 Entry

Applications may be lodged with the College at any time in the school year; however, parents/carers should be aware that some classes might be full after the elective selection process is completed. This may result in some limitation to subject selection. Applications lodged by early August should enable students to participate in the full selection process for the following year.

# Learning and Teaching

St Mary of the Angels is proud of the strength of its core curriculum and is pleased to be able to offer students a broad range of electives from which to choose. Students increasingly have the responsibility of selecting their course of studies as they move through the College. Such choices are made in consultation with parents/carers, their Learning Advisors, the Deputy Principal - Learning & Professional Practice, the Senior School Leader and the Careers/Pathways Team.

## Year 7

**Core Subjects:** Religious Education, Integrated English/Humanities, Mathematics, Health & Physical Education, Science and Languages - Italian

All Year 7 students participate in the electives listed below:

- **Arts** – Art, Drama, Music
- **Technology** – Foods, Wood/Plastics, Agriculture/Textiles, ICT
- **Personal Development** – RRRR (Rights, Responsibilities & Cyber safety)

## Year 8

**Core Subjects:** Religious Education, English, Mathematics, Health & Physical Education, Science, Humanities and Languages - Italian.

Year 8 students study two Arts and Technology electives each semester from the selected studies list below.

## Year 8 Selected Studies – offered in 2024

Foods	Art	Music	Music
Creating with Wood	Drawing	Fabric & Fashion	Drama
Metal	Painting	Horticulture & Sustainability	Plastics
Patchwork	Small Engines	Design Create Outdoor Living	Major Games
Sculpture			

**Note: Final offerings depend upon student demand. Some classes may be at maximum capacity and therefore unavailable to students enrolling after the start of the year.**



**Sean O'Brien 7-9 &  
Michaela Brooks 10-12**

RE Leaders



**Jane Hando**

English Leader



**Pending**

Maths Leader



**Andrew Blackbourn**

Science Leader



**Ross Burgmann**

Humanities Leader

# Learning and Teaching

## Year 9

**Core Subjects:** Religious Education, English, Mathematics, Science, Humanities and Health & Physical Education

Students in Year 9 will study three electives in each semester from the list below.

## Year 9 Selected Studies – offered in 2024

Art	Ceramics	Fit to Lead	Design & Create Outdoor Living
Rods & Rockets	Drama	Drawing	
Forensics	Fun Through Fitness	Furniture Making	Get on Your Bike
Foods	Ag Horticulture	Metal	Music
Painting	Patchwork	Preparing for the Workplace	
Sculpture	War & Conflict	The Pacific	

**Note:** Final offerings depend upon student demand. Some classes may be at maximum capacity and therefore unavailable to students enrolling after the start of the year.



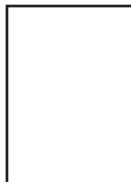
**Liam Evans & Darcy  
Witcombe**

Health & PE Leaders



**Dani Blain**

Languages Leader



**Jack Tynan**

Technology Leader



**Kim Carter**

Arts Leader



**Amy Tinkler**

Learning Support  
Team Coordinator



# Learning and Teaching



Music



Rods & Rockets



Foods



Technology



Fit to Lead



Art



# Learning and Teaching

## Year 10

In Year 10, we offer both the standard Year 10 curriculum, and an Applied Learning option for some students. All students, regardless of program, will study English and Mathematics as core subjects.

In the standard Year 10 program, students will also undertake core study in Religious Education, Science and Humanities for both semesters 1 and 2; and will select from three elective studies per semester.

The Applied Learning Pathway is an alternate learning opportunity for students who will spend one day per week in either work placement or completing a Vocational Education Training (VET) study. These students will be supported by the Program Leader and will work closely with our Pathways staff. Applied Learning students will be engaged in Religious Education studies by engaging in community service, and will undertake Science and Humanities studies through project based learning. They will select from two elective studies per semester.

Students in both the standard Year 10 program and the Applied Learning Pathway may apply to study either the Victorian Certificate of Education (VCE) or the Victorian Certificate of Education – Vocational Major (VCE – VM) in Year 11. Careful consideration should always be given to ensure adequate preparation for any future VCE studies.

Students moving into Year 10 are encouraged to consider completing a VCE study or VET course as part of their Year 10 program. Given appropriate advice, these options can cater to students' individual needs. The process for selecting and accessing these options is outlined to students and parents/carers in Term 3.

Careers, pathways, the workplace and work experience are integral elements of study for all Year 10 students throughout the year.

## Year 10 Electives offered in 2024

Physical Education & Health Concepts

Agriculture/Horticulture

Applied Learning Program

Art 2D

Change & Conflict

Foods of the World

Exercise Science & Biomechanics

Intro to VCE

Biology & Chemistry

Maths Methods

Journalism

Karts

Drama

Art 3D

Metalwork

Money Talks

Music

Photography

Psychology & Mental Health

Pots, Plates & Plaques

VCE Outdoor & Enviro Studies\*

Design & Build Wood

VET Subjects:

Building/Construction \*

Electrical \*

Engineering \*

Salon Assistant \*

Hospitality \*

Automotive \*

(\* will incur additional fees)

## VCE Years 11 and 12

A comprehensive range of subjects is offered at VCE level. These include:

Art	Literature
Biology	Maths Methods
Business Management	Media
Chemistry	Outdoor & Environmental Studies
Drama	Physical Education
Economics	Physics
English	Product Design & Technology
Food Studies	Psychology
Foundation Maths	Religious Education
General Maths	Sociology
Geography	Specialist Maths
Health & Human Development	Systems Engineering
History	Vocational Major
Legal Studies	

VCE classes are offered in conjunction with the Nathalia Secondary College. A small number of select subjects are offered through the Virtual School Victoria. These subjects are studied via correspondence, with a nominated supporting teacher.

## Shared Provision

St Mary of the Angels Secondary College has contributed to and benefited from a unique partnership model of education since 1978.

In addition to forging partnerships with a range of community, sporting and cultural groups within the local region and indeed further afield through the College's Year 9 immersion program, St Mary of the Angels is an active participant in a local education network of primary and secondary schools. This network is known as the Nathalia Learning Community.

Most notably, the College's partnership with the Nathalia Secondary College has enabled a broadening of the VCE curriculum both in terms of the range and number of classes it can offer students.

More recently, the opening of the Trade Training Centres has expanded VET options for our students. We currently offer a range of VET (Vocation Education Training) subjects offered across St Mary of the Angels, Nathalia Secondary College and St Augustine's College, Kyabram.

These partnerships have and remain vital for their contribution to the quality and range of education options we can offer students, which are comparable to schools much larger than ourselves.



## Vocational Education & Training (VET)

Vocational Education & Training (VET) focuses on providing students with the opportunity to acquire specific workplace training in a hands on based approach to learning. VET subjects are nationally accredited and are therefore recognised across Australia. In order to 'pass' or receive 'competency' in a VET subject, students must complete a series of units or modules to the required standard. All VET subjects have an Occupational Health and Safety component to them. The connection between the skills gained in the work shop or 'prac' situation can be very appealing for some students. A student may complete a VET subject whilst completing their VCE and/or VCE ( Vocational Major).

If 'competency' is achieved, VCE/VET will contribute towards a 'satisfactory' completion of VCE studies. Competency in a VET subject can also lead to further training at TAFE. VCE/VET programs that have Units 3 & 4 can be included in the calculation of the ATAR. To obtain an ATAR score, the VCE/VET subject must be one where a scored assessment is available and an external exam is completed. More information is available from the Careers/Pathways Leader.

**(VET will incur additional fees)**

## Australian School-Based Apprenticeships and Traineeships

A School-based Apprenticeship or Traineeship is when you combine paid work, school and training to receive a qualification that is recognised Australia wide. Apprentices and trainees generally learn industry skills by combining on-the-job paid work with training at a TAFE institute or other provider.

The training is for a vocational qualification at Certificate II, III or IV level.

School-based Apprenticeships and Traineeships can count towards completion of student's VCE or VCE ( Vocational Major). This works in the same way that VCE/VET programs do by giving credit as Units 1-4 or as block credit. School-based Apprenticeship or Traineeship programs usually contribute to the ATAR in the same way that VCE/VET programs do.

## VET Studies offered in 2024

Agriculture/Horticulture	<b>Electrical *</b>
Allied Health	Electro-Technology
Animal Studies	<b>Engineering *</b>
<b>Automotive *</b>	Equine Studies
	Furnishing (Cabinet Making)
Beauty Services	<b>Salon Assistant *</b>
<b>Building/Construction *</b>	Horticulture
Business	<b>Hospitality *</b>
Children's Services	Plumbing
Computers: CISCO	Retail
Community Services	<b>Sport &amp; Recreation*</b>
Creative Industries (Media)	Tourism
Design	

(\*VET will incur additional fees)

The VET studies in **BOLD** are offered as part of our Trade Training Centre Consortium with Nathalia Secondary College and St Augustine's College, Kyabram. Sport and Recreation, Electrical and Engineering are offered in Kyabram (transport provided), the others are offered in Nathalia. More information is available from the Pathways Team.

## VCE/VET Programs with a Study Score

VCE/VET programs are vocational training programs approved by the VCAA. VCE/VET programs lead to nationally recognised qualifications, thereby offering students the opportunity to gain both the VCE and a nationally portable VET qualification. Selected VCE/VET programs offer scored assessment for Units 3 and 4.

The study score can contribute directly to the ATAR as one of the student's primary four scaled studies or as the fifth or sixth study.

Where a student does not wish to receive a study score or any grade for a VCE/VET program, that student does not have to undertake the examination.

The following VCE/VET programs have a study score available to students undertaking the relevant Units 3 and 4 sequence:

Business	Furnishing
Community Services	Hospitality
Dance	Information Technology
ElectroTechnology	Interactive Digital Media
(to be renamed Integrated Technologies)	Laboratory Skills
Engineering Studies	Music Industry
Equine Industry	Sport and Recreation
Financial Services	

## Learning and Teaching



VET Hospitality



VET Automotive



VET Building & Construction



## Learning and Teaching



VET Sport & Recreation



VET Engineering



VET Hairdressing



VET Music



## VCE Vocational Major

The VCE Vocational Major is an alternative pathway to the VCE at Years 11 and 12. Its focus is on hands-on, experiential and applied learning and is therefore, a popular choice for students who enjoy this style of learning. Students who study the VCE Vocational Major are likely to go on to complete further training at a TAFE institute, doing an apprenticeship or traineeship or seeking employment after secondary College. Some universities will consider students who have completed VCE Vocational Major.

The VCE Vocational Major gives students:

- practical work-related experience
- employability skills
- literacy and numeracy skills
- personal skills that are important to life and work.

The VCE Vocational Major program at St Mary of the Angels incorporates community partnerships as a requirement of the students' Personal Development component. The initiation and development of strong links with organisations includes such as Nathalia RSL, Nathalia Mens Shed, St Francis and Nathalia PS, Nathalia Hospital and the GRAIN Store. These organisations provide great opportunities for St Mary of the Angels VCE Vocational Major students to experience real life hands-on learning applications.

Students also participate in gaining accreditation in Community Service, Barista and Food Handling Certificates, Responsible Serving of Alcohol and First Aid. This will enable the VCE Vocational Major students to be work ready for either part time or future full time employment. VCE Vocational Major is an excellent pathway for students who learn in a hands on environment.





# Learning and Teaching



Vocational  
Major  
Community  
Partnerships





# Extracurricular Activities

## Student Leadership

The College provides opportunities for student leadership throughout all year levels. These leadership opportunities include College Leaders, Student Representative Council (S.R.C), Bus Captains, House Leaders, Social Justice Leaders, FIRE Carriers and Arts Leaders.

The development of leadership skills is emphasised through leadership excursions and organisational planning. These leaders are the voice of our students and play a vital role in the life of the College. They should always show pride and respect for the College and its community through modelling Gospel values.

## Social Justice Group

"Justice Matters" is the name of the St Mary of the Angels Social Justice Group. The name represents our acknowledgement of the importance of social justice and highlights our purpose – to inform, discuss and act on social justice issues and matters. Through meetings and activities we raise awareness for ourselves and the College Community of social injustice issues and, where appropriate, raise money to help organisations project compassion, such as Caritas, in their work for a more just world.

## Academic Competitions and Activities

Students have the opportunity to participate in national English, Maths, Science, Humanities and Information Technology competitions as an extension of the work they undertake at St Mary of the Angels.

## Physical Education and Sport

Sporting activities are conducted both within the College and on an interschool basis.

The College competes against other secondary schools in swimming, cross-country, athletics and winter sports. It also has teams that compete in various netball, football and athletic carnivals. Extended state-wide competitions and carnivals are made available for students. Cycling, bush walking, recreational sports and snow skiing are incorporated into the regular Physical Education and Outdoor Recreation programs.

## Public Speaking and Debating

We provide a range of extracurricular opportunities across all year levels for students to be involved in public speaking and debating at St Mary of the Angels. These include: Lions Youth of the Year and the Legacy Junior Speaking Award.

## Music

Classroom music is part of the core curriculum for students at Year 7 and an elective at Years 8 – 10, depending on student classes. The College organises private tuition for students – single or combined sessions for guitar, drums, keyboard, saxophone and vocals. Students who undertake these activities are withdrawn from classes on a rotational basis. The College has a choir and band. All students are welcome and encouraged to participate.

# Extracurricular Activities

## Dance and Drama

The College provides the opportunity for students to perform in drama and dance activities. The current focus is on a College production each year. These performances bring the whole College community together and involve all students who wish to participate.

Last year's College Drama Production is "Big Fish", where students from across the year levels have an opportunity to participate either on stage or behind the scenes.



Dance & Drama





## Extracurricular Activities

### Franciscan Student Leadership Secondary Program

As a Franciscan school, St Mary of the Angels College embraces the teachings and charism of St Francis of Assisi.

St Francis was a leader of his time and the example of his servant leadership endures today. In Mark's Gospel, Jesus said "whoever wishes to be the greatest among you must be the least" (Mk 10:43) and "I came not to be served, but to serve." (Mk 10:45) St. Francis showed this servant attitude of Christ in his own life, advocating for others in a spirit of care and compassion. Both Jesus and Francis show us that leaders are to be servants to those they lead, putting what is good for others ahead of themselves as they strive for the Common Good. Being a leader is not easy, and even Francis had to learn some skills to help him become an effective leader of his group of friars.

#### What will the program provide?

The Franciscan Student Leadership Program is an opportunity for students in Years 10 and 11 at St Mary of the Angels to strengthen their leadership skills and seek to build on their leadership potential with the opportunity to make a tangible difference to our College and the local community, just as St Francis did.

Students will be exposed to different ways of leading, they will have an opportunity for self-reflection, they will learn about more formal aspects of leadership such as meeting processes and protocols, all whilst building their capacity to be leaders in a variety of settings. Participants will also have the opportunity to learn from other dedicated leaders, both from inside and outside the College, in order to further embrace the positives as well as the challenges faced with leadership.

During the program, students will be encouraged to step outside their comfort zones and become involved in new and different experiences, including public speaking, running meetings and learning how to be a good ambassador. Their journey will provide them with a strong insight, not only into the College and the wider community, but also themselves, through personal reflection.

**Pictured, 2023 Students undertaking the Franciscan Student Leadership Program with Director of Catholic Education Sandhurst, Paul Desmond.**



# Support Services



# Homework Policy

## Why?

Homework is an integral part of each subject's curriculum providing continuity between school and home. It allows a student to become an active participant in their own learning outside of the College environment and promotes the learning process as a means of enjoyment and self-fulfilment. Homework provides students with the opportunity to use initiative and be responsible for their own education. Homework is usually completed on weeknights. As students progress to higher year levels there may also be a necessity to complete homework tasks on the weekend. In doing homework students learn positive study and revision habits.

## Types of Homework

- Consolidation of work completed during the day
- Extending a student's knowledge about what has been learned
- Assignments and research work
- Completing tasks not completed by the student at school
- Reading, note taking, summarising
- Completing practice questions or drafts

## Homework Times

Homework is a necessary part of secondary school. As the student progresses through their secondary education the amount of time required to complete homework tasks should increase.

The time students could reasonably expect to spend on homework are:

Year Level	Homework Recommendation
7	<b>Semester 1:</b> English and Maths: 15 mins per night / 1 hour per week <b>Semester 2:</b> English and Maths: 15 mins per night / 1 hour per week Other subjects: ½ hour per subject every 2-3 weeks.
8	½ to 1 hr per day / ½ hour per subject per week
9	1 – 2 hrs per day / 1 hour per subject per week
10	1 – 2 hrs per day / 2 hours per subject per week
11	2 – 3 hrs per day / 3 hours per subject per week
12	2 – 3 hrs per day / 4 hours per subject per week



# Homework Policy

Teachers give adequate time for research and preparation for particular assignments. We encourage the student to learn how to manage their available time, i.e. not wait until the night before to begin, and not to spend hours on unnecessary detail and decorations.

On occasions when a student has no set homework to complete they are encouraged to revise or do wider reading.

Parents/carers who are concerned about their child's homework are advised to contact the Homeroom teacher or Learning Advisor.

## Homework Club

Every Wednesday after school from 3.30pm until 5.00pm Term 1 and 3.30pm until 5.30pm Terms 2, 3 and 4, we operate a supervised Homework Club. It's an opportunity for students to work together on their homework in familiar surroundings and students often find this particularly helpful. Homework Club is not additional tuition, simply a supervised means of working together.

St Mary of the Angels also provides a late bus service (bookings essential) to assist with returning home after Homework Club. See the Late Bus section of the Handbook.

## School Times

### Note: Thursday has an allowance for "Community Time"

So that you will be familiar with the pattern of a school day, a regular week's timetable is shown below:

Monday, Tuesday, Wednesday, Friday		Thursday	
<b>Home Room</b>	8.45 - 9:00am	<b>Home Room</b>	8.45 - 9:00am
Period 1	9.00 - 9.50 am	Period 1	9.00 - 9.45 am
Period 2	9.50 - 10.40 am	Period 2	9.45 - 10.30 am
<b>Recess</b>	10.40 - 11.10 am	<b>Recess</b>	10.30 - 10.55 am
Period 3	11.10 - 12.00 noon	Period 3	10.55 - 11.40am
Period 4	12.00 - 12.50 pm	Period 4	11.40 - 12.25 pm
<b>Lunch</b>	12.50 - 1.40 pm	<b>Community Time</b>	12.25 - 1.05 pm
Period 5	1.40 - 2.30 pm	<b>Lunch</b>	1.05 - 1.50 pm
Period 6	2.30 - 3.20 pm	Period 5	1.50 - 2.35 pm
<b>Home Room</b>	3.20 - 3.25 pm	Period 6	2.35 - 3.20 pm
<b>Dismissal</b>	3.25 pm	<b>Home Room</b>	3.20 - 3.25 pm
		<b>Dismissal</b>	3.25 pm

# Uniform

The College has a distinctive uniform for both our male and female students who are encouraged to take pride in wearing it neatly. Should a student be unable to be in correct uniform, they are requested to present a signed and dated note from a parent/carer, to their homeroom teacher during Homeroom. The note should explain why they are not in school uniform and the steps being taken by parents/carer/student to rectify the situation. A student consistently out of uniform without sufficient reason may enter the 'Student Management' framework. All uniform articles must be clearly marked with the student's name. It is the student's responsibility to wear the uniform neatly at school and while travelling to and from school. Make-up and jewellery are not part of the school uniform. Sleepers, studs and watches may be worn under the conditions outlined below. Normally there are transition periods between summer and winter uniform in the first weeks of Terms 2 and 4.

## Blazers & Backpacks

All pieces of the St Marys uniform are supplied by 'Worklocker' in Cobram, with the exception of the College blazer and backpack which are sold directly from the College. The College blazers are to be worn to and from school during Terms 2 and 3. New blazers cost approximately \$130.00. The College back pack cost is \$65.00.

## Hats

Students must wear a hat outdoors during Terms 1 and 4. The wearing of a College hat is compulsory. Students may only wear the hats approved as part of the uniform. The College hats are available from Worklocker Cobram or the College Office for \$18.50.

## General Appearance

Students are expected to wear clothing that is clean and tidy. Hair must be clean and tidy and shoes should be polished regularly. Boys are expected to be clean-shaven; beards or moustaches are not permitted. Ties are to be worn correctly and shirt tails are to be tucked in (winter uniform) unless the shirt is a square-bottomed shirt (summer). The College Blazer is to be worn to and from school and other times as required during Terms 2 and 3. It is to be worn on special occasions and ***as the alternative to the jumper, if for some reason the jumper cannot be worn*** during Terms 1 and 4.

- A mix of school uniform and sports uniform (eg; sneakers with school uniform) is not permitted.
- The acceptable College dress and skirt length is at or below the knee.
- Jewellery is not permitted with school uniform. One pair of either sleepers or studs (not both) may be worn, (sleepers no more than 1 cm diameter, studs no larger than 4mm), but only one in each earlobe and they must be plain silver or gold. Spacers are not allowed. No rings are allowed. No bracelets are allowed. No necklaces are allowed other than a small plain silver or gold crucifix.
- No visible body piercing or tattoos– piercings must be either clear (must not be noticeable), taped or removed. All body piercings are to be removed for PE or other activities.
- College supplied scarves are only to be worn.
- Combs, hair bands and ribbons are to be in College colours (white, navy blue or maroon) and plain.
- No coloured nail polish or make-up of any kind.
- No extreme unnatural hair colours.
- Traditional black leather polishable shoes with no logos (Skate shoes/Vans/Cons etc are not acceptable).
- No coloured T-shirts or long sleeve shirts under any uniform. Plain white singlets or T-shirts only.
- As an Occupational Health and Safety issue, shoes must be fastened at all times, while coming and going, and while at school.

# Uniform

<b>FEMALES</b>	Approx. Cost 2024*subject to change	<b>MALES</b>	Approx. Cost 2024*subject to change
<b>SUMMER</b>		<b>SUMMER</b>	
Checked School Dress (cost depends on size)	\$94 - \$102		
White Short Sleeve Shirt	\$40 - \$45	White Short Sleeve Shirt – square bottom	\$42.50
Maroon V-neck jumper (Yr 7 – 10) <b>or</b>	\$116.50 - \$143.50	Maroon V-neck jumper (Yr 7 – 10) <b>or</b>	\$116.50 - \$143.50
Navy V-neck jumper (Yr 11 – 12)	\$116.50 - \$143.50	Navy V-neck jumper (Yr 11 – 12)	\$116.50 - \$143.50
Navy Shorts	\$54 - \$57	Navy Shorts	\$38 - \$45.50
Hat	\$18.50	Hat	\$18.50
White socks		White/Grey Socks	
Traditional Black Polishable Leather School Shoes		Traditional Black Polishable Leather School Shoes	
<b>WINTER</b>		<b>WINTER</b>	
College Skirt (checked) <b>or</b>	\$134.50	Grey School Trousers - Kids 10-18	\$62.50
College Slacks (grey)	\$105	- Men's 3-12	\$68.50
*College Blazer (Year 7 – 12)	\$130	*College Blazer (Year 7 - 12)	\$130
Maroon / Navy V-neck jumper	\$116.50 - \$143.50	Maroon / Navy V-neck jumper	\$116.50 - \$143.50
White long-sleeved shirt	\$36	White Long Sleeve Shirt	\$36
Navy College tie	\$26.50	Navy College Tie	\$26.50
Navy stockings (or white socks with skirt)		Grey Socks	
Grey or White socks with slacks		Traditional Black Polishable Leather School Shoes	
Traditional Black Polishable Leather School Shoes		Black Belt	
<b>Physical Education</b>		<b>Physical Education</b>	
Maroon College Polo Shirt	\$43	Maroon College Polo Shirt	\$43
Navy Sports shorts	\$24	Navy Sports shorts	\$24
PE Tracksuit Tops	\$70	PE Tracksuit Tops	\$70
Pants	\$47.50	Pants	\$47.50
White Sports Socks		White Sports Socks	
<b>Swimming</b>		<b>Swimming</b>	
One-piece swimsuit or Long Swim Top ( <b>not Bikini</b> )		Board Shorts above the knee	

All uniform available from Worklocker Cobram except \*College Blazer & College Backpack available from College only.

Worklocker Cobram  
8 Main Street, Cobram Vic 3644 | Ph: 03 5872 1221

## Tuition Fees

St Mary of the Angels is a not for profit Catholic Secondary College, which receives funding from both the Commonwealth and State Governments; however, this funding falls short of the actual running cost of the College and it is expected as in all Catholic schools that 'Tuition Fees' will provide the balance of the funds necessary to ensure excellent educational outcomes.

College fees at St Mary of the Angels are crucial to the ongoing operations budget of the College. The ability of the College to educate your child to their maximum depends upon the collection of fees. The College also recognises the financial impact of fees on parents/carers, so we endeavour to keep increases to a minimum. For families with more than one student attending the College in the same year, a family discount applies calculated as 10% of the second students Tuition Fees. Where there are more than two students from the same family attending the College in the same year, the fee will be capped at the rate for two students.

Reductions in school fees available to families holding health care cards and who complete a CSEF (Camps, Sports And Excursions) application.

Fees for a forthcoming year are calculated in late December of the current year.

## Bus Fees

The Bus Fee for each Victorian student travelling on a St Mary of the Angels College Bus for 2024 is \$550.00 (see additional bus information at the back of this booklet).

## Subject Levies

St Mary of the Angels understands that parents/carers need to be aware of the total cost of their child's education, so we have calculated the annual amount required for all subject levies, excursions, performances, camps and other activities associated with educational programs of the College. This allows us to advise parents/carers of the true cost of their child's education, with very few 'hidden' extras.

The only additional costs occur when a student enrolls in specific programs, some of which carry additional costs such as Outdoor Education. Subjects or electives that use the services of an external training body for courses such as VET Courses including VET Hospitality, Hairdressing, Building and Construction, will occur an additional cost for materials and/or equipment.

Where a specific subject involves additional costs, parents/carers will be advised as early as possible to ensure that they can make informed decisions.

# SMOTA Correct Uniform Policy

## SUMMER







**White short sleeve Shirt**  
Year 7 - 12



**College V-Neck Knit Jumper**  
Navy - Yr 11 - 12  
Maroon Year 7 - 10



**College Blazer**  
Year 7 - 12




**Navy Shorts**  
Year 7 - 12




**College Hat**  
Year 7 - 12



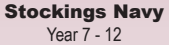
**College Dress**  
Year 7 - 12



**PE Tracksuit; Top & Shorts  
College Polo Shirt & College Hat**  
Year 7 - 12



**Socks Grey or White**  
Year 7 - 12



**Stockings Navy**  
Year 7 - 12



**School Shoes  
Traditional Black Polishable Leather**  
Year 7 - 12

**PLEASE NOTE**

\*\*\*T-shirts ARE NOT PERMITTED  
\*\*\* Logos/printing other than the College Logo are not permitted

The College has a distinctive uniform for both our male and female students who are encouraged to take pride in wearing it neatly. Should a student be unable to be in correct uniform, they are requested to present a signed and dated note from a parent/carer, to their homeroom teacher during Homeroom. The note should explain why they are not in school uniform and the steps being taken by parents/carer/student to rectify the situation.

**Uniform items available at:**  
**WORKLOCKER COBRAM**  
8 Main Street Cobram VIC 3644  
Phone: (03) 5872 1221  
Email: [cobram@worklocker.com.au](mailto:cobram@worklocker.com.au)





# SMOTA Correct Uniform Policy

## WINTER



**White long sleeve Shirt**  
Year 7 - 12

**College V-Neck Knit Jumper**  
Navy - Yr 11 - 12  
Maroon Year 7 - 10

**College Tie**  
Year 7 - 12

**College Blazer**  
Year 7 - 12

**Grey Slacks**  
Year 7 - 12

**College Skirt**  
Year 7 - 12

**PE Tracksuit; Top & Pants College Polo Shirt**  
Year 7 - 12

**Socks Grey or White**  
Year 7 - 12

**Stockings Navy**  
Year 7 - 12

**School Shoes Traditional Black Polishable Leather**  
Year 7 - 12

### PLEASE NOTE

The College has a distinctive uniform for both our male and female students who are encouraged to take pride in wearing it neatly. Should a student be unable to be in correct uniform, they are requested to present a signed and dated note from a parent/carer, to their homeroom teacher during Homeroom. The note should explain why they are not in school uniform and the steps being taken by parents/carer/student to rectify the situation.

\*\*\*T-shirts ARE NOT PERMITTED

\*\*\* Logos/printing other than the College Logo are not permitted

**Uniform items available at:**  
**WORKLOCKER COBRAM**  
8 Main Street Cobram VIC 3644  
Phone: (03) 5872 1221  
Email: cobram@worklocker.com.au



## College Fees continued...

### The fees for St Mary of the Angels Secondary College for 2024:

Year Level	Tuition	Plus Bus (if applicable)
Year 7-8	\$3,912.00	\$550.00
Year 9-12	\$4,028.00	\$550.00

***All fees are free of GST and  
subject to review for 2025***

### Payment of College Fees

The payment of fees is essential to the running of the College and the provision of a quality education for all of our students.

We offer a Direct Debit system for fee payment. Parents/carers may indicate the amount and frequency of regular payments from your account. As the entries are initiated by the College, there is little or no cost to parents/carers.

Accounts for annual fees will be sent out early in Term 1, and it is expected that payment in full will be made prior to the end of Term 2, unless arrangement has been made with the College. The College is prepared to accept a wide variety of payment methods and timetables. For further information regarding fees, please contact the Business Manager.

### Hardship Provisions

In genuine cases of hardship, the College will work with parents/carers to ensure that no student is denied access to courses of study due to financial difficulties. All discussions and decisions are treated in strict confidence. For further information, please contact the Business Manager.

### Refunds – Tuition Fees

It is College policy not to give refunds for non-attendance by students at individual activities or for extended periods. All activities are financed on the basis of full attendance by all students.

When students transfer to another College, or gain employment during the year, the College may make a credit adjustment, based on an approximate pro-rata method.

### Building Fund

The construction of new buildings, maintenance and upkeep of existing buildings and new capital items are funded from direct donations to the College Building and Maintenance Fund. The Building and Maintenance Fund is an accredited Deductible Gift Recipient account, and donations are fully tax deductible.

Donations to the Building Fund may be made by contacting the Business Manager.

# College Buses

The majority of our students travel to and from school on St Mary of the Angels fleet of College buses. It is, therefore, very important that the following points are studied carefully by you and we strongly request that you discuss these points with your child/children.

All students need to remember that they are representatives of the College as they travel to and from school. They should be careful that their behaviour reflects high personal standards that should be typical of St Mary's students. As well as obeying any laws which are applicable, students should also remember to observe traditional rules of politeness. Students are expected to wear the uniform correctly and to avoid misconduct.



**As it is clearly impossible to supervise students travelling to and from school under all circumstances, we cannot accept responsibility for misconduct. The College, however, will take whatever steps it can to insist upon appropriate standards. If a student's conduct affects the safety of other passengers, the driver will notify the College and appropriate follow-up will take place.**

## Safety Rules on Buses

To safeguard your child and all others conveyed on buses, it is vital that all students obey the following safety rules:

- Students must leave the bus in an orderly fashion and **WAIT ON THE SIDE OF THE ROAD UNTIL THE BUS HAS MOVED AWAY ALLOWING A CLEAR VIEW OF THE ROAD IN EACH DIRECTION**. They are not to cross in front of or behind the bus.
- Students should wait at the pickup point in an orderly fashion. They are not to play on the road or attempt to approach or board the bus until it has stopped.
- For the safety of all bus travellers **students must wear their seat belts** and remain seated for the whole journey. Bus captains, in consultation with the bus driver, are responsible for assigning students to a particular seat at the beginning of the year. Therefore, they will be responsible for any damage associated with that seat. There should be no calling out to passing traffic. No part of the body or arms should protrude out of the bus windows and nothing is to be thrown from the bus.
- Buses must be left clean and tidy. All College Buses have a **No Eating or Drinking policy** (water is permitted). This is for your safety and for the safety of others (due to the risk of spilling and the increasing number of Foods Standards in regards to food allergies)
- Students are not permitted to use their Devices whilst on the bus.
- Captains are vested with authority from the College to supervise the students on the bus. At all times, students must follow directions of the driver or bus captain.
- Due to College Buses running at capacity it is not possible to change buses. Students are allotted **One seat on One Bus only**.
- Failure to adhere to these rules may result in the loss of an allocated seat.

The College operates its own private bus system to transport students outside the Nathalia pick up area. If you require more information on any bussing issues please contact Camille Montgomery, Bus Operations Manager. The College private bus system picks up students from Finley, Tocumwal, Barooga, Cobram, Katamatite, Yarroweyah, Stathmerton, Numurkah, Tallygaroopna, Katandra West and surrounding areas.

Bus routes are reviewed annually with a view to student demographics, accessible sealed roads and cost effectiveness. Bus routes and bus stops may change each year for a variety of reasons, including those mentioned above. The changes will be at the sole discretion of the Bus Operations Manager.

# Disruption to College Bus Services

## Flood, fire or other identified risks

### Important Information

In recent years, there have been occasions when the College bus service and the Government bus service have been disrupted due to either bushfire danger or flood danger.

There have been instances when the entire College has been closed down due to flood danger.

Following is information about the process of communication in the event of disruption to bus service or College closure due to natural disaster or other identified risk. The safety of human life takes priority at all times, when determining transport arrangements for school students.

**CODE RED DAYS** – A Code Red day is the highest Fire Danger Rating in Victoria. Code Red Days are declared by the Bureau of Meteorology.

Schools in fire prone areas or at risk areas, may receive forty eight hours (48) notice (or less) of an impending Code Red Day. On Code Red days, some schools will be required to close. St Mary's has not been identified as being in a high risk area; however, our buses will **NOT** be allowed to travel through high risk areas, which effectively means that **ALL** buses will be cancelled on Code Red days at relatively short notice.

In the event of a Code Red Day disrupting the bus service offered by St Mary of the Angels, the following will occur:

- a. An SMS message will be sent home to those families affected by the closure or disruption to a particular bus run. This will occur preferably with 24 hours notice to families.
- b. The CES Ltd will be informed of the closure of/disruption to particular bus runs.
- c. A Public announcement will be made to students the day prior to the closure of/disruption to a particular bus run.
- d. Information about the closure of/disruption to a particular bus run will be placed on the College's web site, [www.smotanathalia.catholic.edu.au](http://www.smotanathalia.catholic.edu.au).
- e. Information will also be placed on the official College Facebook page as it becomes available.

### Students affected whilst at school

In the event that a bus service will be affected by a 'rapid onset emergency' (i.e. happens during the school day whilst the students are at school), the Principal (or representative) will liaise with the CES and appropriate local authorities (SES, CFA, Moira Shire, Police) to ascertain which bus runs will be closed. "All services on affected bus routes and those that may potentially be affected will be cancelled in full. Buses with students on board may not leave the school without the approval of the Principal or his or her delegate. All students on affected services will be held at the school until the all clear is given." (DEECD, Feb.2014 'School Bus Program Emergency Management, Operational Guidelines)



## College Late Bus

During the Year the College late bus will run on a Wednesday afternoon, it will be a streamlined service. The bus will leave from outside the College office at 5.30pm. In order to **register** for the late bus, students must complete a registration form (available as a download from our website), have it signed by a parent/carer and hand it to Student Reception on a Monday. Registrations will be accepted until 3.00pm on a Monday; registrations will NOT be accepted after Monday for travel on that week's bus.

**The bus stops and times are as follows:**

<b>St Mary of the Angels Secondary College</b>	<b>Departure point</b>	<b>5.30pm</b>
<b>St Joseph's Primary School, Numurkah</b>	<b>Estimated arrival</b>	<b>5.50pm</b>
<b>Katunga V-Line</b>	<b>Estimated arrival</b>	<b>5.55pm</b>
<b>Stathmerton V-Line</b>	<b>Estimated arrival</b>	<b>6.00pm</b>
<b>Cobram V-Line</b>	<b>Estimated arrival</b>	<b>6.15pm</b>

Only students who have submitted a signed registration form and who are attending an approved College related activity will be allowed to travel on the late bus. The bus is not open to members of the public or students who are not attending an approved College related activity. The College regulations for bus travel also apply to our late bus travellers. These College bus travel regulations can be found in the College Buses section of this Handbook.

It is essential that parents/carers are prompt when collecting children from the designated 'late bus' drop off points as bus drivers will not be able to wait for parents/carers who arrive late. A prompt pick up is critical for the safety of our students.

Should you have any queries about the late bus please contact the College Office or speak directly with Bus Operations Manager.





## Appendix 2 - Code of Conduct

### Code of Conduct

#### Introduction

At St Mary of the Angels we are committed to nurturing respectful relationships and active partnerships with you as parents/carers. We believe that our students' learning journeys are enriched through positive and reciprocal home and College relationships.

As parents/carers, you act as one of the most influential role models in your child's life. We therefore seek your support in promoting and upholding the core values of the College community and its culture of respectful relationships within a Catholic faith tradition.

This Code of Conduct will guide your interactions and communications with staff, other parents/carers, students and the wider College community. It articulates the College's key expectations of both staff and parents/carers with regard to respectful relationships and behaviours. It also specifies the College's position with regard to unacceptable behaviours that breach our culture of respect.

This Code of Conduct is to be read in conjunction with the below College policies which can be found on the College website:

- Occupational Health and Safety Policy
- Complaints Policy and procedure
- Child Safe Policy



#### Shared Behavior Expectation/Code of Conduct

The Shared Behavior Expectation/Code of Conduct can be found at:-

<https://drive.google.com/file/d/1yvAjDklBtOvEmxPwKiUQUkfKQcqxSdKU/view?usp=sharing>

#### Raising Concerns & Resolving Conflict

In raising concerns on behalf of your child, or making a complaint about the College's practices or treatment of your child, we expect that you will:

- Listen to your child, but remember that different 'reality' may exist elsewhere;
- Observe the College's stated procedures for raising and resolving a grievance/complaint;
- Follow specified protocol for communication with staff members, including making appointments at a mutually convenient time and communicating your concerns in a constructive manner; and
- Refrain from approaching another child while in the care of the College to discuss or chastise them because of actions towards your child. Refer the matter directly to your child's teacher for follow-up and investigation by the College.

## Appendix 2 - Code of Conduct

### Safety & Wellbeing

The College places high value and priority on maintaining a safe and respectful working environment. We regard certain behaviours as harmful and unacceptable if they compromise the safety and wellbeing of a member of our College community. These behaviours include, but are not limited to:

- Shouting or swearing, either in person or by other means;
- Physical or verbal intimidation and/or threats;
- Aggressive hand gestures;
- Writing rude, defamatory, aggressive or abusive comments to/about a member of the College community (emails/social media);
- Racist, sexist or other denigrating comments or images;
- Acts of violence; or
- Damage or violation of possessions/property.

When an adult behaves in such unacceptable ways, the Principal or Principal's nominee will seek to resolve the situation in one or more of the following ways:

1. Repair relationships through discussion and/or mediation.
2. Exercise our legal right to impose a temporary restriction or permanent ban from the College premises.
3. Report the incident to the police.

## Appendix 3 - Mobile & Electronic Device Policy

### Rationale

St Mary of the Angels Secondary College has a deep commitment to student wellbeing and positive learning experiences. The College recognises that learning and achievement can flourish in an environment where students feel comfortable, safe and where they are recognised and valued as individuals.

Mobile and Electronic Devices (MED's) will be defined by the Principal and the College Executive Team. Examples include and are not limited to mobile phones, gaming devices and smart watches. It is important that together as a College community, we take steps to ensure that (MED's) are managed responsibly.

Skills such as interacting with others, being creative, understanding and reacting to emotions, creative problem solving, strong communication and personal resilience are all important characteristics of a well-rounded member of our community and broader society. The College believes the development of such qualities is promoted over time by providing an environment that promotes through regular daily interpersonal interactions free from distractions and interruptions of mobile devices.

### Mobile and Electronic Device Implementation

- Mobile and Electronic Devices (MED's) will be defined by the Principal and the College Executive Team. Examples include but are not limited to mobile phones, gaming devices and smart watches.
- MED's should be left at home if they are not required at school.
- MED's that are at school must be turned off, on silent or aeroplane mode and left in the students locked locker between the hours of 8.50am and 3.25pm.
- Smart watches must be on aeroplane mode when they are worn at school.
- 'At school' refers to a regular school day, College carnival or College event.
- College events that occur outside of the hours of 8.50am and 3.25pm will be regulated under the direction of the supervising teacher / staff member.
- Parents and carers are advised to contact the College office if they require communication with their child / children. Our students are easily accessible via Student Reception.
- It is the student's responsibility to be aware of and abide by the direction of this policy.
- Students who require an MED for medical reasons are asked to provide written authorisation with a GP's endorsement to the Homeroom Teacher, Year Level Team Leader and Deputy Principal – Student Wellbeing and Development.
- At times teachers may endorse the use of MED's for educational purposes. This will be communicated to the students when appropriate. Teachers are responsible to ensure MED's are put back in locked lockers at the end of their lesson.
- Any other exemption to this policy regarding specific events will be communicated to parents and carers in the associated documentation specific to that event.

### Further Notes

- The College does not accept any responsibility for the loss, damage or theft of any Mobile and Electronic Devices.
- This policy is closely linked with our Whole College Approach to Student Wellbeing.
- This policy is closely linked to the core values of SPARK, particularly a safe and purposeful approach to our learning.
- This policy will be implemented from the beginning of the College year, 2021. It will then be reviewed as required.
- Devices must be returned to locked lockers at the completion of period 2 and 4. Devices can only be used during recess and lunchtime in internal supervised spaces

Where students are found to be in breach of this policy, the situation will be handled in accordance with the SMOTA Mobile and Electronic Device Procedure.



## Appendix 3 - Mobile & Electronic Device Procedure

### First Instance

- Teacher removes the device and places it at Student Reception with a post-it note detailing student's full name and year level, as soon as possible after the incident.
- Student Reception will log as a resolved incident on SIMON.
- Teacher to engage in Restorative Conversation if time/situation permits.
- Teacher may remind the student that parent contact will be made by the Year Level Team Leader (YLTL) should a 2nd instance occur and inform the student that their parents are required to collect the device should there be a 3rd instance.
- The student may collect their device at the end of the day from Student Reception.

### Second Instance

- Teacher removes the device and places it at Student Reception with a post-it note with the student's full name and year level, as soon as possible after the incident.
- Student Reception will log as a resolved incident on SIMON.
- Teacher to engage in Restorative Conversation if time/situation permits.
- Teacher informs the student that parent contact will be made by the YLTL as it is the 2nd instance and their parents will be required to collect the device should there be a 3rd instance.
- YLTL to make parent contact explaining that on the 3rd instance the parent is required to collect the device.
- The student may collect their device at the end of the day from Student Reception.

### Third Instance

- Teacher removes the device and places it at Student Reception with a post-it note with the student's full name and year level, as soon as possible after the incident.
- Student Reception will log the resolved incident on SIMON.
- Teacher to engage in Restorative Conversation if time/situation permits.
- YLTL to make parent contact explaining this is the 3rd instance, and they are now required to collect the device from front Reception.

## REMINDERS

- Further breaches will enact further MED removals and more severe consequence in consultation between the Year Level Team Leader, Deputy Principal – Student Wellbeing and Development, the student and student's family / carer. This may include internal or external suspension.
- MED's removed after the lunch break will be logged on SIMON by the confiscating staff member and returned to the student at the end of the lesson.

Term Dates - 2024		
<b>Term 1</b>	Monday, 29th January	Thursday, 28th March
<b>Term 2</b>	Monday, 15th April	Friday, 28th June
<b>Term 3</b>	Monday, 15th July	Friday, 20th September
<b>Term 4</b>	Monday, 7th October	Friday, 20th December

Term Dates - 2025		
<b>Term 1</b>	Tuesday, 28th January	Friday, 4th April
<b>Term 2</b>	Tuesday, 22nd April	Friday, 4th July
<b>Term 3</b>	Monday, 21st July	Friday, 19th September
<b>Term 4</b>	Monday, 6th October	Friday, 19th December

# HANDY LINKS FOR PARENTS



[Child Safety Framework](#)



[Enrolment Framework](#)



[Student Behaviour Framework](#)



[Attendance Monitoring Policy](#)



St Mary of the Angels Secondary College  
Chapel Street, Nathalia  
Victoria 3638 Australia  
Telephone: (03) 5866 2222  
Facsimile: (03) 5866 2471  
Email: [info@smota.vic.edu.au](mailto:info@smota.vic.edu.au)  
Web: [www.smota.vic.edu.au](http://www.smota.vic.edu.au)  
ABN: 24 118 139 345