



St Francis

CATHOLIC COLLEGE

Parent Handbook

**Faith
In
Action**



Introduction

The St Francis Catholic College Parent Handbook provides information to help you and your child navigate day-to-day life at our Melton and Cobblebank campuses.

Whether you are new to our community or have been with us for some time, this handbook includes procedures, policies and other guides listed alphabetically on topics commonly accessed by parents and guardians.

Campus locations

Melton Campus: 109-141 Bulmans Road, Melton West, Victoria, 3337

Cobblebank Campus: Bridge Road, Cobblebank

Postal address: PO Box 530, Melton, 3337

Phone: (03) 8099 6000

Website: www.sfcc.vic.edu.au

Email: info@sfcc.vic.edu.au

Facebook: www.facebook.com/sfccmeltoncobblebank

Instagram: www.instagram.com/stfranciscatholiccollege/

LinkedIn: www.linkedin.com

Overview

St Francis Catholic College (formerly Catholic Regional College Melton) is a multi-campus, co-educational secondary school.

Our Melton Campus opened in 1980 and caters for 1200 students in Years 7 to 12.

Our Cobblebank Campus opened in 2023 with 150 Year 7 students and will grow to accommodate up to 1500 Year 7-12 students by 2028.

The College provides secondary education for students in the Melton, Melton South and Bacchus Marsh parishes and embraces the charism of St Francis of Assisi.

Vision

Our vision is to have every student come to know that each has an inherent human dignity as they are all made in the image and likeness of God.

Mission

At St Francis Catholic College, our mission is that students come to understand that they are deeply loved by God.

We want to equip students with the skills and disposition that allow them to flourish and make a meaningful contribution to our local and global society.

We will develop in our students a desire to be models of Christ, called to place their faith into action.

We will challenge our students to follow the teachings of our Lord Jesus Christ, walk in his footsteps and in the words of St Francis to “preach the Gospel at all times and where necessary use words”.

The College nurtures the personal, spiritual, and academic growth of each individual in its community in an atmosphere of faith, care, challenge and encouragement.

We foster the growth of personal worth and develop the gifts of students through the pursuit of prayer, knowledge, communication and service.

While respecting individual differences, we challenge each other to use our talents to benefit all in our community.

We develop in students an appreciation for quality education and teach each to embrace inclusion.

We also promote personal excellence, self-discipline, resilience and a sense of responsibility. This is displayed in our respect and concern for the wellbeing of all.

In fulfilling our mission, St Francis Catholic College - the students, parents and staff - will be a visible and ongoing sign of God’s presence in the local community.

Motto

Faith In Action

Our story is an ever-evolving one. Linked to the ties of our recent past as Catholic Regional College and bound by the newly adopted charism of St Francis of Assisi, our motto calls us to be beacons in our world and provide hope for the future.

We inspire our students to live the gospel values they have learned in whichever path they choose beyond their six years at the College.

Key Contacts

Principal

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Deputy Principal Students – Melton Campus

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Deputy Principal Learning and Teaching – Cross Campus

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Director of Faith and Mission – Cross Campus

Shaun Coates

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Director of Student Wellbeing – Melton Campus

Meryem McLeod

mmcleod@sfcc.vic.edu.au

Registrar – Cross Campus

Kylie Perry

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All teaching staff have email addresses that adhere to the initial of their first name followed by their surname and @sfcc.vic.edu.au

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Accidents and illnesses

Parents and guardians are asked to inform the College before 8.30am on a school day if their child will be absent by phoning 8099 6000 and following the prompts. Absences can also be logged via the parent portal, PAM (Parent Access Module), before 8.40am.

The College will notify parents via SMS by 9.30am if students are absent or late to school without reason.

However, should they become ill at school, or in a case of illness or minor injury sustained at school, your child will be attended to in the Sick Bay by Level 2 First Aid qualified staff.

The Sick Bay is for short-term assistance. It is located near Reception and primarily supported by the School Nurse during school hours, so immediate attention to illness or injury is available to students.

Parents are contacted to collect their child if a student is assessed as being unfit to remain at school. In circumstances of extreme injury or illness, an ambulance will be called at the absolute discretion of the First Aid Officer, and parents contacted. If parents are unavailable, the nominated emergency contact person will be notified.

Therefore your child's contact details should be kept up to date in PAM.

If your child requires regular medication during school hours, please contact the College reception for a Medication Administration form.

You will need to provide the medication to the College Nurse, which will be held in a locked cabinet in the Sick Bay.

The school complies with the Victorian Government's guidelines and best practice procedures in managing the Sick Bay, including students with anaphylaxis, asthma, diabetes or epilepsy.

When students enrol at the College, parents and guardians are asked to complete an Action Plan, Specific Medical form and/or Management Plan if their child has a specific medical condition.

Parents and guardians of students with anaphylaxis are requested to contact the School Nurse to discuss management and prevention strategies for their child.

In all cases, the school will take the necessary steps to ensure your child's wellbeing.

Assemblies

Campus assemblies celebrate our Catholic faith and student achievement. They highlight the different initiatives and opportunities available to students throughout the year.

Regular House assemblies and pastoral sessions provide the opportunity to celebrate our faith and build House spirit and connections between students in different year levels. It is also a time to reinforce student knowledge of key themes and provide information.

Attendance

The College should be notified of student absence before 8.30 am on a school day by contacting the college on 8099 6000 and following the prompts. Absences can also be logged via the parent portal, PAM (Parent Access Module).

The College will notify parents if their child is absent via SMS.

If a student arrives at the College late, during morning mentor time, they should go immediately to their mentor group. Their House Mentor will indicate the time they are late on the attendance roll.

If students arrive after the morning mentor time, they should report to Student Reception, sign in, and explain why they are late.

If a student is continually late to school, their House Mentor and the House Leader will discuss the issue with them and their parents or guardians.

Students are expected to maintain an attendance rate of 90% or higher throughout every year of school. They are expected to attend all classes to enable the following:

- proper continuity of programs
- development of understanding
- completion of work during the time allocated in class
- completion of practical activities where applicable
- reliable contribution to group work
- authentication of individual work.

A record of class attendance is provided with each report.

The [Student Attendance Policy](#) is available on our website with additional information about holidays during the school term and participation in school events.

If a student needs to leave the College during school hours, they must sign out at Student Reception. A parent or guardian must come into the College front reception to collect their child.

Awards

The College awards Certificates of Excellence each semester to students who achieve an average of 90% or above in their formal assessment tasks. These are presented at a whole school assembly, which parents and guardians are welcome to attend.

The College also awards Certificates of Endeavour to students who consistently work to the best of their ability during a semester.

Recognition of student achievement can also occur within year levels at various times during the year.

The College recognises students' outstanding achievements across subjects and year levels.

At the start of each year, awards are presented to the Year 12 College Dux and our top achieving VCE, VCE Vocational Major and Victorian Pathways Certificate students.

VCE awards are presented to students obtaining the highest study score in a Unit 3/4 subject and all those who receive a study score above 40. The ceremony also recognises student achievements through Community Awards. Families are invited to these formal awards.

Before and after school supervision

Melton Campus

Staff supervision on the campus grounds on school days commences at 8.30am. Any student who arrives on the 8.10am bus service should make their way to the Alexandria Resource Centre where staff supervision is available.

After dismissal at 3.15pm, staff supervision is provided until 4.15pm. Homework Club runs on Wednesday until 4.30pm in the Alexandria Resource Centre.

Cobblebank Campus

Staff supervision on the campus grounds on school days commences at 8.10am. After dismissal at 2.45pm, staff supervision is provided until 3.05pm.

Behaviour – wellbeing and learning

At SFCC, we provide all students with a safe, respectful, and inclusive learning environment.

The [School Student Behaviour Policy](#) ascertains acceptable student behaviour and consequences for inappropriate behaviour.

As a Catholic school, we recognise that the sacredness, dignity, and giftedness of each person are grounded in the belief that each person is made in the image and likeness of God (Genesis 1:27). Each student is nurtured and cared for and is guided to make positive choices for both their behaviour and learning.

Our teachers are skilled in restorative practices and work collaboratively with the House Leader, for the students in their care, on ways to repair damaged relationships and improve existing relationships through restorative conversations and additional support as required.

More information about the [rights and responsibilities of students](#) is available on our website.

Bikes

The College encourages students to be physically active and provides ample bike racks for those who would like to cycle to school.

Safety is paramount; all students must ride safely and predictably in traffic and obey road laws. All students riding bikes to and from school need an approved helmet and must walk their bikes once inside the school grounds.

All bikes should be locked onto the racks with a secure lock.

Bullying and harassment

The College does not tolerate bullying or harassment in any form by staff or students. We are committed to providing a child-safe environment for all. Our [School Anti-Bullying Policy including Cyberbullying](#) is available on our website and outlines how we identify and manage these issues.

Buses

Melton Campus

The campus has bus arrangements with Christians Bus (formerly Bacchus Marsh Coaches) and Transit Systems – Sita Coaches. [Timetables and routes for school buses](#) are available on our website.

Buses travel into the school bus zone to deliver and collect students. Staff supervise this area before and after school. A valid Myki is required for travel on most buses.

Calendar

The [College Calendar](#) is available on our website and includes term dates, excursions, camps, exam periods, student-free days, events and co-curricular activities. Updated regularly, the Calendar provides most of the important dates parents and guardians require.

Camps, Sports and Excursions Funding (CSEF)

The Victorian Government provides CSEF to assist eligible families in covering the costs of school trips, camps and sporting activities. Parents and guardians who hold a valid means-tested concession card or pension card, or are foster parents, may be eligible for CSEF.

To apply, parents and guardians can contact the College for the relevant form. If you are eligible, the payment will be applied directly to your school fee account to cover the cost of camps, sporting activities and excursions. For more information, [click here](#).

Canteen

Melton Campus

The Melton Campus canteen is next to the Alexandria Resource Centre and offers daily breakfast, recess and lunch service. Eftpos is accepted via card only; no phones can be used to make payments.

Our canteen accepts orders via the Flexischools app.

Lunch orders must be placed by 9.15am via the app or by the end of recess if ordering directly through the canteen.

If you have previously used the app to order, please remember to update your child's year level before placing their first order for any given year. You can select their year level where required and enter their year level again under *Class*. Their mentor group name is not required.

If you are downloading the app for the first time, please select *St Francis Catholic College Melton* and enter your details.

An information sheet on the Flexischools App is available from the canteen if you require further information.

The first 10 minutes of each lunchtime is exclusively for order pickups. Students who would like to purchase items should line up outside and wait.

Year 7 and 8 students can collect their lunch orders from the side window while Year 9 to 12 students can collect their orders from inside the canteen. Students late to pick up a lunch order should do so using the side window.

Cobblebank Campus

As we have yet to get a canteen on-site, Tasty Trucks food van will attend the campus daily at 1pm. This will be the only opportunity for students to purchase food at this stage.

Car parking and student drop-off

Melton Campus

Our designated drop-off and pick-up area is located at the front of the campus. We ask parents and guardians to use the designated parking spaces and obey all road rules. Vigilance during drop-off and pick-up times is vital to student safety.

Parents and guardians are asked to refrain from entering or obstructing the staff car park or the bus drop-off and pick-up zone for students.

Student drivers are not permitted to park on the school grounds at any time. Students who are 18 and hold a driver's licence should seek permission to drive to school from their Year Level Coordinator.

Students who gain approval are not permitted to have passengers other than siblings.

Cobblebank Campus

Due to the roadworks on the Bridge Rd extension, students can enter the school grounds in two ways.

1. Students who can make their way safely to Adelong Blvd enter the school grounds via a walkway at the corner of Adelong Blvd and the Bridge Rd extension. Street parking is available on Adelong Blvd for parents to drop off and pick up students.
2. Until the Bridge Rd extension is completed, a shuttle bus will operate between Cobblebank Stadium and the Cobblebank Campus before and after school for students who cannot safely reach the Adelong Blvd/Bridge Rd entrance. If you require this service, please contact the College on 8099 6000.

Parent/guardian access to the campus is via the walkway at the corner of Adelong Blvd and the Bridge Rd extension.

Change of details/personal information updates

Parents and guardians should keep the school informed of any changes involving their family circumstances, home address, telephone numbers and the names and telephone numbers of other people responsible for the student's welfare when parents or guardians are unavailable.

Changes in medication or medical conditions should be promptly communicated to the College reception or the School Nurse. Advice of a change in family circumstances will allow the school to comply with the necessary legal requirements.

All changes to personal information should be submitted in writing by emailing info@sfcc.vic.edu.au.

Chapel

Melton Campus

The campus chapel has been a central fixture within the grounds since Archbishop Denis Hart opened it in late 2001. Its design was developed by members of the College and local parish community. Class and staff masses and prayer services are held within this sacred space.

Adjoining the chapel is our Memorial Garden which reminds us of staff and students who have died whilst members of our College community. We hold a service each year for these dearly departed during the week of All Souls Day.

Child safety

All students at the College have the right to feel safe and be safe. We do not and will not tolerate child abuse. Policies and guidelines relating to [Child Safety](#) are available on our website.

We continue to embed a culture that provides a child-safe and child-friendly environment where children are free to enjoy life without concern for their safety. Particular attention is paid to the most vulnerable children, including Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds and children with a disability.

Co-curricular activities

The College is committed to ensuring all students can access various co-curricular performance, sports and community service activities. More details about these [co-curricular opportunities](#) are available on our website, with specific examples featured in our weekly newsletter and on our social media pages.

College tours

Tours of our facilities are held many times throughout the year. For all dates and to [register for a tour](#), please visit our website.

Communication with families

The College uses several communication methods to ensure all relevant information reaches families.

Parent Portal – PAM

The [Parent Access Module \(PAM\)](#) is accessed through the Portals tab on the College website.

PAM provides a single platform in which we store information about your child and from which you can monitor their progress.

It is also where you will update their medical details and receive permission requests and emails from the College.

Keeping your child's medical details up to date is essential. The College must have all the relevant information to ensure the best possible care for your child in case of an emergency.

We also need your current and correct email address to ensure you receive all information and notifications related to your child.

You can update your child's details in PAM at any time.

From PAM, parents and guardians can access the following information for any of their children enrolled at the College:

- Student timetable
- Ongoing assessments
- Mid-Semester and End-Semester reports
- Attendance
- Behavioural incidents
- Daily student notices
- Sports results
- Presentations from information evenings
- Relevant Intranet links

Login details and a guide to accessing PAM are provided when your child begins at the College.

Newsletter

The College newsletter is published weekly, and a link is emailed to parents and guardians every Tuesday during the school term. The newsletter includes messages from the College leadership team, reminders about upcoming events and activities and focuses on student achievements. The [current newsletter and previous editions](#) are available on our website.

Social Media

Our [Facebook](#) and [Instagram](#) complement our website and newsletter. We use social media to keep families updated with what students learn at school, their achievements and co-curricular activities. All year levels are represented, and the posts aim to give a snapshot of day-to-day life at the College. We also post reminders about student-free days and other calendar dates. Please be aware that comments on the College's social media pages are monitored and must adhere to our [Parent Code of Conduct](#) which parents and guardians sign when they accept a position for their child at the college.

Complaints and grievances

St Francis Catholic College is committed to building a school culture featuring positive and respectful relationships. We recognise that, at times, parents and guardians will have concerns about something happening at the College.

Every member of our school community has a right to have their complaint or grievance addressed. We commit to working positively and resolutely to achieve a satisfactory outcome for the people involved. Our [Complaints Handling Policy](#) is available on our website.

In the first instance, parents and guardians are encouraged to contact the staff member most closely connected to the concern. In most cases, this will be the class or mentor group teacher. If you are unsure who to contact, please call the College and our reception staff will refer you to the appropriate person.

Computer and internet usage

All students have access to computers and the internet at the College. Students are issued a password and email account exclusively for their use. The [Digital Devices Policy](#) provides teachers, parents and guardians, and students with guidelines and instructions for the appropriate use of electronic equipment during school hours and is available on our website.

Before students can use the school's digital devices and the internet, they must read and sign the St Francis Catholic College IT Device Agreement.

In the contemporary learning environment at St Francis Catholic College, Year 7, 8 and 9 students have access to a laptop program for their junior years.

These devices enhance student learning with various subject-specific applications and provide access to textbooks and online testing programs.

The learning needs and final work product for students in Years 10, 11 and 12 are very different to those in the earlier years of secondary schooling. As a result, the junior laptop does not provide a suitable platform for ongoing senior studies.

Year 10 and 11 students have access to a school-mandated senior laptop program.

In 2023, Year 12 students will continue with the former Bring Your Own Device program based on their learning needs. The College outlines the minimum requirements for these devices.

Daily timetable

The College runs a 10-day timetable with four 70-minute periods each day.

Day 9 of the timetable is altered for assemblies and pastoral activities.

All students are allocated a House Mentor Group, and each day the College begins with a brief House Mentor session from 9am to 9.10am (Melton Campus) and 8.30am to 8.40am (Cobblebank Campus).

This time is designed to enable House Mentors to connect with students, assist with administration (attendance and school notices) and check uniforms and presentation. Your child's house mentor is your first point of contact should any general issues arise. Any subject-related matters should be raised with the relevant subject teacher first, followed by the house mentor if necessary.

Melton Campus

Mentor Group: 9.00am – 9.10am

Period 1: 9.15am – 10.25am

Recess: 10.25am – 10.50am

Period 2: 10.55am – 12.05am

Period 3: 12.10am – 1.20pm

Lunch: 1.20pm – 2.00pm

Period 4: 2.05pm – 3.15pm

Pastoral day – Day 9

Mentor Group: 9.00am -9.10am

Pastoral period: 9.10am-9.35am

Period 1: 9.35am – 10.40am

Recess: 10.40am – 11.05am

Period 2: 11.10am – 12.15pm

Period 3: 12.20pm – 1.25pm

Lunch: 1.25pm – 2.05pm

Period 4: 2.10pm – 3.15pm

Cobblebank Campus

Mentor Group: 8.30am – 8.40am

Period 1: 8.40am – 9.50am

Period 2: 9.50am – 11.00am

Break 1: 11.00am – 11.40am

Period 3: 11.45am – 12.55pm

Break 2: 12.55pm – 1.20pm

Period 4: 1.25pm – 2.35pm

End of day Mentor Group – 2.35pm-2.45pm

Pastoral day – Day 9

Mentor Group: 8.30am – 8.40am

Assembly: 8.40am – 9.10am

Period 1: 9.10am – 10.10am

Period 2: 10.10am – 11.10am

Break 1: 11.10am – 11.50am

Period 3: 11.55am – 12.55pm

Break 2: 12.55pm – 1.20pm

Period 4: 1.25pm – 2.35pm

End of day Mentor Group – 2.35pm-2.45pm

Emergency management

Emergency and fire drills are held at required intervals throughout the year. Students are shown how to enter or exit buildings in an orderly manner along planned routes, stay or move indoors where required, and have personal medication with them at all times.

In evacuation situations, classes assemble in designated areas and student names are checked against the Period roll.

St Francis Catholic College has an Emergency Management Plan and Critical Incident Management Plan. All staff are trained in correct emergency management procedures.

English as an Additional Language (EAL)

Support for students learning English as an Additional Language (EAL) allows them to achieve the same educational success as other students. Our staff work alongside EAL students in the classroom, one-on-one or in small groups. Some EAL learners follow a different English pathway from students for whom English is their first language.

Through the EAL curriculum, students develop English language competence in speaking and listening, reading and viewing, and writing.

Enrolment

All information relating to [enrolment procedures and due dates](#) is available on our website.

Fees

A [schedule of current fees and levies](#) and payment options is available on our website.

FIRE Carrier School

St Francis Catholic College is a FIRE Carrier School. FIRE stands for Friends Igniting Reconciliation through Education. Students and staff organise initiatives and events to educate and inform our College community about Reconciliation, our shared history and culture. More information about the [FIRE Carrier Program](#) is available on our website.

Homework

Homework is a complimentary component of the learning process. The importance of home study cannot be stressed too highly. Homework is not only work set by the teacher; it should also be related to reading, summarising and studying. Good learning is based on regular work over an extended time.

Homework is entered into the student diary, where parents can follow what is being set. The amount of time students should spend on home study varies from day to day and from subject to subject. As a general rule, please refer to the guide:

Year 7	45 minutes per day
Year 8	60 minutes per day
Year 9	75 minutes per day
Year 10	90 minutes per day
Year 11	120 to 150 minutes per day
Year 12	150 to 180 minutes per day

Melton campus

The College offers a Homework Club every Wednesday after school until 4.30pm in the Alexandria Resource Centre. This provides students with additional access to teachers and student support officers. Maths tutorials run on Thursday after school until 4.30pm.

House System

The College has eight houses:

House name	Patron	Colour
Anthony	St Anthony of Padua	Gold
Bakhita	St Josephine of Bakhita	Cyan
Bernard	St Bernard of Clairvaux	Orange
Catherine	St Catherine of Siena	Blue
Dominic	St Dominic of Osma	Maroon
Glowrey	Dr Sr Mary Glowrey	Green
Lawrence	St Lawrence of Brindisi	Purple
MacKillop	St Mary MacKillop	Red

We have three major sporting events annually - the Multisport and Swimming, Athletics and Cross-Country carnivals. A perpetual trophy is presented to each house for winning any or all these carnivals.

Students can also compete for their house in various academic and co-curricular activities. These can include participation in maths and science competitions, social justice initiatives or performing in the College Production.

Students accrue house points throughout the year. At the end of Semester 2, one house is named the overall winner.

House Leaders

Our House Mentors are the first point of contact for teachers with concerns about their students. They work closely with their House Leader to achieve the best outcomes for students in their care.

Our House Leaders also plan and oversee House activities.

2023 Wellbeing Team – Melton Campus

Deputy Principal Student Wellbeing	Cheryl Bullen
Director of Student Wellbeing	Meryem McLeod
Year 12 2023	Kosta Masouras and Carissa Lock
Anthony House Leader	Rebecca Toms
Bakhita House Leader	Lucas McLennan
Bernard House Leader	Jo Clinton
Catherine House Leader	Kath Jones
Dominic House Leader	Lauren Whitford
Glowrey House Leader	Nathan Hunter-Gerber
Lawrence House Leader	Jordan Reithofer
MacKillop House Leader	Bianca Mifsud
Psychologist	Sarah Abbas
Psychologist	Ms Amber Lawrence
Psychologist	Ms Rachel Agius
Counsellor	Trent Hobson

2023 Wellbeing Team – Cobblebank Campus

Deputy Principal - Head of Cobblebank Campus	Kerrie-Ann Matthews
House Leader – Bernard, Dominic, Lawrence, MacKillop	Brad Ryan
House Leader – Anthony, Bakhita, Catherine, Glowrey	Terri Curnow

Immunisations

During their secondary school years, the local council provides an opportunity for students to receive free vaccinations against things such as tetanus and human papillomavirus (HPV).

The local council provides a consent card to schools in the surrounding district. Students must take the cards home and have them completed and signed by their parent or guardian.

Completed consent cards must be returned to school before the student can receive an immunisation. Consent cards contain information about the vaccine, the disease protected against and possible side effects.

Parents and guardians can decline the offer of free school-based immunisation for children in their care under the age of 18. However, consent cards should still be returned (marked as 'declined') so authorities can collect data on immunisation coverage.

Local councils work with the school to arrange for immunisation nurses to be at the school on a particular day to administer the vaccines.

Learning and teaching

Students have access to a wide range of engaging experiences and pathways throughout their learning journey at the College. Contemporary learning is at the forefront of the opportunities we provide, including the development of skills in innovation, creativity, critical thinking and teamwork and collaboration.

More information about the [Year 7 to 9 curriculum](#) can be found on our website.

More information about the [Year 10-12 curriculum](#) and [Pathways Education](#) can be found on our website.

Learning Diversity

The role of Learning Diversity is to address the learning needs of any student facing individual challenges. The team works collaboratively with teaching staff to provide a learning environment for students that acknowledges and supports different needs and skills through focused and targeted teaching.

The aim is to cater to students' learning requirements to help them succeed academically, socially and emotionally. Our team consists of a Learning Diversity Leader and four Learning Diversity Assistants. There are also Learning Support Officers that assist in the classroom.

The team can help teachers modify tasks and assessments and support teachers and students in the classroom to implement these personalised programs.

Library – Alexandria Resource Centre

Melton Campus

Our College library, the Alexandria Resource Centre, is open daily from 8am to 4pm. The modern, spacious, and light-filled resource centre opened in 2019. Students have access to various physical and digital resources and learning spaces, including a designated senior study zone, an instructional zone for classes, a reading zone and other well-defined learning and teaching spaces.

Resource centre staff deliver all curriculum and learning support required in-person and online through the Infiniti Library Management System. Dynamic curriculum-related pages are updated to provide access to current links and information.

Reading programs and activities are conducted throughout the year for different levels and reading interests, based on a modern collection of titles to suit all readers.

Homework Club runs each Wednesday after school until 4.30pm. Students can access teachers and student support officers who can help them achieve the best outcomes.

The Alexandria Resource Centre is also home to the Careers Centre, Information Technology Support and the College Wellbeing team. To [find out more](#) visit our website.

Liturgy

For Catholic communities, celebrating the Eucharist is the central and defining ritual. The College community gathers in Sheehan Stadium to celebrate the opening of the school year to welcome new staff and the Year 7 students. A whole school mass is also held on Celebration Day when we celebrate the College and its place in the lives of the community of Melton.

Each House also celebrates mass together during the school year.

Lockers

The College provides a locker for each student. Lockers should be used to store bags, books and other equipment. A lock is allocated along with the locker and should always be used to keep valuables secure.

Students are expected to organise themselves to collect items from their lockers before school, recess, lunch and after school. There should not be any need for students to go to their lockers between lessons.

Lost property

Any enquiries about lost property can be made at the College reception. Clear and permanent naming of any item brought to school assists in its speedy return.

Mobile phones

Students are not permitted to use their phones at school between 8.45am and 3.15pm (Melton Campus) and 8.15am and 2.45pm (Cobblebank Campus). They must place their mobile phone in their Yondr Pouch in their locker for the day.

Our full [Digital Devices Policy](#) is available on our website.

Parent communication with students during school hours

All communication with students during school hours must go through the College reception.

Every attempt will be made to pass on messages to students at recess and lunch breaks or immediately before the end of school.

Unless urgent, please keep messages to students to a minimum.

Students must obtain permission from Student Reception or a staff member to call a parent or any other person during school hours. Students are not permitted to use their mobile phones during school hours (8.45am to 3.15pm, Melton Campus and 8.15am to 2.45pm Cobblebank Campus).

Parent Student Teacher Interviews

Parent Student Teacher Interviews (PSTI) are conducted twice a year. It is expected that both parents and students will attend if requested through the interim reports by a subject teacher. All others are also welcome to make bookings to see subject teachers.

Staff can also be contacted via email or phone to discuss issues, progress and other learning-related concerns.

Parents and Friends

Families are welcome and encouraged to become involved in the College community through the Parents and Friends Association, which meets monthly. The meetings are an opportunity to meet other families, hear about current events and initiatives, provide feedback and contribute ideas.

Pathways and careers

The Pathways Department offers a range of programs and services designed to support a smooth progression through secondary education and from secondary school to further education or employment. Our Careers Centre is located in the Alexandria Resource Centre. To [find out more](#) visit our website.

Privacy Policy

Our [Privacy Policy](#) sets out how the College collects, uses and manages personal information provided to or collected by it. The policy is available on our website.

Reports

All students receive formal reports via the Parent Access Module (PAM) at the end of Semesters 1 and 2. The exception is Year 12 students who receive their Semester 1 report internally indicating their progress and final year results externally through the Victorian Curriculum Assessment Authority.

VCE, VCE-VM and VCAL students are assessed against outcomes. Students undertaking VET studies are assessed against competencies. Students in Year 7 to 10 are reported along the learning continuum against the Victorian Curriculum Achievement Standards. The grading system is included with each report and is used to identify our high-achieving students for recognition awards.

Families will also receive an interim report before each round of Parent Student Teacher Interviews. Students undertaking VET Subjects through the Western Edge Cluster may not receive a report for these subjects as a number of them are assessed externally or online.

Students with individualised learning needs may also receive a Personalised Learning Report with learning goals. Students' progress towards these goals is assessed at the end of Semesters 1 and 2.

Parents and guardians are encouraged to discuss their child's progress with school staff anytime. Should a staff member have concerns regarding the ability, attitude or application of any student, they will communicate this with parents and guardians, most often through email, the student diary or a phone call.

School counsellors and psychologists

Melton Campus

The Campus has three psychologists and a counsellor who provide services for students. Parents and teachers can refer a student to these services, or a student can reach out for support themselves.

Social justice

The Social Justice Group provides many opportunities for young people to put their faith into action.

The group aims to enact positive social change within the College and the wider community. Members meet to discuss current social justice issues and plan advocacy and fundraising events held throughout the year.

More information about the [key events each term](#) is available on our website.

Student planner

Melton Campus

Each student is given a planner at the beginning of each year. The Resilience Project information is included in the planner, which is used in the pastoral care program and Health classes.

The planner is used to record academic work, such as homework, due dates, assessment dates and upcoming school activities. It is not a personal planner and should not be defaced with writing, graffiti or stickers. Students need to have their planners with them for every class.

Student leadership

St Francis Catholic College has a strong and dynamic Student Leadership Team and Student Representative Council. Students can develop self-confidence, leadership, communication, problem-solving, and decision-making skills and use their creativity when implementing different initiatives for the student body.

The Senior Student Leadership Team and Student Representative Council (SRC) meet regularly to discuss current issues with the guidance of the Student Leadership Coordinator.

Student wellbeing

Wellbeing at SFCC enables our students to feel supported and nurtured and develop lifelong skills that can be taken with them beyond their time at the College.

Initiatives are embedded in our College culture so our students can flourish and have a strong base from which to grow and develop into global citizens.

SFCC partners with The Resilience Project (TRP). TRP caters for all stakeholders and provides content for the pastoral care program and Health classes. Regular parent and staff webinars and helpful resources are shared through the newsletter.

Students have presentations from the Proactive Policing Unit (PPU), Batyr Australia, and the Pat Cronin Foundation. Cyber safety expert Susan McLean also talks to different year levels about their online activity and interaction.

There are times when students and families may need extra support. [Links to a range of external services](#) are listed on our website. Our weekly newsletter also offers regular updates on seminars and resources for parents and guardians.

The pastoral care program is delivered through the timetabled pastoral session. It focuses on topics that develop our young people's faith, their social and emotional learning and contributes to positive academic outcomes.

Term dates

2023 Victorian school term dates

Term 1: 30 January – 6 April

Term 2: 24 April – 23 June

Term 3: 10 July – 15 September

Term 4: 2 October – 20 December

Specific term dates for St Francis Catholic College are available on the [College Calendar](#).

Unenrolling/Student exit

All forms required to withdraw a student from the College are available on our [website](#).

Students transferring to another secondary school

Parents and guardians of students who are leaving the College and transferring to another secondary school are required to complete and return the St Francis Catholic College Exit Form to the Registrar by emailing enrolments@sfcc.vic.edu.au.

The Exit Form is required by the College and is used to settle family accounts. Parents will be charged fees until the form is received, and the official exit date of the student must be included.

Students not transferring to another secondary school

Parents and guardians of students under 17 who are not transferring to another secondary school need to complete and return two forms.

1. The St Francis Catholic College Exit Form.
2. The Victorian Government Transition from School Form. Students under 17 need to seek an exemption to leave school for TAFE, Apprenticeships, Work and Alternative Job Training options.

Families can assist the College by completing sections A, B, C and E of the Transition from School Form. The College will complete Section D and sign Section E of the form.

Once completed and endorsed by the College, the Transition from School Form will be sent back to the family for use in enrolment at TAFE or training. The form may also be required for the employers' records.

Please note: Students in Years 10 to 12 who are not transferring to another secondary school will be required to have an interview with the Pathways Coordinator before the Transition from School Form is signed by the Principal.

School reports

Once students are removed from College records, their reports can no longer be accessed via the Parent Portal (PAM). Parents and guardians are advised to print, download, and save the reports for future reference.

Uniform

The College uniform is trans-seasonal. Students can wear any piece of the academic uniform at any time during the year.

There is an academic uniform and a sports uniform. Students must wear the correct uniform to school each day unless they have a note from a parent or guardian explaining the reason.

A [full list of uniform items](#) and the [College Uniform Policy](#) are on our website.

Our uniform is supplied by:

Academy Uniforms

10/85 Mt Derrimut Rd, Deer Park VIC 3023. Phone: 03 8385 9111

Opening hours are Monday-Friday, 9am-5pm and Saturday, 9am-12pm.

Uniforms can also be ordered online at www.academyuniforms.com.au.

To order any items of the new uniform orders, please select St Francis Catholic College.

Visitors

All visitors should report to College reception to sign in and obtain a visitors' pass. This pass should be worn while the visitor is on school grounds and returned to reception when signing out to leave. This allows the College to monitor those on-site in case of emergency.