

ST PIUS X HIGH SCHOOL
ADAMSTOWN
2018 - 2019 HANDBOOK



Principal's Message

St Pius X High School, Adamstown, is a coeducational Catholic school serving students in Years 7 to 10. Our current enrolment is around 1050 students. The school has a proud history and an excellent reputation both in the Diocese of Maitland-Newcastle and farther afield.



The community of St Pius seeks to provide an education grounded in the Gospel values of love, justice and truth. The School aims for excellence in all areas, providing a range of opportunities to enable all students to experience success.

Through the implementation of our Pastoral Care system we endeavour to make our school specifically Catholic in philosophy and practice and to foster community through student, parent, staff and parish involvement. The school's Care Groups and House System ensure that students experience high quality pastoral care and that parents are genuine partners in their children's education. The school has a strong school spirit. Our students love their school.

The school has a high standard in all educational areas and makes special provision both for gifted students as well as for students with learning difficulties. As well as the Religious Studies program, we have Masses, daily student prayer, whole-school Liturgies to celebrate special occasions, staff prayer, staff spiritual formation days & retreats, community days for Years 7, 8 and 9 and a three day retreat for Year 10. All of these events aim to meet the spiritual needs of staff and students.

Our students have traditionally performed well above the state average in the NAPLAN tests and continue to be high achievers in the Higher School Certificate. Students take part in many academic competitions and perform with distinction.

Traditional, STEM & vocational courses are run by the school and our large student population means that we can offer a wide range of elective courses in Years 9 & 10. A Stage 5 VET Course in Commercial Cookery is the current vocational course available. Plans to extend the number and variety of VET Courses available are dependent on the resolution of a number of external political and industry issues relating to support for Stage 5 VET.

Our students are noted for both their cultural and sporting successes. Students do particularly well in Debating, Public Speaking and Mock Trials, as well as in the areas of Music, Drama and Visual Arts. Our Musical/ Dramatic productions are always of a very high standard. Among its sporting achievements, the school participates in many team sports eg League, Rugby, AFL, Football, Hockey, Netball, Basketball, Swimming, Cheerleading and Cricket. Individuals have excelled in Swimming, Surfing, Tennis, Golf, Dressage and Figure Skating.

Whole school strategic planning enables the school to be forward-looking and to keep pace with the rapidly changing educational environment in a proactive manner. Current major projects include:

- ⇒ A focus on the use of the Quality Teaching Framework to enhance teaching & learning for all students
- ⇒ A special focus on writing across the curriculum
- ⇒ Development of Professional Learning Teams
- ⇒ Implementation of a Professional Practice & Development Framework for Teachers
- ⇒ Implementation of a whole-school community wellbeing program

I wish you well in your endeavours. May God be with you and bless you.

Mr Robert Emery
MEdLead BSc(Hons) DipEd DipRE MACEL
Principal



Ministry

Adam Frost
Ministry Coordinator

Catholic Faith Formation and Mission – Ministry at St Pius X High School

St Pius X High School is a ministry of the Catholic Church in the Diocese of Maitland Newcastle. Our primary focus is to provide an excellent educational setting permeated by a Catholic worldview that desires to lead each young person to an encounter with Jesus. At St Pius X, Catholic faith formation and mission is led by the Principal and supported in this role by the Ministry Coordinator. In turn, each member of staff is tasked with the duty of modelling and teaching the Catholic faith through words and example in ways applicable to their role.

“At the heart of Catholic education there is always Jesus Christ: everything that happens in Catholic schools and universities should lead to an encounter with the living Christ. If we look at the great educational challenges that we will face soon, we must keep the memory of God made flesh in the history of mankind – in our history – alive. Catholic schools and universities, as subjects in the contemporary Church, are a place of testimony and acceptance, where faith and spiritual accompaniment can be provided to young people who ask for it; they open their doors to all and uphold both human dignity, as well as the dissemination of knowledge, to the whole of society, irrespective of merit.” **(Educating Today and Tomorrow: A Renewing Passion)**

Catholic faith formation and mission at St Pius X is central to our cultural identity as a school. Our school strives to be distinctively and authentically Catholic, while engaging with our contemporary culture in a spirit of dialogue. This can be seen in at St Pius X in the following ways:

Living

- ⇒ People of prayer: Prayer is part of the school’s daily life in care group, assemblies, staff and student meetings, staff prayer, special occasions, times of grief and Religious Studies lessons.
- ⇒ Christlike values: Lessons, procedures, actions and attitudes demonstrate Christlike values such as: compassion, justice and hope. Each student is valued and their unique human dignity is respected.
- ⇒ Visual identity: The Sacred spaces and symbolism throughout the school reminds us of our Catholic story.


Celebrating

- ⇒ Liturgy: We celebrate the key moments of the year through liturgical celebration. Welcome to Year 7 Liturgy, School Leader’s Commissioning, Beginning of the school Year, Ash Wednesday, ANZAC Day, Holy Week, St Pius X Feast Day, Advent / End of school Year and Year 10 Graduation, End of Year Staff Mass. Many liturgies are led by students and involve them in providing music, singing and drama.
- ⇒ Eucharistic community: Students attend care group Mass on a roster system during Extended care group time. Morning Mass is held each Wednesday Week B in the Sr Marie Centre and is open to all students, staff and parishioners. Students are often encouraged to attend their local parish celebrations.




Forming

- ⇒ Staff Spiritual Formation: A Staff spirituality day is held each year which provides an opportunity for spiritual development and formation for staff. Themes such as “Living laudato Si” (Caring for Creation with Catholic Earthcare) and “At the Heart of Everything is Jesus Christ”, assist staff to reflect on their own faith and grasp of Church teaching.

- ⇒ Staff also have the opportunity to attend courses, retreats and events conducted by the CSO and the wider Church. Staff are encouraged to gain and maintain their Faith accreditation (FEA) through courses and further tertiary study through ACU and BBI.
 - ⇒ Retreat Program: Our Year 10 Retreat at the Collaroy Centre and Community days for Year 7, 8 and 9 assist students to engage with faith formation applicable to their own Year Group. Friendships, building Community, Self-awareness, leadership and Called and Connected are some of the themes addressed by these experiences. Most of these experiences are facilitated by a team of staff led by the Ministry Coordinator. Chris Doyle of Karis Ministries (Year 10) and y'Lead (Year 9) are used to assist with the formation experiences provided to students.
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- ⇒ Guest Speakers and performers are used at times during the year to provide faith formation experiences such as Catholic Mission, Refugee advocates, missionaries and Steve Angrisano.
 - ⇒ Links with Parish, Diocese and wider church: We are blessed to have a strong relationship with our local parishes. Fr Terry Horne presides over our Masses at school and is involved in our major liturgies. A number of staff, students and families of the school are active in their local parish communities. Diocesan, national and international links are promoted with students such as World Youth Day and the Australian Catholic Youth Festival. Students and staff attend the Call to Serve Mass, the launch of Project Compassion, Stations of the Cross at Kilaben Bay, Diocesan Mission Mass, Special Needs Mass among others throughout the year.
 - ⇒ Student leadership: The SRC have an annual retreat day to receive formation for their role as faith leaders in the school community.

Serving

- ⇒ Social Justice: Awareness and action to create socially just and equitable conditions for all is promoted as a part of school life. Daily prayer in care groups, invitations to be part of social justice action events, belonging to the St Vincent De Paul group (Vinnies), visiting nursing homes, preparing care packages for Seafarers etc. Students are encouraged to participate in action to show support for refugees and asylum seekers and Caring for creation.
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- ⇒ Fund Raising: Students raise funds to promote social change through our annual Project Compassion Appeal (Caritas) throughout lent through a House competition, Vinnies Winter and Christmas Appeals (Care group hampers), Harmony Day / St Patrick's Day, Mission Month, Socktober (Catholic Mission) and St Pius X Feast Day market stalls for various causes such as homelessness, Refugees, international development and animal welfare.
 - ⇒ Immersion Experiences to South East Asia (through World Challenge) and Outback Immersions (Central Australia with Catholic Mission) are planned annually to provide students in Year 9 and 10 with experiences of serving others in a different cultural context. Students gain first-hand experience of life in other cultures, Social Justice issues and serving others in mission.

St Pius X Feeder Schools

We welcome students to St Pius X from our primary feeder schools:



St Therese's
New Lambton



St Columba's
Adamstown



St James
Kotara South



St John's
Lambton



Holy Family
Merewether Beach



St Joseph's
Merewether



St Patrick's
Wallsend



Our Lady of Victories
Shortland

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Mission:

St Pius X High School is a Catholic community that nurtures faith, excellence and lifelong learning.

Vision:

We realise our mission by:

- ⇒ Witnessing to Gospel Values and Catholic tradition
- ⇒ Ensuring our school is a safe place where all feel that they belong
- ⇒ Enhancing student wellbeing and resilience so that students are prepared to embrace life's challenges
- ⇒ Fostering positive relationships based on inclusion, respect and tolerance
- ⇒ Developing the spiritual, academic, physical and creative gifts of students
- ⇒ Providing quality teaching and learning experiences
- ⇒ Encouraging students to reach their full potential
- ⇒ Working in partnership with parents, carers, parishes and the wider community
- ⇒ Affirming staff as positive role models
- ⇒ Empowering students to be responsible global citizens

Values:

The St Pius X High School community is guided by our House Charisms. We Value:

- ⇒ Outreach and Service
- ⇒ Justice and Compassion
- ⇒ Wisdom and Vision

Motto:

Instaurare omnia in Christo. To renew all things in Christ.

This is actually quoted from 1Cor.15:28. and was the motto Joseph Sarto chose to guide his pontificate when he became Pope Pius X in 1903.



The School Crest

Our High School at Adamstown is named after St Pius X, Priest, Pope and Saint. He was the first Pope of the Church selected for canonisation in the 20th Century (1903 - 1914). He is a very fitting patron of a modern high school because of his affinity with young people.

The crest has been designed to acknowledge a number of characteristics of this holy man.

The Triple Tiara of the Popes and the Crossed Keys of St Peter, together with the Cross and Orb, recognise his kingship and the history of his office.

Since St Pius was once the Patriarch of Venice, (the city of St Mark the Evangelist), we include the Winged Lion of St Mark.

The Star of Hope and the Anchor of Faith complete the symbolism of our Crest.

“Instaurare Omnia in Christo” - to renew all things in Christ, is our motto. By wearing the badge, members of our school community are saying that everything we do, we do for Christ; that in everything we attempt, we will seek Christ’s help and intercession.

It is a very bold statement of faith. It is also a promise, which requires all members of this family to strive to the limit of their talents to bring God’s kingdom to their lives and the lives of all around them.

A Brief History

In 1959, St Pius X College commenced at Tighes Hill, fully staffed by Diocesan Priests and enrolments quickly grew. Bishop Toohey, of the Diocese of Maitland, displayed tremendous courage and vision by acquiring the present site in Adamstown. The existing Lustre Factory Building was converted into a school and opened in 1960.

The official opening of the College and the blessing of the new building was performed by Bishop Toohey in 1961. In that year the school badge was also adopted incorporating the Coat of Arms and Crest of St Pius X.

1967 was a significant year for the College. St Anne's Senior College for girls was established on the adjacent campus. By the late 1960s, enrolments steadily climbed along with the number of lay teaching staff.

St Pius X was restructured in 1983. Girls made up half the Year 7 enrolments, a year group of 380 students. The boys Year 11 and girls from St Anne's were transferred to St Francis Xavier's College, Hamilton. 1984 was the end of an era with the appointment of the first lay principal.

The moulding of St Pius X into the fine high school that it is today bears testimony to the insight and innovation of Bishop Toohey and the support of the many staff and parents responsible for the spiritual and educational direction of the school.

More of our history can be read on our website.



**Photo of the original Lustre Factory - now converted to
The Factory Theatre, Theatrette and classrooms on the 4th level.**

The School

St Pius X High School at Adamstown is built on six levels. For this reason, at first glance, it may seem difficult to understand its geography.

A few **general statements** may help.

LEVEL 1 (the lowest level):	Woodwork, Marine Science Lab.
LEVEL 2	Classrooms, Science Labs, Science Resource (Staff) Room, Metalwork, Art.
LEVEL 3	Classrooms, Science laboratories, Textiles, Computer Room, Canteen, Boys' and Girls' Toilets and PE Staff Room, Life Skills Room, Gym.
LEVEL 4	Classrooms, Staff Rooms, Library, Art Rooms, Computer Rooms, Music Room, Drama Room, Main Theatre, Teaching and Learning Centre, Hospitality Kitchen, Theatrette, Recording Studio, Offices, ESL.
LEVEL 5	Food Technology rooms, Sister Marie Centre, Administration, School Counsellor, Student Coordinators' Offices, Sickbay, Boys' and Girls' Toilets, Printing Room, Uniform Shop, Student Services, Assistant Principals, Principal.
LEVEL 6	Classrooms, Careers Office, Archive and Meeting Room.

(Refer to map at back of book)



Travelling to and from school

The school opal card gives eligible students free or discounted travel between home and school using the train, bus, ferry or light rail. Students will need to apply for an opal card by completing the application at **transportnsw.info/school-students**. The opal card will be sent to the address provided on the application.

By Bus:

Newcastle Buses provide school buses to and from St Pius X High School, Adamstown each day. A full list of Buses and their routes can be obtained from the Newcastle Buses website at **www.newcastlebuses.com.au** then clicking on *school students*, then *school timetable* then choose *St Pius X High School, Adamstown*.

There are also government buses that students are able to access for travel. To find out what bus would be suitable please contact Newcastle buses on 131500.

Hunter Valley Bus Company also offer a service from Maryland to St Pius X High School. Please contact Hunter Valley for more details on 4935 7200 or contact by email, **customerservice@hunternvalleybuses.com.au**

By Train:

Any student who requires travel via train can access details by either contacting City Rail on 131500 or via their website at **www.cityrail.com.au**

School Bell Times

Care Group 8.48am - 8.58am each day

Period	Monday, Tuesday and Thursday (52 minute periods)	Friday (44 minute periods)	Assembly Days & Long care class Wednesdays 8.58am - 9.28am (45 minute periods)
1	8.58am - 9.50am	8.58am - 9.42am	9.28am - 10.13am
2	9.50am - 10.42am	9.42am - 10.26am	10.13am - 10.58am
3	10.42am - 11.34am	Recess 10.26am - 10.46am	10.58am - 11.43am
Lunch	11.34am - 12.14pm	Period 3 10.46am - 11.30am	11.43am - 12.23pm
4	12.14pm - 1.06pm	Period 4 11.30am - 12.14pm	12.23pm - 1.08pm
5	1.06pm - 1.58pm	Lunch 12.14pm - 12.44pm	1.08pm - 1.53pm
Afternoon Tea	1.58pm - 2.18pm	Sport 1.00pm - 2.55pm	1.53pm - 2.13pm
6	2.18pm - 3.10pm	Sport Roll 3.00pm - 3.05pm	2.13pm - 2.58pm (Staff Meeting - 3.10 - 4.10)



Pastoral Care System

Carmel Wright

Assistant Principal, Dean of Students

House System

The House System at St Pius is fundamental to the provision of pastoral care to students. The smooth running of the House System is overseen by the Assistant Principal, Dean of Students.

There are *six* Houses in the school. Each House contains *eight* **Care Groups**, *two* from each Year. Each House has a Student Coordinator who has overall responsibility for the pastoral care of the students in that House. The Student Coordinator is assisted in this essential responsibility by the Care Group Teachers in that House. Each Care Group contains approximately 22 students. The Houses and Care Groups (CG's) are designated as follows:

House	Year 10 CG's	Year 9 CG's	Year 8 CG's	Year 7 CG's
Perry (Red)	10.1 & 10.2	9.1 & 9.2	8.1 & 8.2	7.1 & 7.2
Fahey (Orange)	10.3 & 10.4	9.3 & 9.4	8.3 & 8.4	7.3 & 7.4
Deane (Yellow)	10.5 & 10.6	9.5 & 9.6	8.5 & 8.6	7.5 & 7.6
Murray (Green)	10.7 & 10.8	9.7 & 9.8	8.7 & 8.8	7.7 & 7.8
Chisholm (Blue)	10.9 & 10.10	9.9 & 9.10	8.9 & 8.10	7.9 & 7.10
Polding (White)	10.11 & 10.12	9.11 & 9.12	8.11 & 8.12	7.11 & 7.12

Students are allocated to Houses and Care Groups on enrolment. All students belonging to the one family are placed in the same House. This enables the one Student Coordinator to develop a good relationship with the family and to know the particular circumstances of each family in the House. This also facilitates contact with the school by parents, who only have to contact the one Student Coordinator, rather than a different Student Coordinator for each child.

Once allocated to a Care Group within a House, students will normally remain in that Care Group for their whole time at St Pius. Teachers will be allocated to Care Groups and Houses by the School Executive. We will attempt to have a gender balance of Teachers in each House. In general, Teachers will remain with their Care Group for two years. So, for example, a Teacher may be allocated Care Group 7.1 in 2018. That Teacher will have the same group, 8.1 in 2019. Then that Teacher will swap to 9.2 in 2020 and 10.2 in 2021. Likewise, another Teacher would have 7.2 in 2018 and 8.2 in 2019 and then change groups to 9.1 in 2020 and 10.1 in 2021.

Daily Care Group time is 8.48am to 8.58am. There will be a Long Care Group/Assembly/House Meeting program on average every week of Term.

House Patrons

The House names have special significance to St Pius X High School at Adamstown.



Perry House (Red) - named in honour of Mum Shirl (Shirley Smith nee Perry) - a tireless worker for social justice amongst and on behalf of the Aboriginal community and a great educator of the broader Australian community about Aboriginal issues and concerns. Mum Shirl worked in this area and has family here too.



Fahey House (Orange) - named in honour of Sr Marie Therese Fahey, a greatly respected teacher for 40 years in our Diocese, 20 of those years here at St Pius. Sr Marie has made a real difference in the lives of countless students, parents and teachers.



Deane House (Yellow) - named after Sir William Patrick Deane Governor General of Australia 1995-2001 and strong proponent of social justice. He is an excellent role model.



Murray House (Green) - named in honour of Bishop James Murray, first resident Bishop of Maitland in 1865. Murray was extremely devoted to the education of children. He was a wise leader and a tireless worker who did much to develop educational and other Diocesan services in the early years of the Diocese.



Chisholm House (Blue) - named after Caroline Chisholm who worked to alleviate poverty and to eliminate religious prejudice and racism. After her arrival in Australia in 1838 she assisted over 11 000 newly-arrived immigrants, especially women, to find accommodation and work.



Polding House (White) - named after John Bede Polding, first Catholic Bishop in Australia (Archbishop of Sydney from 1835). He had a vision far ahead of his time on issues such as the local church, liturgy, Aborigines, education and Christian culture. He worked tirelessly to build a Christian society in Australia through the influence of the Benedictine way of life. A man of great vision.

These six House names provide a good balance of male and female, Religious and Lay, direct links with St Pius and links with the wider Australian community and the world. The House patrons are all excellent role models for the young people in our school community. Each person's story is a shining example of **“Renewing all things in Christ”**. These life stories lend themselves readily to animating a vibrant and active Catholic school community in which students are challenged to be the best people they can be.

At St Pius, we attempt to challenge students to use their abilities, gifts and talents to the full. We attempt to encourage and nurture students to develop a positive self-concept, an active sense of social justice and of service of others, an acceptance of the diversity of people and cultures, a steadfast self-discipline and a strong work ethic. The House patrons we have chosen assist us greatly in this mission.

Pastoral Care Expectations and Procedures

St Pius X High School is a Catholic community that nurtures faith, excellence and lifelong learning. The Student Management Procedures at St Pius X High School are established from the Wellbeing, Pastoral Care Policy as the school seeks to promote a respectful, safe, and inclusive environment in which students grow to be discerning, self-disciplined students who have opportunities to make a positive contribution to the world.

School discipline procedures are supported by the Wellbeing and Pastoral Care Student Policy. The promotion of student wellbeing involves a holistic approach. It incorporates strategies and resources for successful learning, safe and inclusive environment and positive and caring relationships. Our procedures also promote the Catholic principles of justice such as the Common Good and the Dignity of the Human Person and these seek to foster quality relationships and intercultural understanding.

Student Expectations

- ⇒ Attend school regularly
- ⇒ Be on time for school lessons and all school activities
- ⇒ Wear the correct uniform with pride
- ⇒ Give their best effort to learning
- ⇒ Behave towards, speak to and treat one another in respectful ways
- ⇒ Understand that everyone is different and respect those differences
- ⇒ Look out for one another and offer support when others need it

Our diocesan vision statement “At the heart of everything is Jesus Christ” and the principles of Catholic social teaching informs and underpins all aspects of the St Pius X High School Wellbeing and Pastoral Care Policy.

Our belief is that all members of our school community are made in the image and likeness of God (Genesis 1:27) and therefore we must always treat others (and be treated) with dignity, compassion and respect, following the example of Jesus.

It is our hope that all students will understand the school’s expectations and develop a positive attitude towards their relationships with others in this Catholic community. We expect all students will grow in self-discipline and learn the importance of assuming responsibility for their own actions.



Successful learning

The school is driven by a deep belief that every student is capable of successful learning.

Positive and caring relationships

A high priority is given to building and maintaining positive and caring relationships between staff, students and parents. There is strong collegial trust and support among teachers and school leaders and parents are treated as partners in the promotion of student learning and wellbeing.

Safe and inclusive environment

The school works to maintain a learning environment that is safe, respectful and inclusive. Learning environments at St Pius X High School are characterized by a high level of student engagement and intellectual rigour.



Catholic Schools Office Diocese of Maitland-Newcastle (2017).
Creating the Conditions for Supporting Learning Framework.

Recognition of Achievements

The school gives the opportunity for all students to be recognised for their achievements and their contribution to the school community including positive behaviour and attitude to the school environment.

Blue Slips: For actions by students that deserve recognition by teachers either in the classroom or playground. When a student has received three blue slips, they take them to their Student Coordinator. A **Student Coordinators award** will be earned and distributed during House Assemblies.

Achievement Awards: They are presented to students at the end of each semester by the Studies Coordinator and distributed for:

- ⇒ First place in class
- ⇒ Consistent Effort
- ⇒ Most Improved
- ⇒ High Achievement

Representative Awards: These are given out during school assemblies for sporting achievements and inter-school sports.

Community Values Awards: These are given out to students during House Assemblies for involvement in School Community, activities i.e. school liturgies, St Vincent de Paul.

Cultural Awards: These are given to students for participation in Music Performances, Debating and Cultural pursuits.

Principal Commendations: These are awarded to students for Special Service or Achievement.

Award System

An opportunity is also provided for all students to go through the process of gaining a BRONZE, SILVER and GOLD award during the year. Students can apply for these awards by obtaining an **application form** from their Student Coordinator. These recognise student participation, effort, achievement both within and beyond the classroom.

Appeals – After the first negotiation/review period is completed, if all but one of the areas does not meet expectation and the student/parent feels this is unfair, the student can appeal via Student Coordinator. If the appeal is successful, the award will be granted.

BRONZE AWARD

- Over 10 - week period
- Application form can be collected from the Student Services from the end of term 1
- A student must demonstrate a high standard of classroom behaviour and participation; complete all necessary classwork and to perform at a level consistent with the student's ability
- Students may apply for a maximum of one certificate per semester



SILVER AWARD

- Student must have obtained a Bronze award
- Over a 20-week period
- Students must achieve and maintain a high standard of classroom behaviour and participation
- Students must contribute positively in at least two school extra curricula activities such as; SRC, role monitor, Cultural activities, Representative sport, special duties, involvement in competitions, school service
- The student must get the supervising teacher to sign their application



GOLD AWARD

- Student must have obtained a silver award
- Over a 30-week period
- The student must demonstrate that they must have excelled in APPLICATION and EFFORT in at least one of the following areas over the time: **ACADEMIC, SPORTING, SCHOOL COMMUNITY, LEADERSHIP AND PARISH LIFE**



DIAMOND AWARD

This is an award presented at the end of the school year. Candidates must have a GOLD AWARD to apply and must see their Student Coordinator for an application form. Students must have achieved **outstanding success** in at least one of the following areas Academic, Sporting, School Community, Leadership and Parish Life. The School Management team meet, look through each application and make a final decision on the successful candidates.

Restorative Justice

As a Catholic School, we understand the importance of relationships. From time to time in any community, relationships can be harmed in various ways and varying degrees. It is therefore essential that St Pius X High School is a community that promotes the resolution of conflict between community members. At St Pius X High School, the Restorative Justice model is based on the Gospel values of forgiveness and reconciliation (Matthew 6: 14 -15).

The management of student discipline is based upon the Wellbeing and Pastoral Care Policy insofar as each seeks to promote a respectful, secure and healthy environment in which students grow to be discerning, self-disciplined and contributing members of society. The Restorative Justice Policy at St Pius X High School is an essential element of the Wellbeing and Pastoral Care Policy and guides the application of discipline at the school.

Discipline Procedures

With regard to discipline at St Pius X High School please note:

- ⇒ **The Principal reserves the right to exercise discretionary powers in all aspects of discipline**
- ⇒ **St Pius X School does not support corporal punishment as a form of discipline**
- ⇒ Procedural fairness is a basic right of all individuals and the principles of procedural fairness will be followed at all times
- ⇒ Not all behaviours are of the same degree
- ⇒ Teachers as managers in their classroom are expected to use appropriate student management strategies in dealing with inappropriate behaviour from students
- ⇒ Teachers may request intervention from the following support people in managing situations

Studies Coordinators: for management issues within the classroom

Student Coordinators: for management issues outside the classroom and in the playground

Liaison between the Student and Studies Coordinators takes place when necessary.

Minor Infringements

Minor Infringements are dealt with by the teacher using classroom management strategies such as warning, change to seating arrangement, playground clean up (Green slip), individual teacher's lunch or recess detention, time out from the playground.

Examples of Minor Infringements:

- ⇒ Not being prepared for class (equipment etc.)
- ⇒ Calling out in class inappropriately
- ⇒ Littering
- ⇒ Disruptive behaviour

Lunchtime Detentions

School lunchtime detentions are held Monday to Thursday. They are supervised by one of the Assistant Principals.

Lunchtime detentions will operate in this way:

- ⇒ Students must be on time for detention (Lunch 1)
- ⇒ Students will be given a copy of lunchtime notification
- ⇒ Students must observe strict silence during the detention
- ⇒ After five lunchtime detentions in one term may result in written notification to parents

Examples of breaches which may result in a lunchtime detention include:

- ⇒ Out of Bounds
- ⇒ Eating/drinking in class without permission
- ⇒ Failure to attend an individual teacher's lunch/recess detention
- ⇒ Unexplained late arrival to class/school
- ⇒ Out of uniform

Repetition of these behaviours may escalate to a major infringement and a teacher may need to consult with their Studies Coordinator about the situation.

Major Infringements

Major infringements are those behaviours from students that are in serious conflict with the expectations of the school of a respectful, safe and inclusive environment for all members of the school community.

Parents are notified when an After School Detention is issued. After School Detentions are held on Tuesday and Thursday afternoons.

After school detentions are supervised by Coordinators and operate in the following way:

- ⇒ Students present Coordinator with a signed letter
- ⇒ Failure to observe detention rules may result in further detention
- ⇒ Failure to attend detention results in an automatic doubling of the detention
- ⇒ **Refusal from a student to attend detention will result in the matter being referred to the Assistant Principals and the student will be suspended.**

Infringement may include:

- ⇒ Interfering with other student's or teacher's property
- ⇒ Truancy (per lesson missed)
- ⇒ Repeated disrespect/disobedience
- ⇒ Bullying/cyber-bullying
- ⇒ Persistent lunch detentions
- ⇒ Spitting
- ⇒ Throwing objects that may cause harm or damage
- ⇒ Swearing
- ⇒ Breaking the 'hands off' rule
- ⇒ Any behaviour that affects the school's reputation
- ⇒ Other activities deemed serious by the school authorities

*The "Hands off" rule is that no student is permitted to put their hands on another student, their property or school property to **cause harm**. In the case of damage to personal and school property, the school may request the necessity for rectification of the damaged property and/or stolen property.*

Items not to be brought to school:

If students are found to have the following items at school, the items will be confiscated and an appropriate community service consequence will be issued.

Aerosol deodorants etc. (these are dangerous for asthma sufferers)

Permanent markers, chewing gum/bubble gum, liquid paper

- ⇒ After School Detentions are notifications to parents of unacceptable behaviour. If a parent is concerned about the matter they must contact the teacher who has issued the After School Detention. (see complaints and grievances procedures)
- ⇒ Any permanent/temporary teacher can issue after school detentions
- ⇒ After School Detentions must be signed by parents and brought to school on the day of the detention
- ⇒ The signed Detention is kept on file by the Student Coordinator
- ⇒ If a student receives five After School Detention – in any one term, the student will be automatically be referred to the "Student Review Panel"

Student Review Panel

The Student Review Panel consists of the Assistant Principal and Student Coordinator. Parents are to attend. The function of the Student Review Panel is to review the conduct of a student who has received five After School Detentions in one term or who is continually in breach of school expectations.

Procedures

- ⇒ A student shall be referred to the Student Review Panel by their Student Coordinator
- ⇒ A letter will be sent to the parents to notify them of their required attendance
- ⇒ The student is interviewed and all parties agree to a student contract of acceptable behaviour
- ⇒ This may include a review date
- ⇒ There may be recommendations for other courses of action, including suspension, when necessary
- ⇒ The student, parent and Assistant Principal must sign the agreed contract
- ⇒ **A student's right to attend excursions and representative opportunities during the review period may be removed**
- ⇒ **Appearance before, or scrutiny by, the student review panel shall be seen as a very serious matter**

Serious Offences

Where there is serious breach of school expectations or where harm is caused to a teacher or student the Principal may suspend or expel a student (refer to CSO Suspension/Expulsion Policy) in accordance with standards of procedural fairness.

Students involved in fighting at school will be referred to an Assistant Principal. After investigation of the incident, the instigator will be suspended from school. The consequences for the student retaliating will depend on the circumstances. Those students involved in provoking, filming and sharing via social media details of the fight will receive a minimum of two After School Detentions. Parents will be advised of their rights to contact the Police regarding the assault.

A serious offence is defined as activity or behaviour that:

- ⇒ Seriously undermines the Catholic ethos of the school
- ⇒ Is considered unlawful such as stealing, filming others without permission
- ⇒ Consistently and deliberately fails to comply with any lawful order of a teacher
- ⇒ Is offensive, or dangerous to the physical and/or emotional health of any staff member or student
- ⇒ Consistently and deliberately interferes with the education opportunities of other students
- ⇒ Involves significant damage to the school or personal property

Banned Substances and materials:

The possession, use and/or selling of the following products means immediate referral to the Principal for consideration of suspension/expulsion and police notification.

Alcohol

Cigarettes

Illegal drugs

Illegal items such as knives, weapons, firecrackers, explosives and spray cans. This list is not exhaustive and encompasses any dangerous/illegal substances.

Mobile Phones:

- ⇒ The school acknowledges that students may bring mobile phones to school
- ⇒ Students are responsible for the care of such phones. Breakages, loss of phones or theft of phones while at school or while on the way to or from school will not be accepted as the school's responsibility
- ⇒ Students may use their phones at school only for purposes appropriate for the school setting
Phones may only be used in class when explicitly permitted by the class teacher
- ⇒ Phones are to remain on silent. No calls are to be made or received and no texts are to be sent or read during class time
- ⇒ The use of a phone for purposes not appropriate for the school setting may result in that phone being confiscated by a teacher for the rest of the day or some other disciplinary consequence
- ⇒ Misuse of phones to harass or bully any person, to record images or audio of other people without their permission, to make prank calls, to cheat in assessment tasks or exams or to view, download or transmit inappropriate or illegal material will be dealt with in accordance with the current Pastoral Care, Discipline, Anti-Bullying and Network/Internet Users Policies
- ⇒ Parents/Carers are reminded that students will not be permitted to answer texts or phone calls during class time. If you need to give your child an urgent message please phone the Student Services Office (49 571 032) and ask for the message to be passed on. We will do our best to get the message to the student as quickly as possible

NOTE:

Some serious offences are by their nature criminal offences. Schools are obliged to observe legal requirements in such cases. For further information and guidance, refer to:

Child Protection

- ⇒ Policy, (updated 2016)
- ⇒ Guidelines & Procedures for Child Protection Procedures (updated 2016)
- ⇒ School Discipline Policy (updated 2013)
- ⇒ CSO Wellbeing and Pastoral Care Policy (2017)
- ⇒ Ombudsman Amendment (Child Protection & Community Services) Act

St Pius X High School

Policy on Bullying

Definition:

Bullying is made up of a variety of behaviours intended to deliberately hurt, threaten, frighten or exclude someone by physical and non-physical means, over extended periods of time. An individual or group may direct these behaviours toward another individual or group.

Examples of Bullying

People bully when:

- ⇒ they repeatedly verbally abuse people or groups by:
 - ⇒ calling others unpleasant names;
 - ⇒ saying nasty things about others;
 - ⇒ writing nasty notes and/or messages;
 - ⇒ sending nasty emails and/or text messages;
 - ⇒ posting harassing, hurtful or embarrassing photos or information or threats on the internet or communications networks;
 - ⇒ using unpleasant gestures.
- ⇒ they repeatedly physically or psychologically harm a person or group, or physically or psychologically intimidate a person or group by:
 - ⇒ threatening or causing physical harm;
 - ⇒ spreading rumours;
 - ⇒ destroying/taking the belongings of others without permission
 - ⇒ using electronic means to harass, hurt or embarrass a person or group
- ⇒ they repeatedly encourage their friends or other people they know to:
 - ⇒ threaten a person or group, verbally, physically or by electronic means;
 - ⇒ harass, embarrass, ignore or exclude a person or group from activities.

As such, bullying behaviours have no place at this school.

The school will treat all instances of bullying seriously and will investigate and respond to all instances of bullying in a prompt and thorough manner. The school expects the full support of parents on this important issue.

Student Responsibilities

A strong anti-bullying stance by students contributes in a major way to making the school a safe place. For this reason our school expects all students to:

- ⇒ contribute to a safe learning environment by being respectful of others;
- ⇒ positively interact with members of the school community;
- ⇒ be knowledgeable about the nature of bullying and try to prevent bullying;
- ⇒ be aware that the bullying can only take place when good people stand by and do and say nothing about what they see;
- ⇒ realize that it is important to address bullying by:
 - offering to help the victim of the bully;
 - ignoring bullies;
 - showing disapproval of bullying;
 - reporting bullying incidents to teachers;
- ⇒ report bullying incidents to a trusted adult so that they can be addressed seriously.

Possible Courses of Action

Bullying at our school is addressed according to:

- ⇒ the seriousness and nature of the incident;
- ⇒ the number of previous incidents; and
- ⇒ the guidelines established in the Pastoral Care and Discipline Policies.

The Victim

Students who are bullied will be supported using the normal pastoral care procedures at St Pius and any other procedures deemed appropriate. Students will be offered counselling from our School Counsellor. Students will also be offered the opportunity for mediated restorative justice meetings with the person or people responsible for the bullying.

The Bully

Students found responsible for bullying will be disciplined appropriately. Possible consequences could include afternoon detention, internal suspension, external suspension or expulsion.

Students found responsible for bullying may also be required to attend meetings with the School Counsellor and to be involved in mediated restorative justice meetings with the victim(s) where appropriate.

At all times the principles of procedural fairness will be followed.

The full text of the Anti-Bullying policy can be found on the school website.

The Peer Support Program

The Peer Support Program runs during Term 1 and is designed to facilitate a smooth entry into high school for all Year 7 students.

Each year, students in Year 9 are given the opportunity to train as Peer Support group leaders for the following year.

For part of first term of the following year the Peer Support group leaders work for one period per week, with small groups of Year 7 students.

The program involves activities which focus on growth in self-esteem, as well as activities specifically designed to familiarise the Year 7 students with the school and its structures.

By the end of the program the Year 7 students have had the chance to establish a comfortable relationship with the senior students in the school, and the senior students have had experience in group leadership and personal organisation.

Student Mentoring Program

St Pius X High is a large school community and from time to time we have new students who enrol into our school community throughout the year. The Student Mentoring Program uses trained existing students to assist new students with their orientation into our school community.

The role of the Student Mentor is to assist new students over the first few weeks of the new student's orientation. This may continue if the new student is having difficulties with settling in to the community or if a friendship develops. Involvement in the Student Mentoring Program can be used towards the Silver/Gold/Diamond applications. Selection for the Student Mentoring Program is the decision of the Student Coordinator in consultation with the Assistant Principal.

School Counselling Service

Students may find themselves in need of counselling for many and varied reasons such as exam stress, depression, family break down issues, anxiety and friendship or behavioural difficulties.

The Catholic Schools Office provides a full time School Counsellor at St Pius X High School available Monday to Friday. The Counsellor is a registered psychologist and is located in a private office in the school's main office area.

The service provides for students to make their own appointments with the Counsellor without parental permission being required. Referrals are also made to the Counsellor by school staff members, particularly Student Coordinators and School Executive members. Parents are also invited to contact the school to speak with the Counsellor by phone or to make an appointment regarding any difficulty their child may be experiencing.

What Should I do If....?

The following list has been compiled in order to assist students in the most appropriate way in a variety of circumstances:

- ⇒ **I am late for school**
Go to the Student Services Office and obtain a late slip. The slip is to be signed by the teacher whose class you first attend. This is then taken home and given to parents to sign. The slip is then returned to your Care Group teacher. A record is kept of this and, if you are frequently late, the matter will be taken up with your parents. Students who do not sign in late at Student Services will be counted as absent. This will have to be explained by a note from your parents.
- ⇒ **I am late to class**
Obtain a note from the teacher who detained you explaining your late arrival.
- ⇒ **I am sick at school**
Inform the class teacher and seek permission to go to the Student Services Office and report to the secretaries. **DO NOT** go directly to the sick bay. **Your parents or a contact person will be notified by the Secretaries in Student Services Office and asked to collect you.**
- ⇒ **I am absent from school**
Bring a note from your parent or guardian and give to your Care Group teacher to explain any absences from school. Unsatisfactory attendance can affect qualifying for a Record of Student Achievement (ROSA). If absence is for more than a day, a telephone call should be made to the school.
- ⇒ **I have lost money**
Report any losses in the classroom to the teacher. If the loss occurs elsewhere, report it to the Student Services Office. **REMEMBER....** if you have money to pay for School Fees, Excursions etc go directly to the Accounts Office which is open before School and during the breaks. **DO NOT** carry the money with you all day.
- ⇒ **I am lost**
If you get lost during the day and are unsure of where your class is, ask a teacher or go to the Student Services Office.
- ⇒ **I have lost my ID Card**
If you lose your student ID card you must contact **Newcastle School Portraits** to order another one. Please make sure you carry your ID card at all times as it is used to swipe you in and out of the school.
- ⇒ **I want to leave the school during the day**
If you need to leave school during the day, eg for a doctor's appointment, you are required to bring a note. Take the note to your Care Group teacher at the start of the day.

Your Care Group teacher will sign the note and the monitor will take it to the Student Services Office for a leave pass to be processed. You collect the leave pass from the Student Services Office at either lunch or afternoon tea time. When it is time for you to leave, show your class teacher your leave pass. The leave pass must be signed by your teacher before you leave your class. You then report to the Student Services Office so that your parent/guardian can sign you out.

- ⇒ **I need to leave school on Friday**
Students are to avoid making appointments during sport time, but if you have a reason that you have to leave school then you must show your Care Group teacher your note, during morning Care Group. Immediately after morning Care Group you take the note to the Student Services Office where it will be processed. Your parent **MUST** come to the Student Services Office to sign you out. Students are not generally allowed to leave the school without being signed out by a responsible adult.
- ⇒ **I am unprepared for Sport (equipment and/or money) on Friday**
Report to the Sports Coordinator in the PE staffroom who may send you to Non-Sport at the end of lunch. Note that any repeated incidents of students being unprepared for Sport may result in a detention.
- ⇒ **I need someone to talk to about a problem**
See your Care Group teacher or your Student Coordinator.
- ⇒ **I want to order my lunch**
The school Canteen is open before school. Lunch orders should be placed then or at Recess. Lunches can be collected at the beginning of lunch (**not Fridays**) from the lunch order line at the Canteen. If a student forgets his/her lunch he/she should see the Student Coordinator.
- ⇒ **I lose my timetable**
Go to the Student Services Office where you will be issued with a new timetable .

Learning Support

At St Pius X High School, the Learning Support Department provides support and programs for students with disabilities and severe Learning Difficulties. Annual funding provides financial support to employ Learning Support Teachers (LST) and Learning Support Assistants (LSA). The applications are lodged to the Catholic Education Commission once per year (April/May). Commonwealth funding (SWD – Students with disabilities) as well as additional support from the school is used to assist students with the most immediate and highest needs. Funding availability fluctuates from year to year and is limited. Support from this department is prioritised on students with the highest needs. Additional temporary support can be offered after consultation with all stakeholders to determine the immediate concerns and how they can be addressed efficiently and equitably.

The two main programs are (1) Organisation and Orientation Program for Years 7 and 8. (2) Curriculum Support Program – Students with Disabilities across all years. Additional in class support via a Learning Support Assistant for students funded under SWD may also be provided if this is determined as the best source of support. All additional supports are offered after consultation with parents/carers, teachers and the student.

1. Organisation and Orientation Programs for Years 7 and 8

Students who may require additional assistance and have been identified as having a Learning Difficulty – more than 3 years deficit in reading and comprehension, are offered times to attend the Learning Support Centre (or Upod), generally – two lessons per week. Parents will be required to sign permission notes and the student agrees to allocated times during school hours. The goal is to develop literacy skills such as reading, writing, spelling, grammar and comprehension and will be delivered by teacher facilitated activities and software programs. Students will be monitored by a Learning Support Teacher.

2. Curriculum Support Program – Students with Disabilities across all years.

Students who are funded under SWD (Students with Disabilities) are given the opportunity of one lesson per week, to work in a small group to gain assistance with immediate issues such as completing classwork, homework, assessment task planning and preparation or developing more advanced study skills.

3. Life Skills Programs - Students have the opportunity to undertake partial or full Life Skills Programs during Years 7 to 10. The four core subjects of Mathematics, English, Science and HSIE are taught by a specialist Learning Student Teacher in a discreet setting. At St Pius X High School, we advocate for inclusivity and hence offer Life Skills courses in PDHPE, Religious Education, Music, Visual Arts, Technology and Stage 5 electives in mainstream classes supervised by the classroom teacher. Composition of student courses are based on the needs of the student and are in consultation with all stakeholders.

4. Transition Programs - Year 6 to Year 7 transition is a collaborative process where we work closely with primary schools and other stakeholders to ensure student needs are addressed and their introduction to high school is a positive experience. Transition for high school is initiated by the Primary School Learning Support Team which includes invitations to key personnel from the high school to be present at Personal Profile Meetings during the transition year.

Year 10 to Year 11 or post school options students are given additional opportunities to participate in work experience guided by the Careers Advisor. This is combined with a Work Ready Program/Resume building and Communication skills program.

Other programs that have been available and can be part of any child's Information Profiling plan can include:

⇒ **Disability Provisions** - The school provides Disability Provisions for students who have a diagnosed condition which prevents them from accessing the curriculum. The school follows the same eligibility

criteria which NESA (National Education Standards Authority) outlines. These provisions dependent upon the need include; extra time, separate supervision, Reader, Scribe or computer use. Documentation from a specialist outlining the recommended provisions by a specialist need to be included when making an application. The Learning Support Team provide a list of students who require additional support to all teachers at the beginning of each year. Organisation of Half Yearly and Yearly exams Disability Provisions is provided by the Learning Support Team. Provisions for in class tasks and assessment is to be organised by the classroom teacher.

- ⇒ **Macqlit** - From 2017 the Learning Support Faculty will be offering the Macqlit Reading Program for selected students (Macquarie University Literacy Program). The aim of Macqlit is to identify and support those students who after several years of schooling have fallen substantially behind their cohort, specifically in the area of the mechanics of learning to read.
- ⇒ **Social Skills Programs** – Socially Speaking Program, Understanding My Feelings – Anger Management by Tony Attwood and Ted Baker’s – Social Skills Training.
- ⇒ **Lunch Club** – Alternative safe area for students that are or feel vulnerable in the playground. This is during lunch where group games are conducted in a quiet area of the school supervised by Learning Support Staff.
- ⇒ **SRC Mentoring** – Year 10 students from the School Representative Council interact with students with special needs and act as mentors, guiding them through the complicated world of “adolescence”.
- ⇒ **Learning Support Work Experience and Communication Program** – Targeted specifically for Year 10 students who are funded under SWD to begin transition to workplace or transition into Senior School guided by the Careers Advisor. These students are given additional opportunities to participate in Work Experience for the maximum amount of time during Year 10. This is combined with a Work Ready Program/Resume building and Communication skills program.

Please be aware that the ongoing access of these supports varies from year to year due to funding availability.

English as an Additional Language/Dialect

EAL/D learners are students whose first language is a language or dialect other than Standard Australian English who require additional support to assist them to develop English language proficiency. EAL/D students are simultaneously learning English, learning in English and learning about English in order to successfully participate in informal social interactions as well as more formal and academic contexts.

Therefore, many ESL students have to acquire curriculum knowledge and English language proficiency simultaneously in order to achieve curriculum outcomes. They require specific support to build the English language skills needed to access the general curriculum, in addition to learning area-specific language structures and vocabulary.

Students who are eligible for assistance by the EAL/D teacher/s receive authentic learning opportunities, across all subject areas, and are provided subject specific support to build their English language skills. Programs encompass oral interaction, reading and responding and writing. This is crucial for EAL/D students to achieve their full potential within the academic challenges of the curriculum.

Careers

Career Education at St Pius X High School aims to provide Year 9 and Year 10 students with a program that is dedicated to assisting each student in making an informed decision about career pathways inclusive of school and post school education, training and employment options.

At St Pius X High School, the Careers Advisor is available two days per week. The Careers Advisor provides vocational educational counselling as well as access to resources and facilities to assist students making decisions about their future career pathways.

The Careers program at St Pius X High School provides the following services:

YEAR 9

Employment Investigation

- ⇒ Introduction to Employment
- ⇒ Applying for Positions
- ⇒ Covering Letter Techniques
- ⇒ Resume Writing
- ⇒ Interview Skills
- ⇒ Introduction to Tax
- ⇒ Superannuation

YEAR 10

Work Experience Management and Support

- ⇒ Targeted to Year 10 School Leavers

Introduction to Higher School Certificate (HSC)

- ⇒ HSC Subject selection
- ⇒ HSC Rules and Options

Post School - Career and Training Pathways

- ⇒ Apprenticeships
- ⇒ School Based Traineeship
- ⇒ Industry Education Scholarships
- ⇒ University
- ⇒ TAFE

In addition to these programs, the Careers Advisor organises school Industry visits from the Australian Defence Force (ADF), the University of Newcastle and TAFE Hunter Institute. Students are also encouraged to participate in out of school career promotional events like University and TAFE pathway information sessions, Career Expo's and Try-a Trade events.

Work Health & Safety

Student Safety Tips

- ⇒ Take responsibility for your own actions and don't put yourself or others at risk of injury or illness.
- ⇒ When walking in and around the school watch out for traffic, use designated road crossings and don't be distracted by your mobile phone, iPod, iPhone or other mobile device.
- ⇒ Avoid being in isolated areas by yourself.
- ⇒ Don't come to school if you are sick. If you become unwell while at school use good cough etiquette, wash your hands frequently and seek medical attention at the Student Services Office. Do not phone your parents on your mobile phone. Student Services will phone your parents if necessary.
- ⇒ If you have a medical condition that could impact on your health or safety while at the school, please disclose this confidentially to relevant staff members. In most cases your parents or carers will have informed the school of such conditions. However, if this is not the case you must ensure that relevant staff are aware of these conditions. This will allow appropriate precautions to be taken to prevent an injury or illness. In some cases, specific first aid requirements may need to be planned for.
- ⇒ Some areas of the school pose specific risks to health and safety eg laboratories, TAS workshops, Kitchens. These areas should not be entered unless you have been inducted to the area and are supervised by relevant staff.
- ⇒ Follow all school rules and expectations, established safe work practices and reasonable directions given by supervisory staff. Ask questions if you're not sure about the safety aspects of proposed activities.
- ⇒ Be prepared to act independently in an emergency, warn others who may be in danger and report emergencies to the nearest Staff Member. If an evacuation alarm is sounding, leave via the closest safe exit. Such evacuations will usually be supervised by a member of staff. If a lock-down is signalled follow directions of staff.
- ⇒ If you have concerns about any aspect of school life you can speak with your House or Studies Coordinator as an initial step. They will determine if you perhaps need to speak with a member of the School Executive or our School Counsellor.
- ⇒ Report incidents, hazards and other safety concerns to the nearest staff member or to the Student Services Office.



The Curriculum

Stephen Dunn

Assistant Principal, Dean of Studies.

Students at St Pius X complete studies to satisfy the requirements determined by the NSW Education and Standards Authority (NESA) for Years 7 to 10.

The Authority requires students to study courses in each year in Years 7 to 10 in:

English
Mathematics
Science
Human Society and its Environment
Personal Development, Health and Physical Education.

At some time during Years 7 to 10, students are also required to study courses in Creative Arts, Technology and Applied Studies and Languages Other Than English.

As a school that is part of the Maitland-Newcastle Diocese, students are required to undertake the Religious Studies course in Years 7 to 10.

Patterns of study

To ensure students meet the requirements of the Authority, St Pius offers the following pattern of courses:

Year 7

Religious Studies
English
Mathematics
Science
History/Geography
PD/Health/PE
Technology
Languages-French, Italian or Japanese
Music

Year 8

Religious Studies
English
Mathematics
Science
History/Geography
PD/Health/PE
Technology
Visual Arts

Year 9 and Year 10

Religious Studies
English
Mathematics
Science
History/Geography
PD/Health/PE
(Plus two electives)

Year 9 and Year 10 choose two elective subjects:

Year 9 and 10 Elective subjects are selected from a list published each year.

In recent years the following courses have been offered:

Creative Arts

Drama
Music
Photographic & Digital Media
Visual Arts
Visual Design

Technology & Applied Studies

Food Technology
Graphics Technology
Industrial Technology (wood/metal)
Industrial Technology (wood/art metal)
Information & Software Technology
Textiles Technology

Languages other than English

Japanese
French
Italian

Human Society & Its Environment

Commerce
Elective History

Personal Development/Health/PE

Physical Activity and Sports Studies
Child Studies

Science

Marine & Aquaculture Technology
iSTEM

Vocational Education & Training

(VET):

Hospitality

Grading in Mathematics

Year 7 All Mathematics classes are of mixed ability for Semester 1. During this time across-the-form classroom assessment and formal examinations occur. As a result of this assessment and testing, students are loosely banded into three levels. (7MX3, 7MX2, 7MX1, 7MX1, 7MX1 are banded with 7MY3, 7MY2, 7MY1, 7MY1). At the end of Year 7, students are assessed in a common yearly examination and further adjustments are made to the classes if it appears that any students have been incorrectly placed.

Year 8 Students continue their study in their respective bands. All students study the same course. At the end of Semesters 1 and 2 further consideration of student placement takes place. The organisation of classes is based on the following:

1. Semester assessment marks
2. Student work ethic
3. Teacher Recommendation.

At the end of Year 8, students are organised into appropriate levels of study for Year 9 and Year 10 (i.e. Stage 5.1, Stage 5.2 and Stage 5.3 Mathematics).

Year 9 & Year 10: Students study at the level appropriate for each student's stage of mathematical development. It should be noted that at the end of every semester, further consideration of student placement, in all courses, takes place.

Grading in English

Students start Semester 1 of Year 7 in ungraded English classes. During this time a range of formative and summative assessments occur, both across the form and within the classroom to determine student achievement.

From Semester 2 onwards in Year 7, and for all other years, there are one or two graded classes in each of the X and Y streams for the highest achieving students (dependant on the Year numbers). This gives such students the opportunity to study a more rigorous application of the course. Continual reviews of student performance in English occur at the end of each semester in all years, and changes to these classes occur accordingly. Semester assessment marks, student work ethic and teacher recommendation form the basis of all such changes.

Please note that while parents and students may choose to decline a promotion into an advanced class, the final decision to transfer a student to an ungraded class rests with the Faculty.

All other English classes remain ungraded.

Grading in Science

For classes in Year 8, Year 9 and Year 10, there is one graded class in each of the X and Y streams. Students who are recognised as the highest achievers in the stream are placed into this class. The other Science classes are ungraded. The use of this system allows for reduced class sizes compared to a fully graded stream. Students are nominated for the graded class based on their performance in Semesters One and Two in Year 7.

BYOD

St Pius operates a BYOD (Bring Your Own Device) program to enhance students' learning in and out of the classroom. The use of technology is an important part of the education landscape. Parents are asked to support this endeavour by purchasing a Windows tablet that allows for typed and handwritten notes.

**Please check the school website (Teaching and Learning tab)
for recommended specifications.**

Home Learning

We encourage students to appreciate the importance of taking responsibility for their own learning. They need to be organised and self motivated in order to develop the best possible understanding of the concepts and skills covered at school.

There is always something that a student can do at home to help them reach their potential.

The three main types of home learning are:

Homework, or work set by the classroom teacher, is a regular feature of some subjects. It is usually designed to reinforce the concepts covered in class but often includes locating resources or reading a class novel. Homework is usually set one day and marked the next school day.

Preparing for and completing Assessment Tasks is another important feature of home learning. The Assessment Tasks are important as they are the primary tool for determining grades and results recorded in the semester reports. Some tasks are tests, others require research and the presentation of information in various ways. Learning how to manage the preparation of several tasks due around a similar time is an essential skill.

Study and revision is work initiated by the student. By preparing their own summaries, tests and reminders, students are better able to keep information fresh and develop a deeper understanding of the topic. To be effective, students should revise the information at regular intervals.



Simone Kelly
Religious Studies Coordinator

For all schools in the Diocese of Maitland - Newcastle, the study of Religion is mandatory and highly valued. Religious Studies courses in Stages 4 and 5 each require 200 hours of study. The RST course in Stage 5 is endorsed by the NSW Education and Standards Authority (NESA) for the purposes of attaining a ROSA. Religion as a subject in the wider curriculum is assessed and reported on in terms of Stage outcomes in the same way as other KLAs. Quality teaching and learning in the Religious Studies classroom is evidenced by current methods and quality resources.

The diocesan Religion syllabus provides opportunities for students to know, understand and apply the Catholic Faith Tradition. The focus is the Catholic Community: its story, its experiences and its teachings. This is done through the exploration of four main strands, woven across the stages, and based on the Catechism of the Catholic Church. These strands are:

JESUS and SCRIPTURE: God's love is revealed especially in the life, death and resurrection of Jesus and communicated primarily through the Scriptures.

HISTORY and BELIEFS: God acts through the church community whose central beliefs are expressed in the Creed.

CELEBRATION and PRAYER: The Church community celebrates its relationship with God through the Sacraments and through communal and personal prayer.

JUSTICE and MORALITY: Christians are called to live just and moral lives and to respect the whole of creation.

The assessment of Catholic Religious Literacy takes place in Years 8 and 10 across all schools in the diocese. These assess the ability of students to communicate their knowledge and understanding of key concepts set out in the programs and their achievement of syllabus outcomes. The data produced from the various testing instruments gives Religious Studies teachers meaningful feedback about the students' learning and assists in developing classroom teaching.

Religious Studies lessons and the school Ministry Plan complement one another as faith formation to give St Pius X High School its authentically Catholic identity.

Child Protection

At St Pius X High School we are committed to ensuring a safe environment for students. To assist us with this task we are required to meet the statutory obligations of the legislation relating to child protection and the policies and guidelines set out by the Catholic Schools Office.

This legislation includes:

- ⇒ The Ombudsman Act, 1974 and The Ombudsman Amendment (Child Protection and Community Services) Act, 1998
- ⇒ The Children and Young Persons (Care and Protection) Act, 1998
- ⇒ The Child Protection (Working with Children) Act, 2012

Catholic Schools Office documents include:

- ⇒ Reporting Concerns for Children or People with a Disability Policy No. 2.0, 5 December 2014
- ⇒ Code of Conduct 2017

The Children and Young Persons' (Care and Protection) Act and the Catholic Schools Office Policy "Reporting Concerns for Children or People with a Disability" require all staff at St Pius X High School to report their concerns to the Family and Community Services (FACS), if a child or young person is identified as being "at risk of serious harm".

The Ombudsman Act requires that any allegations or convictions of reportable conduct against staff (including volunteers) employed at St Pius X High School must be reported to the Ombudsman. Allegations of reportable conduct against staff will be investigated by the Prevention and Response Team of Zimmerman Services.

The Child Protection (Working with Children) Act requires all employers to confirm that all employees, both paid and unpaid, obtain a clearance to work with children. This clearance is to ensure only people with valid clearances work with children. Almost all volunteers must obtain a working with children check (WWCC). The school Principal will guide the volunteers in following the appropriate screening procedures. All volunteers, workers and contractors exempt from a WWCC Clearance form will be required to complete and submit to the school *the Catholic Diocese of Maitland - Newcastle Working with Children Declaration for Volunteers*.

The full text of our Child Protection Policy is available on our website.

Organisation for Sport

Lunch on Friday begins at 12.14pm;

- ⇒ a bell will ring at 12.40pm for students to start making their way to sport roll call then to the bus lines - do not go before this bell;
- ⇒ make sure you have your money to pay for sport before leaving school;
- ⇒ students not in sport uniform **WILL NOT** be allowed to go to sport - these students will also report to the Sport's Coordinator before end of recess;
- ⇒ if you wish to leave from the venue, you may **ONLY** do so if one of your parents comes into the venue to collect you. He/she must speak to the teacher in charge. You will not be allowed to leave unless your parent has spoken to the teacher and signed the roll;
- ⇒ if your parent is running late, and the bus is going to leave, you **MUST** go back to school on the bus. You **MAY NOT** wait at the venue for your parent;
- ⇒ when the buses return to school you will walk straight to the canteen or basketball area to be supervised;
- ⇒ a bell will ring at 3.00pm - this is the signal to go immediately to your Sport roll-call room for Roll Call;
- ⇒ a bell will ring at 3.05pm and then you will be dismissed.

If you have a reason to leave school you must bring a note to your Care Group teacher. Once the teacher has signed the pass you then bring it to the Student Services' Office to be recorded. **YOU MAY LEAVE THE SCHOOL AT THE REQUESTED TIME ONLY WHEN YOUR PARENT COMES TO THE STUDENT SERVICES TO SIGN YOU OUT.**

*** * N.B. Sport organisation at St Pius is currently under review * ***

SunSmart

Our school will:

- ⇒ Ensure that the optional school hat is appropriate and satisfies Cancer Council guidelines;
- ⇒ Ensure that adequate shade is provided at sporting carnivals and outdoor events;
- ⇒ Provide shelters and shade trees;
- ⇒ Provide SPF 15+, broad-spectrum, water-resistant sunscreen for staff and student use, whenever possible;
- ⇒ Incorporate programs on skin cancer prevention in its curriculum;
- ⇒ Reinforce regularly the SunSmart Policy in a positive way through newsletters, parent meetings, student and teacher activities.
- ⇒ Endeavour to hold PE practical classes indoors or under shade whenever possible during summer.

Fees and Levies

St Pius X High School will bill Tuition fees over 3 terms. These fees do not cover the cost of materials used in practical subjects nor do they cover text books, other curriculum costs or sport and venue payments.

Enrolment Fee

This fee is paid to secure enrolment. This fee covers costs involved in enrolment.

Resource Fee

This fee covers the following:

- ⇒ Access to textbooks;
- ⇒ Purchase of new textbooks;
- ⇒ Repair of existing texts;
- ⇒ Purchase and supply of consumables e.g.
 - ✓ Photocopying
 - ✓ Library materials and book stock
 - ✓ PE equipment
 - ✓ Equipment maintenance and replacement e.g. computers
 - ✓ ID card
 - ✓ Click view video/DVD computerised delivery system.
 - ✓ Upgrading and refurbishing of classrooms.
- ⇒ Costs associated with the provision and maintenance of:
 - ✓ Our school IT network
 - ✓ Wireless network and
 - ✓ Internet access.

Course Fees

In Years 7 and 8 certain courses have fees associated with them to cover the cost of materials used In Years 9 and 10 most elective courses have associated course fees.

Sport Fee

Each student is charged a set sport fee, this covers transport to and from Friday sport and purchase and maintenance of sport resources.

Payment of Fees

Prior to the commencement of a student's enrolment it is **mandatory** that **the Enrolment Fee** be paid. If any difficulties are experienced with the payment of fees it is **important** for you to make a confidential appointment with the Principal to make appropriate arrangements.

Payment of Money

All money paid to the school for any purpose should be paid to the School Finance Office, e.g. fees, sport, excursions, plays, etc. The School Finance Office is generally open from 8:30am to 2:45pm everyday. Methods of payment include, cash, cheque, eftpos, Qkr and direct debit. (American Express and Diners Club cards are not accepted). Bpay facilities are only available for paying School Fee Accounts.

Note: Details of fees and levies are available on the school website and in the publication titled: ***Fee Schedule***, supplied in your ***Orientation pack***.

Uniform

Students are expected to be neat and clean at all times and to be dressed in an appropriate way for the activity in which they are engaged. Some subjects have specific uniform requirements and all students must abide by these regulations.

Hair must be neat and clean and appropriate for the image of the school. Longer hair must be tied back from the face. Ribbons in school colours only may be worn.



Make-up must not be worn. Boys must be clean shaven.

Uniform Description:

Boys

Uniform requirements are listed below.

Please ensure all items of clothing are marked with the student's name.

Item	Description
Shirt	Light blue with split school regulation with crest on pocket (only available from the uniform shop)
Shorts or Trousers	Grey tailored with black belt. Grey school regulation tailored (i.e. not cotton, corduroy, etc) with black belt *. Underwear should not be visible.
Socks	Dark grey short socks
Shoes	Refer to the shoe policy in this handbook.
Jumper	Maroon woollen with school crest OR maroon fleecy with school crest
Track jacket	Maroon jacket with gold insert and school crest (may be worn over the jumper on cold days)
Hat (optional)	Black trucker hat with school crest
T-shirts	A white t-shirt may be worn under the school shirt but should only be visible at the neck. Black or colours other than white must not be worn.

Girls

Item	Description
Shirt	Lemon embroidered blouse
Skirt	Maroon/grey plaid of appropriate length (5cm above the knee)
Socks*	White ankle socks (not low cut or long socks)
Pantihose	70 denier light grey
Shoes	Refer to the shoe policy in this handbook
Jumper	Maroon woollen with school crest OR maroon fleecy with school crest
Track jacket	Maroon with gold insert and school crest (may be worn over jumper on cold days Monday to Friday)
Hat (optional)	Black trucker hat with school crest

***Not available at the uniform shop**

Appropriate dress: For school activities that do not require students to wear school uniform (including school dances) all students are expected to be appropriately dressed for school activities with closed in shoes.

Sports' Uniform - Boys and Girls

To be worn only on Fridays or days with a practical lesson in PE.

Item	Description
Shirt	Gold and maroon
Shorts	Maroon taslon with white stripe
Track jacket	Maroon with gold insert and school crest
Track pants	Maroon with white stripe
Jumper	Maroon woollen or fleecy with school crest
Hat (optional)	Black trucker hat with school crest
Socks*	Plain white sport socks
Shoes*	Refer to the shoe policy in this handbook.
Swim wear	Female students must wear one-piece swim wear appropriate for competition and school. No bikini wear permitted.

***Not available at the uniform shop**

All students require clothing for sun protection when outdoors.

When a student is unable to wear the appropriate school uniform, a note from a parent explaining the reason is expected. However, regular breaches of the uniform code will not be tolerated.

Shoes

Please give due consideration to the shoes that you purchase for your children to wear to school. It is very important that the shoes meet both the **uniform standard** and **safety requirements** laid down by the school.

- ⇒ **School shoes** for use with main school uniform must:
- be black polishable leather shoes – not boots, joggers or sneakers
 - not extended over the ankle or have a platform
 - cover the whole upper foot for safety
 - have lace-ups, buckles or Velcro straps

See example photographs following of appropriate shoes:



- ⇒ **Sports shoes** for use with school sports/PE uniform must:
- cover the whole upper foot for safety
 - be supportive of the feet during exercise
 - have laces or Velcro straps
 - have leather or similar tough uppers & rubber soles

Examples of correct sports footwear follow:



Canvas shoes, Slip-ons, Gym or Basketball boots, low cut casual leather shoes, Converse, Vans, Skate Shoes and similar shoes are not appropriate for use in sport/PE. **They MUST NOT be worn!** The PDHPE Studies Coordinator is the final arbiter on permissible footwear in PE/Sport.

- ⇒ In Science Labs and TAS Workshops & Kitchens, students must wear their black leather school shoes or sturdy sports shoes that provide appropriate protection for the feet. **Canvas shoes & slip-ons are NOT allowed.** The Science or TAS Studies Coordinator is the final arbiter on permissible footwear in specialist practical rooms.

- ⇒ Shoes in the following photos & similar shoes are **NOT allowed**.



Jewellery

While not encouraged, the following items are permitted:

- ⇒ one signet ring
- ⇒ plain sleeper or stud earrings (one per ear only);
- ⇒ chain with cross or religious symbol;
- ⇒ one baby bangle.

The following items are not permitted:

- ⇒ **NO** large hoops or dangling earrings;
- ⇒ **NO** body pierced adornments in sight.
This includes NO body pierced adornments covered by band-aids or similar coverings.

Make-up and Uniform

Students are not permitted to wear make-up while at school or school related activities without the express permission of the Principal. If students fail to abide by this ruling they will be sent to the Student Services office and required to remove the make-up. Parents may be contacted.

Students who arrive at school wearing incorrect uniform and who do not have a parental note of explanation will be asked by staff to correct the infringement. If necessary, the student will be sent to the Student Coordinator who may decide to phone the parent to come and collect the student so that he/she may go home to correct the uniform. The Student Coordinator may also be able to supply the student with alternative correct clothing for the day.

Uniform Shop

The Uniform Shop is operated by Alinta Apparel Pty Ltd. Alinta supplies all of the school's uniform and is generally opened 3 days a week.

Payment can be made by Cash, Credit or Debit Card. If required a lay-by facility is available (50% deposit of the total order).

For more information regarding the Uniform Shop please call (02) 4957 7651. Clothes can also be purchased online via the website on www.alintaapparel.com.au.

Second Hand Uniforms

St Pius X P & F Committee run a Second Hand Uniform Shop at the school. The shop is open each Wednesday during school terms from 8.30am to 9.30am in room 611.

This shop is run by volunteers from the P & F Committee. All profits are returned to the P & F. Parents can donate items of clothing by dropping them in to the Student Service Office.

St Pius also runs a service whereby parents can fill out a form advertising second hand uniforms to buy/sell which is then advertised in the Newsletter. The advertisement will run for one month or two editions of the Newsletter. Parents will simply contact the number supplied and deal directly with the person buying/selling.

St Pius X High School Privacy Policy

1. The school and the Diocese, both independently and through its Schools, collect personal information about pupils and parents or guardians before and during the course of a pupil's enrolment at the school. The primary purpose of collecting this information is to enable the school to provide schooling for your son/daughter.
2. The school and the CSO are bound by the Australian Privacy Principles (APPS) contained in the Commonwealth Privacy Act 1988. In relation to health records, the CSO is also bound by the Health Privacy Principles contained in the *Health Records and information Privacy Act 2002*.
3. Some of the information we collect is to satisfy the school's legal obligations, particularly to enable the school to discharge its duty of care.
4. Certain laws governing or relating to the operation of schools require that certain information be collected. These include Public Health and Child Protection laws.
5. Health information about pupils is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time.
6. The school from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, Government Departments, Catholic Schools' Office, the Catholic Education Commission, your local diocese and the Parish, schools within other dioceses, medical practitioners, and people providing services to the school, including specialist visiting teachers, sports' coaches, volunteers and counsellors.
7. If we do not obtain the information referred to above we may not be able to continue the enrolment of your son/daughter.
8. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, pupil activities and other news is published in school newsletters and magazines.
9. Parents may seek access to personal information collected about them and their son/daughter by contacting the school. Pupils may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include those where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the school's duty of care to the pupil, or where pupils have provided information in confidence.
10. As you may know the school occasionally engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organizations that assist in the school's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
11. We may include your contact details in a Class List and School Directory.
12. If you provide the school with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the school and why. Assure them that the school does not usually disclose the information to third parties.

The full text of the CSO Privacy Policy is available on their website

Computers, Email and Internet

Parent Information

St Pius X High School, Adamstown, offers students access to a computer network for electronic educational resources, email and the Internet. To gain access to these services, all students must obtain parental permission as verified by the signatures on the form below. Should a parent prefer that a student not have such access, use of the computers is still possible for traditional purposes such as educational software or word processing. In such a case a parent should contact the school to arrange limited access. The student still needs to sign the form.

What is possible?

Access to email, networked electronic resources on the school Intranet or the Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange class communication with other Internet users around the world.

Families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the school endeavours to use all networked electronic resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not to apply for access.

What is expected?

Students are responsible for appropriate behaviour on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. The Catholic Schools Office policies for student behaviour and discipline as well as general school rules for behaviour and communications apply.

It is expected that users will comply with Catholic Schools Office policies and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing computer resources. Students are advised never to access, keep, or send anything that they would not want their parents or teachers to see.

What are the rules?

Privacy - Network Administrators will remotely observe student use of computers to maintain system integrity and will ensure that students are using the system responsibly. Students should never disclose any personal or contact information about themselves or any other person.

Data Usage - Students are to use the school network for school-related work only. Any use of the network for non-educational reasons (games, videos etc) may see limits applied to a student's account.

Illegal copying - Students should never download or install any commercial software, shareware, or freeware onto network drives or disks, unless they have written permission from the school. Students must not copy other people's work or intrude into other people's files.

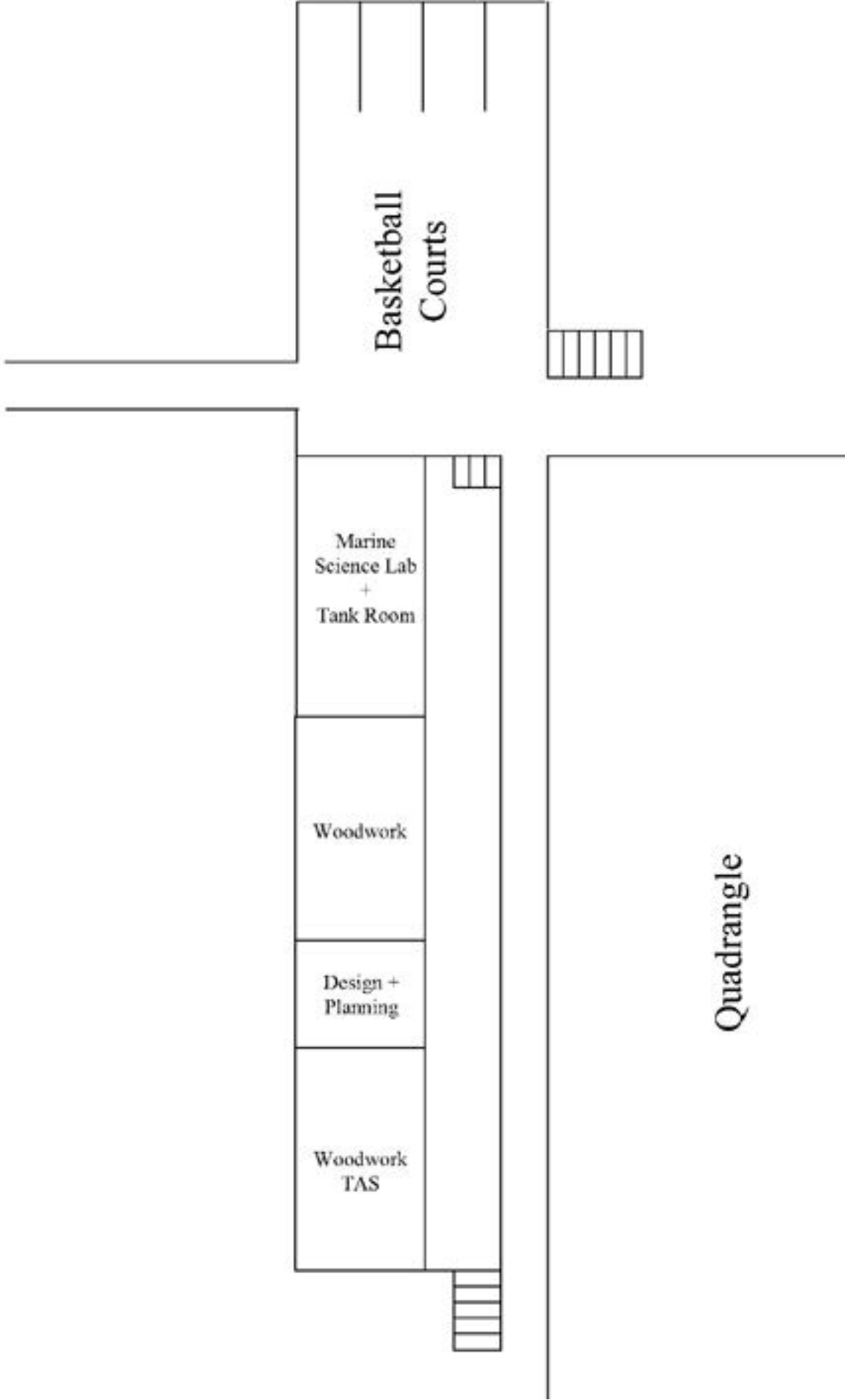
Inappropriate materials or language - Profane, abusive or impolite language may not be used to communicate nor should materials be accessed which are not in line with school rules and expectations. A good rule to follow is never view, send or access materials that you would not want your teachers and parents to see. Should students encounter such material by accident, they should report it to their teacher immediately.

Specific Rules for Students

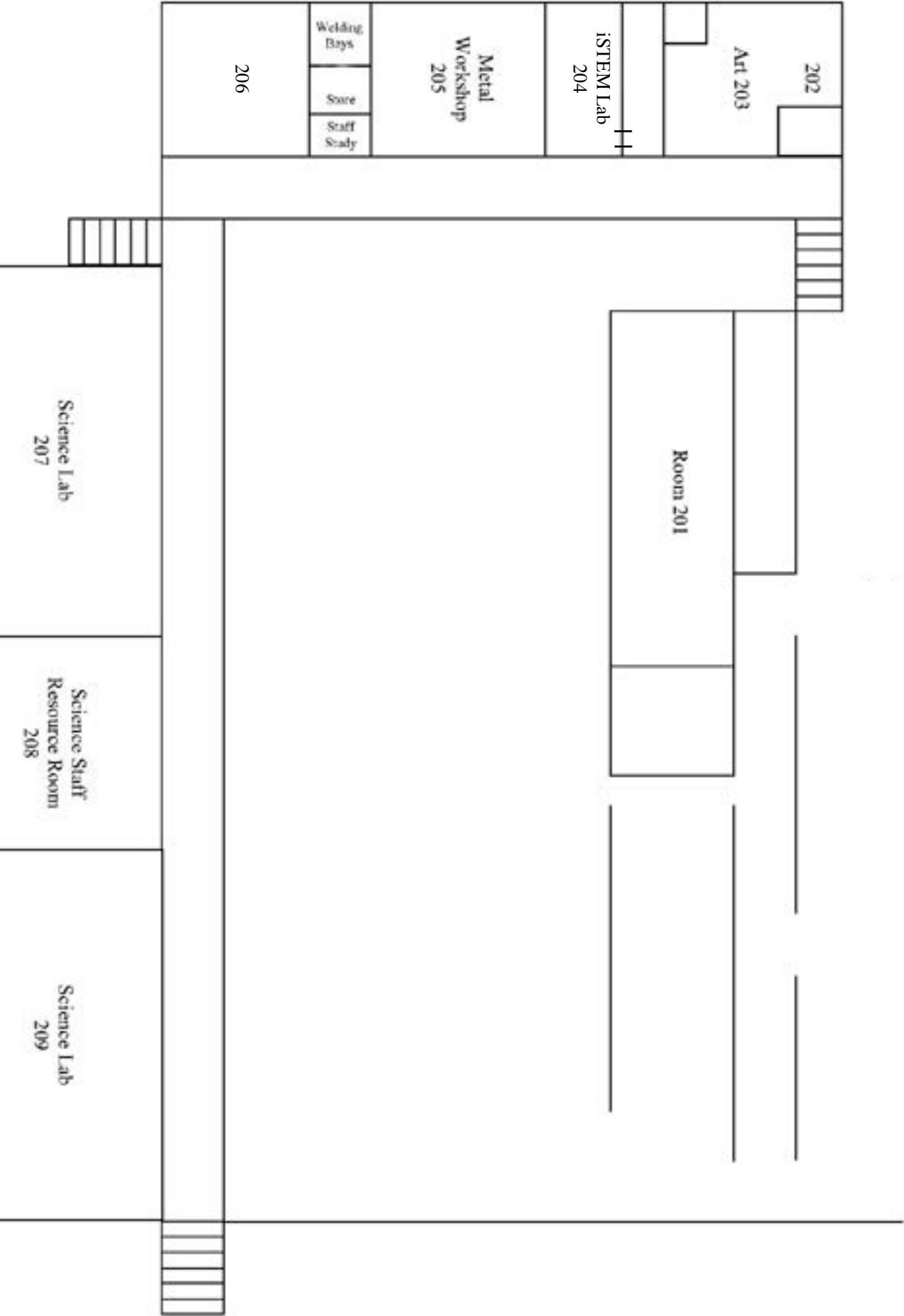
These are the rules to follow to prevent the loss of network privileges at school.

1. Do not use a computer to harm, insult or defame other people, their work or their possessions.
2. Do not damage the computer or the network in any way.
3. Do not interfere with the operation of the network by installing unauthorized software, shareware, or freeware or by accessing unauthorized websites.
4. Do not violate copyright laws.
5. Do not view, send, or display offensive messages or pictures.
6. Do not share your **password** with another person.
7. Do not waste limited resources such as disk space or printing capacity.
8. Do not attempt unauthorized access into others folders, work or files, and internet sites including so-called "hacking".
9. Do not disclose, use, or disseminate any personal information regarding yourself or any other person via the St Pius X High School, Adamstown, Network.
10. Do not post contact information (e.g. address, phone number) about yourself or any other person via the St Pius X High School, Adamstown, Network.
11. Do notify a teacher immediately, if by accident, you encounter materials which violate the rules of appropriate use.
12. Be prepared to be held accountable and to incur loss of privileges if you violate any of the policies, procedures and rules stated in this document.

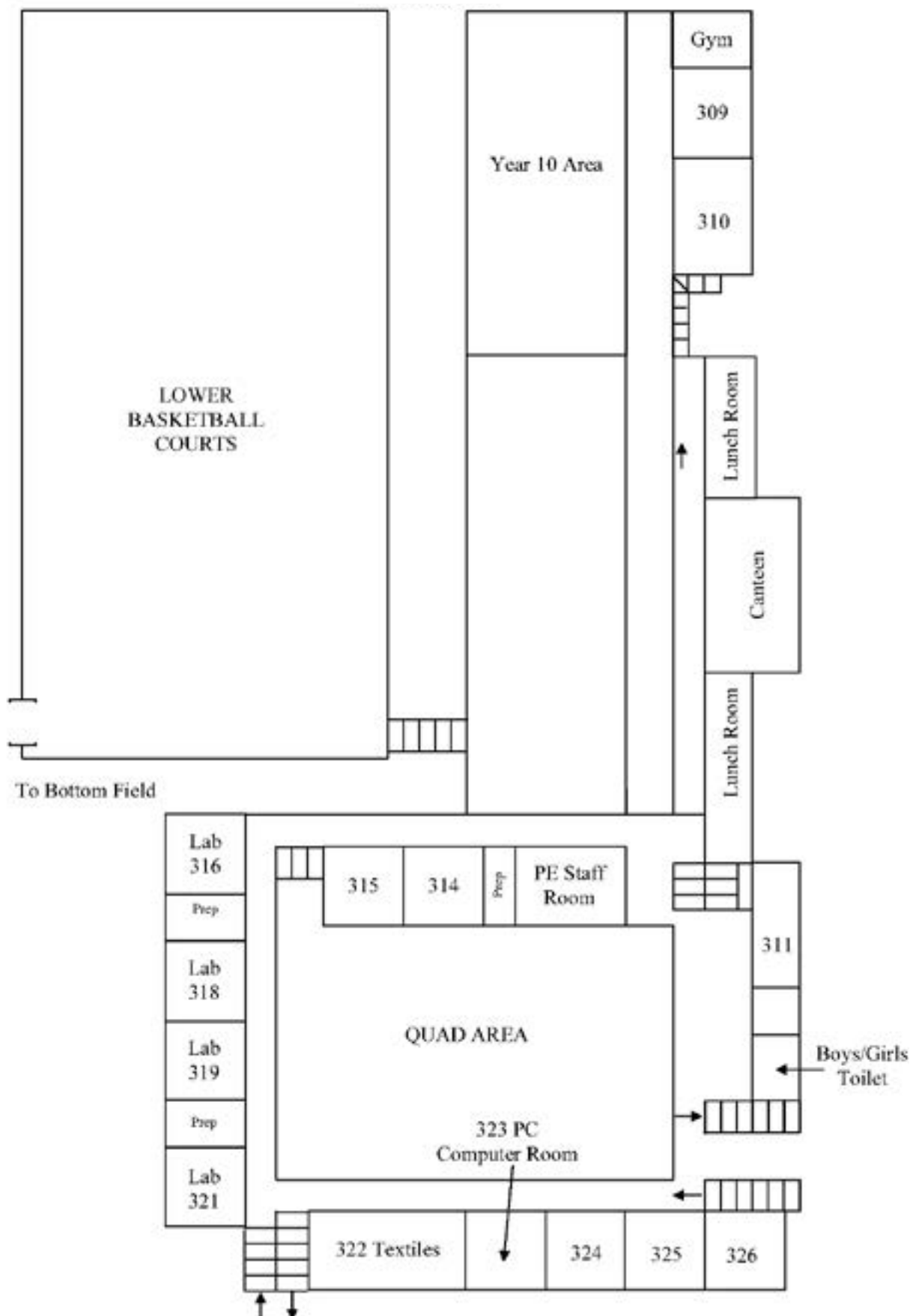
Level 1



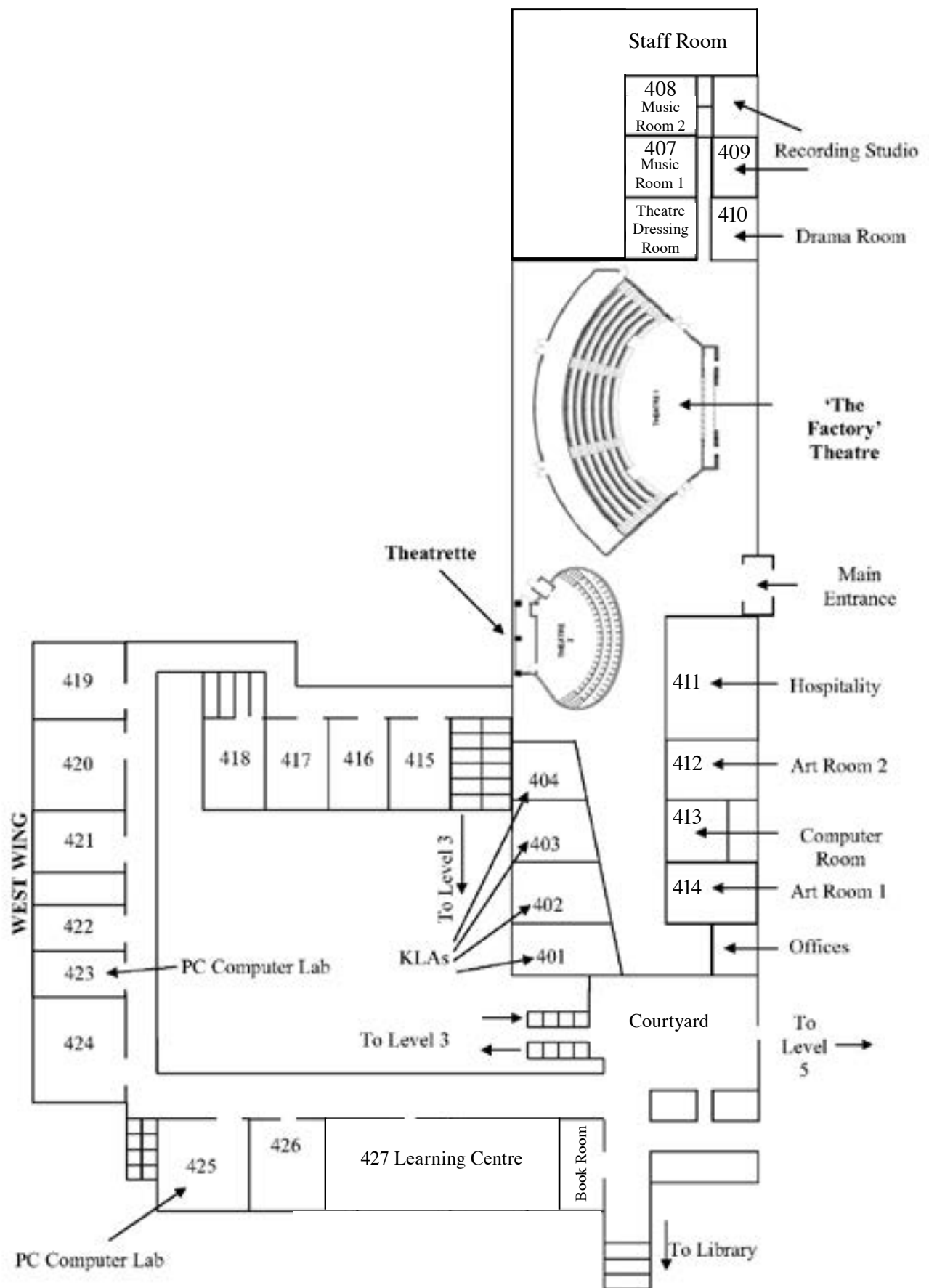
Level 2



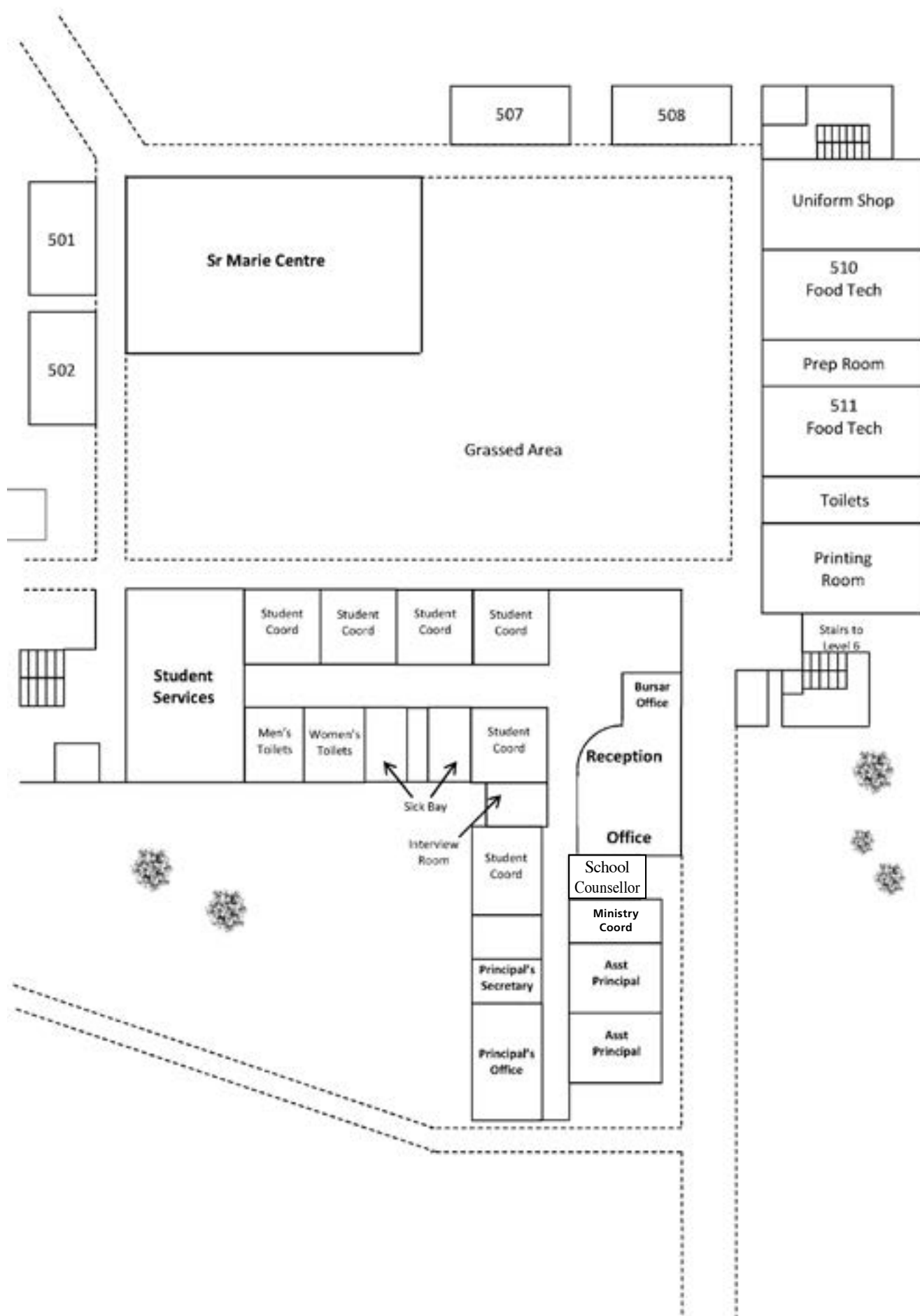
Level 3



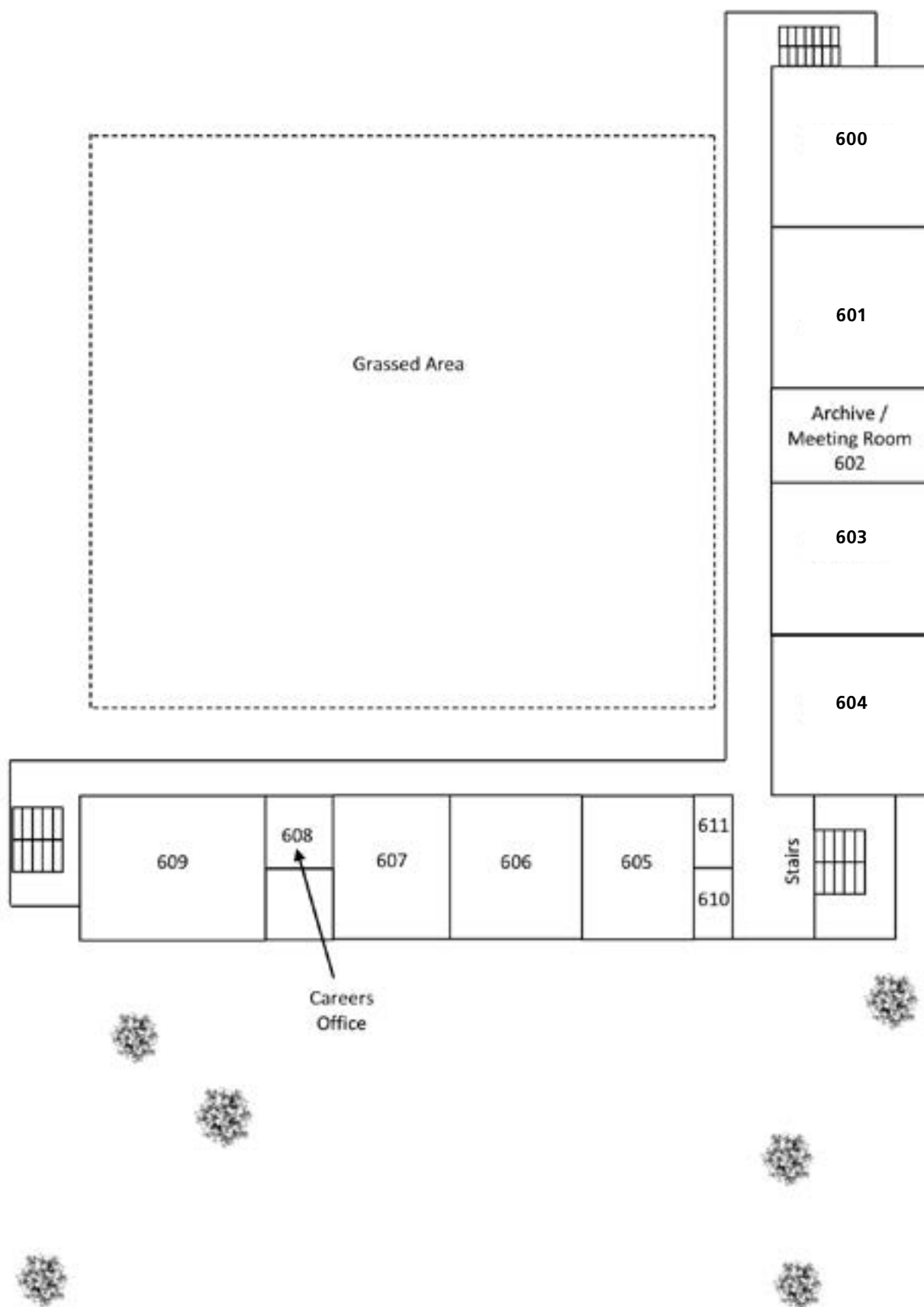
Level 4



Level 5



Level 6





St Pius X High School

Address: 40 Park Avenue, Adamstown
Telephone: (02) 49 571032
Facsimile: (02) 49 575088
Email: admin@adamstownsp.catholic.edu.au

Switch/Reception

Hours: 8.00 am until 3.45 pm

Finance Office

Hours: 8.30 am to 3.00 pm (Monday to Thursday)
8.30 am to 2.30 pm (Friday)
Email: finance@adamstownsp.catholic.edu.au

Student Services

Hours: 8.30 am to 3.15 pm
Telephone: (02) 49 571032

*All student related phone calls can be made directly to Student Services via selecting Option 2.
If the phone is unattended please leave a message.*

Uniform Shop - Alinta

Telephone: (02) 49 577651
Hours during school Terms: Monday 10.30 am to 12.30 pm
Tuesday 2.30 pm to 4.30 pm
Wednesday 2.30 pm to 4.30 pm



Park Avenue Adamstown 2289

Phone: 02 4957 1032

Fax: 02 4957 5088

email: admin@adamstownsp.catholic.edu.au

web site: <http://www.adamstownsp.catholic.edu.au>

Parents are advised to check the school website regarding any information required.

P & F Meetings: 2nd Tuesday each month at 7.00pm