Melbourne Archdiocese
Catholic Schools

LIFE TO THE FULL
Emmanuel College

YEAR 7 INFORMATION HANDBOOK

Learn Well at Emmanuel



St Paul's Campus, Altona North

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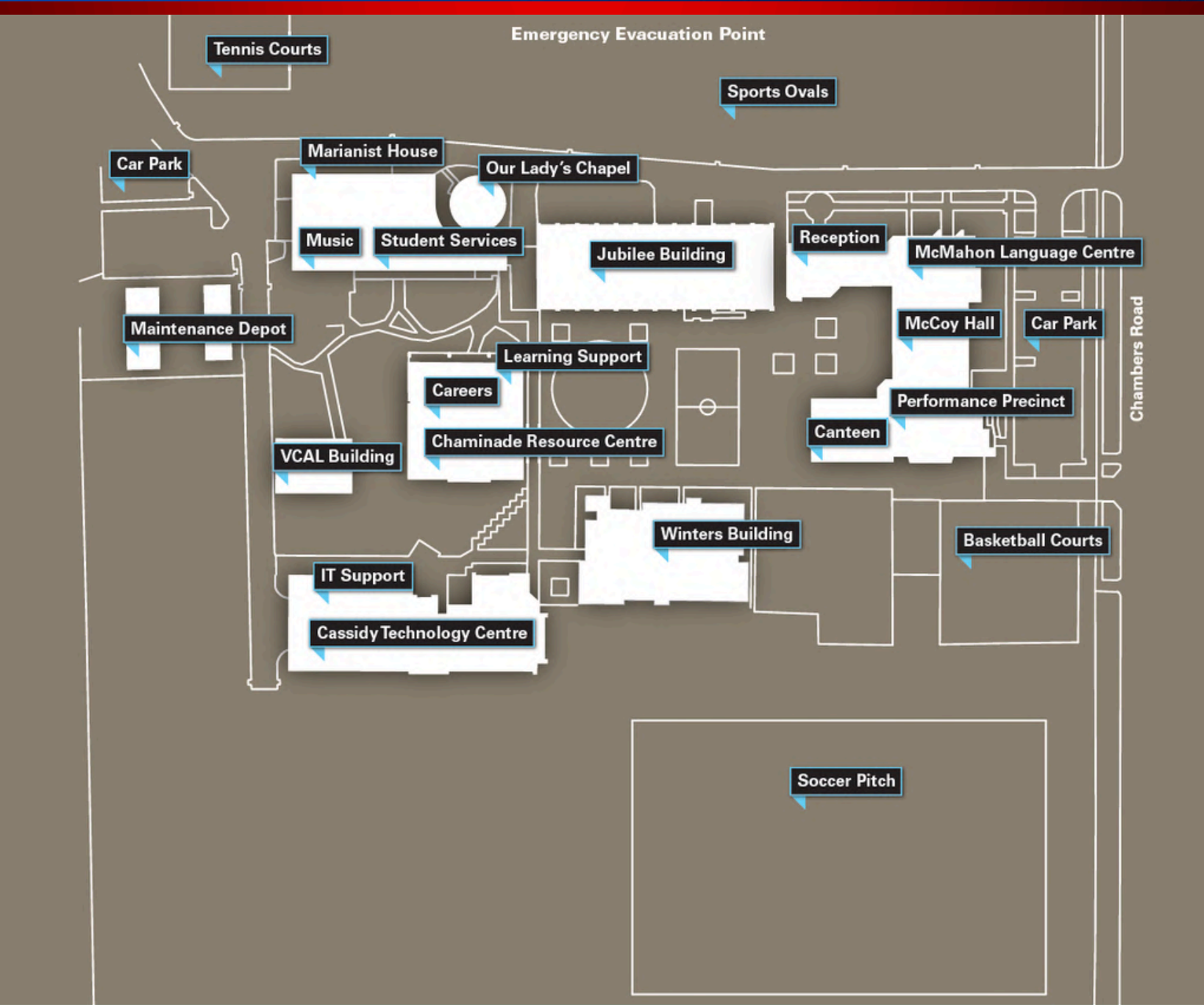
We acknowledge that we are gathered on the traditional land of the Kulin Nation. We recognise the First People's relationship to the land, sky and water and offer our respect to their elders, past, present, emerging. Emmanuel College commits itself to reconciliation.



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Learn Well at Emmanuel

Principal's Welcome



Dear parents, guardians and students,

Welcome to Emmanuel College. We are excited to have your family join us as your child begins their Year 7 journey in 2027. Starting secondary school is a significant and exciting time, and we're here to ensure this transition is both smooth and rewarding. Enjoying a wide range of subjects to explore and numerous extra-curricular activities, your child will find many opportunities for growth and discovery. This handbook is designed to provide you with all the essential information you'll need as you navigate this new chapter.

Emmanuel College has a rich history, deeply rooted in our Marianist heritage. This foundation guides us in nurturing a community where respect, integrity, responsibility, and excellence are the core values. Our students are the pride of the College, consistently reflecting these values in their daily interactions, their approach to learning, and their collaboration with peers and teachers.

Our dedicated teachers set high expectations to challenge and support students in reaching their full potential. We believe that these challenges are essential for developing resilience, critical thinking, and a passion for lifelong learning. As part of the Emmanuel College community, wearing the uniform with pride is important. It symbolises unity and reflects our shared commitment to excellence and respect.

Communication between the College, home, and students is vital to fostering a strong, supportive environment. This handbook outlines how we'll stay in touch with you throughout the year, ensuring an open and active dialogue. This partnership is key to ensuring that your child's experience at Emmanuel College is positive and enriching.

As we step into 2027, I am excited about the opportunities ahead. I wish every new Year 7 student great success as they begin their journey at Emmanuel College, and I look forward to working with you to support your child's success.

Dr Janine Biggin
Principal



Your first day at St Paul's Campus in 2027

Dear students,

Welcome to Emmanuel College! We are so excited that you will be joining us in 2027 and beginning your journey as a Year 7 student.

Starting secondary school is a big adventure. You will meet new people, make friends, discover new subjects and have plenty of opportunities to try something different. Whether you love sport, enjoy performing or creating, or are looking forward to getting involved in College life, there will be lots of ways for you to explore your interests, discover new talents and find your place in our community. There is so much to look forward to, and we cannot wait for you to be part of it!

Your first day of school will commence at 8.40 am on Friday 29 January 2027. We will begin with a short assembly in the Hall, where we will welcome you to Emmanuel and introduce you to some of the teachers and staff who will help you settle in.

You will spend the day getting to know your classmates, meeting your teachers, exploring your new surroundings and organising your locker. Your Homeroom teacher and classmates will help you find your way, so there is no need to worry if everything feels a little unfamiliar at first. We are here to help you feel comfortable, confident and ready to get started.

What to bring on your first day

Please wear your formal College summer uniform (not your PE uniform) and bring the following items with you:

- Your school bag and pencil case.
- Lunch and snacks for the day.
- Any completed forms that need to be returned.

If you are unable to attend school on your first day, please contact the College as soon as possible.

Starting Year 7 is the beginning of an exciting new chapter, and we hope you will embrace the opportunities, friendships and experiences that come your way. Most importantly, be yourself, give new things a go and remember that you are now part of the Emmanuel community.

We cannot wait to meet you and welcome you to Emmanuel in 2027!



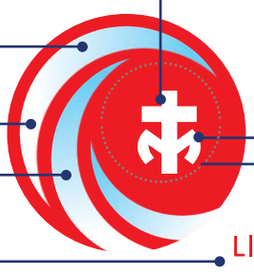
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Emmanuel College Logo

Partial Ellipses
The 3 blue partial ellipses represent Mary, as we associate the colour blue with Mary. They gently sweep around the logo to show how Mary surrounds us with love and protection. The colour variation from light to dark represents her strength and nurturing love as our mother.

The Cross
Reminds us of our call to lives of self-giving love. We are also reminded of Jesus' sacrifice for us when he died on the cross.

The M
Represents Mary the mother of God. We are reminded that as our mother that we can turn to her, just as Jesus did when she was chosen for this very important role.



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Life to the Full
This is our school motto. It comes from the Gospel of John. 'I have come so that you may have life and have it to the full'. John 10:10. This encourages us to live a life that follows the example set by Jesus and where we strive to be our best where we use our gifts to reach our full potential.

Emmanuel:
The Gospel of Matthew cites the prophecy of Isaiah with regard to the birth of Jesus. The name Emmanuel means 'God with us.'

The Marianist Symbol
This entire symbol, the cross and the M, is the Marianist symbol. It encompasses the cross to show the Marianists' commitment as followers of Jesus and includes the M to represent Mary. Through modelling our lives on Mary we are brought closer to God.

Characteristics of Marianist Education



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Emmanuel College Timetable

MONDAY		
8.45 am	8.50 am	Move to Period 1
8.50 am	9.38 am	Period 1
9.38 am	9.41 am	Travel Time
9.41 am	10.29 am	Period 2 - Pastoral
10.29 am	10.50 am	Recess
10.50 am	10.54 am	Lockers
10.55 am	11.43 am	Period 3
11.43 am	11.46 am	Travel Time
11.46 am	12.34 pm	Period 4
12.34 pm	1.15 pm	Lunch
	12.43 pm	Oval Available for games
	12.53 pm	Yard Duty Change Over
	1.15 pm	End of Lunch
1.15 pm	1.21 pm	Lockers
1.21 pm	2.09 pm	Period 5
2.09 pm	2.12 pm	Travel Time
2.12 pm	3.00 pm	Period 6

TUESDAY - FRIDAY		
8.45 am	8.50 am	Homeroom
8.50 am	9.08 am	Move to Period 1
9.08 am	9.11 am	Travel Time
9.11 am	9.59 am	Period 1
9.59 am	10.02 am	Travel Time
10.02 am	10.50am	Period 2
10.50 am	11.09 am	Recess
11.09 am	11.13 am	Lockers
11.13 am	12.01pm	Period 3
12.01 pm	12.04 pm	Travel Time
12.04 pm	12.52 pm	Period 4
12.52pm	1.32 pm	Lunch
	1.02 pm	Oval Available for games
	1.12 pm	Yard Duty Change Over
	1.32 pm	End of Lunch
1.32pm	1.36pm	Lockers
1.36pm	2.24pm	Period 5
2.24pm	2.27pm	Travel Time
2.27pm	3.15pm	Period 6

Please note: Structure of days may be subject to change. This is an example only.

SECTION 1

Preparing for life at Emmanuel College

We recognise the importance of a well-planned and organised transition program to support Year 7 students as they make the important transition from primary to secondary school. This can be an exciting but nervous journey for many, students and parents/carers alike.

Prior to enrolling with us, you may have taken the opportunity to visit Emmanuel College on one of our small group tours or at Open Day or Twilight Evenings. Your son may have visited the College with their classmates in Grades 4 or 5, or you may have an older son already attending the College.

This handbook is designed to answer some of the questions that arise when families begin to familiarise themselves with Emmanuel College in preparation for next year.

School Uniform Policy

All students and families should be familiar with, and be clear about, what is expected of our students regarding uniform and personal presentation. When students make a choice not to observe these standards they are choosing to disregard College expectations, and staff will be obliged to issue consequences to assist the student to be responsible for their choices.

Students have a responsibility to conduct themselves in an appropriate manner in all situations, particularly where they are wearing the College uniform. We expect that students will always be well-groomed and behave with courtesy, common sense, and consideration for others.

The Uniform Policy can be found on the College website. Students and Parents are required to be familiar with its expectations.

The College uniform is compulsory for all students from Year 7 to 12.



Transport Arrangements

St Paul's campus buses run under the auspices of Transport Victoria and normal student fares apply except for charter buses, which the College organises for students travelling from the local area.

Further information can be obtained from Train, Tram and Bus Information Line -
Call Transport Victoria on 1800 800 007. 6.00am - midnight daily (https://transport.vic.gov.au/timetables).
CDC Victoria, Wyndham Depot 9977 9900, and Sita Buslines 9689 7999.

Information about College charter bus services for 2027 will be shared later in the year. Transport arrangements may change throughout the year and will be communicated accordingly.

PTV

Students are required to have a valid Myki Card when travelling on these buses. Students are provided with an embedded Myki Concession Card with the Student ID and should always have this with them when travelling on public transport.

Costs for charter buses

Students must have the yearly ticket to use the charter bus. The cost for using the charter bus service is as would be expected for a private service. The College will continue to subsidise this service.

Students will be issued with a distinctive ID card that will provide access to the bus in the morning and afternoon on all school days. Please note that this is not a Myki and cannot be used on public transport.



Student Engagement Program

Our orientation program begins on **Tuesday 1 December, 2026**. This day is designed for students to become more familiar with the environment in which they will spend their days. Students will participate in fun activities to get to know other students and the teachers.

Term One starts on **Friday, 29 January, 2027**. Students will participate in a special program to prepare them for their normal classes. Students consider transition issues as they arise over the year. It is also a time when as a year level the students come together to discuss issues of relevance to them.

Students will attend Year 7 camp at Portsea in Victoria. No additional charges will be incurred as a result of the Year 7 camp.

Wellbeing Program

Calm Classrooms

Calm Classrooms is Emmanuel College's whole-school approach to creating safe, respectful and productive learning environments. Underpinned by the Berry Street Education Model, Calm Classrooms combines consistent routines, positive relationships and clear expectations to support student wellbeing, engagement and learning. Year 7 students develop the behaviours, self-regulation skills and confidence needed to successfully transition into secondary school and flourish as members of the Emmanuel College community.

These protocols are grounded in respect and restorative practice. Calm Classrooms helps to support our 'Learn Well at Emmanuel' Instructional Model, enabling educators to explicitly teach and ensure student engagement. Calm Classrooms is most effective when students experience the same expectations, language and responses from every adult. Consistency builds safety, trust, and the conditions for learning success at Emmanuel College.

RRRR (Resilience, Rights and Respectful Relationships)

RRRR is a wellbeing-focused pastoral program that equips students with the skills to build resilience, develop positive relationships, manage challenges and make respectful, informed decisions. Through engaging and age-appropriate learning experiences, students strengthen their emotional literacy, communication skills, self-awareness and understanding of respectful relationships, helping them to flourish as confident, compassionate and capable members of the community. Year 7 students participate in dedicated wellbeing days and guest speaker presentations throughout the year, providing additional opportunities to explore and apply RRRR concepts in meaningful and engaging ways.



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Calm Classrooms Help Everyone to Learn Well at Emmanuel

1 Respect and Relationships

- As a Faith community we treat everyone with respect
- We listen when others are speaking
- We respect personal space and property



2 Learning and Engagement

- We engage with the entry and exit routines
- We are prepared for learning
- We follow instructions promptly
- We use technology for learning purposes only
- We follow the College mobile phone policy



3 Conduct and Responsibility

- We wear our uniform correctly
- We arrive on time
- We stay on task
- We own our behaviour



4 Safety and Wellbeing

- We keep the classroom safe
- We maintain a calm environment in class and beyond



5 If You Are Not Making Positive Choices

- Reminder and Redirection
- Warning
- Moved in class or out, to reset and refocus
- Time In
- Follow-Up Action
- Serious breach may result in immediate consequences



Vertical Homerooms

The College has vertical homerooms and operates a house structure to:

- Increase students' social repertoire by broadening the range of social contact they are exposed to.
- Foster connectedness to the whole school community.
- Provide proactive measures to improve mental health, resilience, safety and well-being.
- Increase students' sense of responsibility for others in the school community.

A multi-age homeroom provides an alternative peer group enabling:

- Opportunities to mix and be exposed to other intellectual, physical, social and emotional levels.
- Help to minimise the impact of mid-adolescence, where students developmentally are more likely to have issues with regard to self-esteem, anti-social and high-risk behaviours.
- Extra support and connectedness.
- Exposure for students to caring and positive relationships with a varitety of peers.

House operation is the responsibility of all House teams and classroom teachers, convened and facilitated by the House Leaders with the support of the Heads of Student Engagement. The Deputy Principal - Student Wellbeing and the Deputy Principal - Learning and Teaching work alongside these leaders to provide necessary support as learning, teaching and wellbeing are inextricably linked.

All levels of College operations, including House teams, learning areas and learning leadership, mission and inclusion, converge in the core business of the College. The holistic care of our students though working with our young people in learning and teaching is always underpinned by the wellbeing, inclusion and safety of young people.

House teams are supported by other wellbeing teams including:

- Student Support Team - School Counsellors / Psychologist / Youth worker
- Careers Leaders
- Inclusion Team
- Student Services
- External Partnerships and referrals

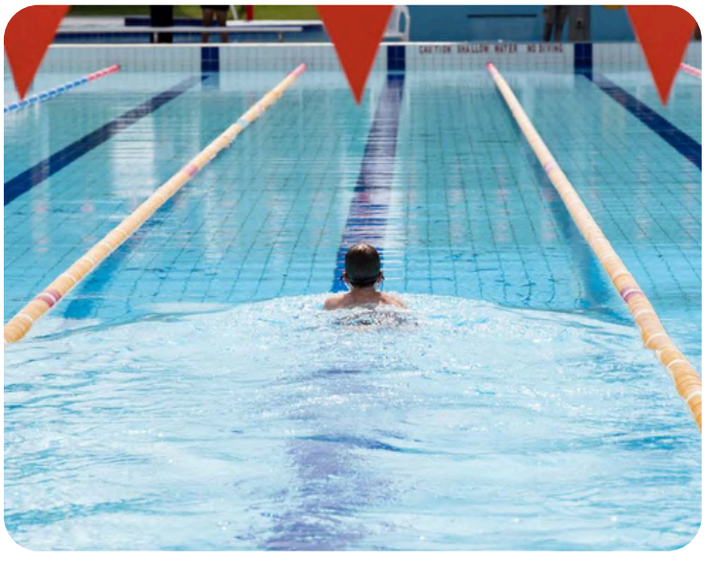
Late arrivals

Any student who arrives late for school must report to Student Services and sign-in via the Compass kiosk, then promptly make their way to class.

Consistent lateness will result in a detention and further discussion with parents/guardians.

Will my child get the opportunity to compete against other schools?

St Paul's students will have the opportunity to participate in carnival events and interschool competitions in the Associated Catholic Colleges (ACC) sports competition.





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Emmanuel College Houses



Symbolism of our House Structure

- **Cassidy -** Fr. John Cassidy, Parish Priest of Williamstown, who lobbied hard for the establishment of St Paul's College.
- **Chaminade -** William Joseph Chaminade, founder of the Society of Mary (Marianists).
- **McCluskey -** Br. John McCluskey, first Principal of the College.
- **McCoy -** Br. Don McCoy, last Marianist brother who was Principal of the College.
- **Winters** - Fr. Dan Winters, past Principal.



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Inclusion and Support for students at Emmanuel

At Emmanuel College, the support of students is a shared priority, led by the Deputy Principal - Inclusive Practices. The Inclusion Team consists of a Director of Inclusion, who collaborates with an Inclusion Leader at each year level to support the needs of students in that year level. The Inclusion Leader works closely with students and their families, acting as the key point of contact and advocating for each learner's needs. Where necessary, the Inclusion Leader oversees the creation and ongoing management of a Personalised Learning Plan, ensuring it remains responsive and relevant, while also coordinating additional supports and resources as required.

The Inclusion Team is strengthened by a team of dedicated Learning Support Officers (LSOs) who work alongside teachers in various subject areas. Their role within the classroom is to assist with learning activities, provide guidance, and help students build both skills and confidence.

To further enhance student wellbeing and engagement, the College offers access to counselling services, with appointments and assessments organised as needed. These services provide emotional and psychological support, helping students navigate challenges and thrive in both their academic and personal lives. The Learning Hub offers a safe and supportive environment for selected students who need assistance with emotional regulation or a quiet space away from the classroom. Access is provided to students identified through the NCCD process where this support has been deemed appropriate. The combination of professional expertise, targeted assistance, and dedicated spaces ensures that every Emmanuel College student is given the opportunity to flourish.

Literacy and Numeracy Intervention programs operate from Year 7-9. Students in Year 7 will be identified through the Academic Assessment Services data and information gathered from the primary school. For Year 8 and 9 students, their results will be determined by data from their Year 7 NAPLAN and PAT-R testing, conducted in Years 7 and 8. The Language and Numeracy Intervention programs aim to support students who have been identified as having a significant need in the development of their literacy and numeracy skills and knowledge. This program is not designed to supplement the regular curriculum, but instead to support students who find the pace, tasks, or concepts in their regular classes challenging.

Students who are identified, after a Language Interview is conducted, as requiring English as an Additional Language (EAL) will be placed in the Victorian F-10 English as an Additional Language (EAL) curriculum. This is designed to support the learning and language development of students for whom English is not their home language. Students who qualify for EAL are identified by the College or at enrolment from the Primary School. Emmanuel College is committed to supporting EAL students' language progression and participation in all learning opportunities by assessing the three Modes:

- Speaking and Listening
- Reading and Viewing
- Writing

EAL students will receive an EAL report in place of their English report.

As an EAL learner becomes proficient in all three modes of English, they will be transitioned from the EAL Curriculum to the Victorian F-10 English curriculum. This will be done in consultation with the student's English teacher, EAL Coordinator, the student, and parents. Students will receive a Socio-Linguistic Profile to guide the support they can receive in their language development.

Melbourne Archdiocese Catholic Schools (MACS) allocates target program funding to schools with enrolled students who identify as Aboriginal and /or Torres Strait Islander. The funding is provided to support wellbeing and educational outcomes for students.



SECTION 2

Essential Information for Parents and Guardians

Supporting the growth and learning of the young people who we serve occurs in partnership with parents - the first educators of their children. We strive, as do parents, to develop well-rounded young people of character and confidence, who believe in themselves and grow in the mature capacity for empathy and consideration of others.

As a college we will engage with you in a range of ways to ensure that you are provided with information you need to support the growth and learning of your son. And through working closely with you, we will learn more about the students we serve. This section outlines our College procedures and policies that directly impact you.

Office Hours

Our front office is open from 8.00am to 4.15pm during the school year.

Over the summer break the school will be closed from the **18th of December 2026 and will reopen on the 18th of January 2027.**

School Fees

The College will share the 2027 Fee Schedule later this year. There are a number of ways in which families can pay their school fees.

We encourage families to set up a payment arrangement from the options on the finance portal, which can be found via the College website. The finance portal will open later this year and will close in early February 2027. A guide explaining how to access and submit a payment arrangement via the portal will be shared with the 2027 Fee Schedule later this year.

Student Absences

Parents / guardians must advise the College as early as possible if a student will be absent from school. The College requests that you log any absences via Compass prior to 9.00am.

Medical Certificates for absences must be emailed to:

SPCattendance@ecmelb.catholic.edu.au

If you have not contacted the College by 9.00am, a text message will be sent to you to indicate your child's absence. You are expected to respond to this text message as soon as possible.

It is not appropriate for families to take holidays during school term where your child will be absent from school for an extended period of time.

We do appreciate, however, that unforeseen events may take place throughout the school year. In these cases, we ask you to contact your Head of Student Engagement as soon as possible to discuss the arrangements that will affect your child's studies. Students may access what their class is completing via Compass.



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What happens if my child gets sick at school?

A student who is ill should not come to school. The College provides a sick bay for students who become ill during the day. Parents may be contacted and asked to take an ill student home. Parents should be aware that medication will not be given without prior written consent and supply of the required medication. Detailed information should be lodged with the office in cases where students are required to take regular medication.

Parents are strongly advised to join Ambulance Victoria. In case of an emergency the College is required to call an ambulance.

Essential medication for my son

Many students at the College need medication to control a range of medical conditions. Each student who has a medical condition will have an individual written management plan which is recorded in a first aid file held by the school nurse. This management plan should include details of:

- The usual treatment needed by the student at school or on school activities.
- The medical treatment and action needed if the student's condition deteriorates.
- The name, address and telephone numbers for an emergency contact and the student's doctor.
- Students with medical conditions like asthma, anaphylaxis and diabetes will need to provide a Management Plan that is signed by your doctor.

This information will be collected via Compass when parents set up a profile in a response to an invitation from the College. Parents are asked to maintain their Compass profile and update any changes to the plan as they occur.

Any medication to be administered at the College must be provided in original containers, with written instructions.

Child Safety Statement

Our School Values and the importance of child safety.

At Emmanuel College we hold the care, safety and wellbeing of children and young people as a central and fundamental responsibility of our school. Our commitment is drawn from and inherent in the teaching and mission of Jesus Christ, with love, justice, and the sanctity of each human person at the heart of the gospel. Our shared values as modelled by Jesus Christ and exemplified in the life of William Chaminade include:

- Justice
- Respect
- Responsibility
- Honouring Diversity
- Honesty
- Compassion
- Commitment
- Endeavour

The essence of the College is learning and teaching, with faith education, and the safety of our young people, as a primary focus.

Talking to someone at the College about your child

There are a range of avenues that parents / guardians can access when it comes to talking to someone at the College about your child. In general, it is always a good idea to contact our Reception or Student Services staff, who are very helpful and can support you to ensure that you speak to the most appropriate person at that point in time.

Initially, any discussion about your child's wellbeing should first go through their Homeroom Teacher and subject teacher. Depending on the nature of the concern, the House Leader may refer the issue to our Head of Student Engagement. From here, the issue may be escalated to a Deputy Principal.



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Essential Information for Parents and Guardians

Getting in touch with your child during the school day

Your first method to reach your child through the school day should be via our College reception. In an emergency situation, it is vital that you contact our front office.

Please refrain from contacting your child on their mobile phone. Students must turn their phones off during class time and place them in their lockers, so if you need to leave an important message for your child, calling our reception is always best. Please see the section below on our policy about student use of mobile phones.

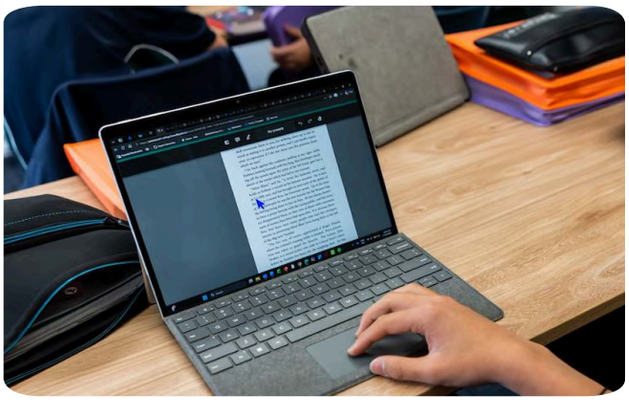
Student use of mobile phones

Emmanuel College acknowledges the growing use of mobile phones by students and the importance these now serve as a tool of communication between parents and students. If parents want their child to have a phone at school so contact can be made in an emergency, after school, or messages left, the Mobile Phone Policy Conditions must be observed. The purpose of our policy is to minimise distraction to learning. For further information about the College Mobile Phone Policy please visit https://www.ecmelb.catholic.edu.au/st-paul/our-college/our-policies

Bringing personal items to school

Lockers are provided for all students. Any electronic games are not permitted at the College. Bags should be stored in lockers during the school day. All property should be clearly labelled. Missing items should be reported immediately to Student Services and the Homeroom Teacher must be informed.

Whilst the College provides amenities for the care of student personal items, the College is not liable for any loss or damage to student belongings and we reserve the right to inspect lockers as required.



Compass

Welcome to Compass - Emmanuel College's Learning Management System

At Emmanuel College, we use Compass as our central Learning Management System (LMS). This platform provides a streamlined, user-friendly experience for students, parents, and staff, allowing easy access to timetables, learning tasks, attendance, reports, and communication tools.

Accessing Compass

Compass is accessible via:

- Any web browser
- The Compass mobile app (available on iOS and Android)
- A direct link on the College website

Account Setup

- **Parents and Guardians:**
  Early in the school year, you will receive an email from the College with login details and step-by-step instructions for setting up your Compass account.
- **Students:**
  Students will receive their Compass access when they receive their laptop at the beginning of the year. College staff will guide them through the setup process and provide an overview of key features.

Ongoing Support

We are committed to helping our community get the most out of Compass. Support is available through:

- College newsletters
- Information evenings
- Step-by-step digital guides and video tutorials

These resources are designed to help you confidently navigate the platform and stay actively engaged in your child's learning and school experience.

You can learn more about Compass, our Learning Management System via the College website, by accessing https://www.ecmelb.catholic.edu.au/st-paul/students-and-families/compass-user-guide

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Essential Information for Parents and Guardians

Parent, Teacher and Student conferences

Parent, Teacher and Student conferences take place twice a year. You will be notified when bookings are open. All bookings are made online via Compass for these interviews, and you can book a time with any of your child's teachers.

The first Parent, Teacher and Student conferences will be conducted in person.

The second Parent, Teacher and Student conferences will be conducted online.

Should you have any difficulty with booking appointments, you can call the College and our staff will guide you through the process on the phone.

Reports

You will receive feedback via Compass Learning Tasks regarding your child's progress at regular intervals throughout the year. This feedback will be directly related to assessment tasks for each subject. You will receive an initial interim report at the end of Term One which focuses on learning progress and behaviours. In addition you will receive a summary report at the end of each semester which contains grades for each of the assessment tasks and progress towards the achievement of the Victorian Curriculum 2.0.

We do not produce hard copy reports. All reports will be available online via Compass. We will ensure that all families have information to support them to access and interpret each component of our school reports.

Newsletters and regular communications

The College produces a fortnightly newsletter which is available on our website. Parents are notified by email when the most recent newsletter is available. Past copies of our newsletters are also available on the College website.

The College also produces a semester-based newsletter called EC News. This publication features images from across our College community, celebrating our achievements throughout the semester.

You will also receive a range of other communications throughout the school year from the Principal, Deputy Principals, and the Community Engagement and Partnerships Team.



SECTION 3
Student Engagement and Related Policies

Student Engagement is our 'hidden curriculum' - it is what we impart by our attitudes and behaviors, about the values and ethics we maintain. Student Engagement is the visible expression of pastoral care and is shown through our faith, and demonstrated by our concern and caring for each other. It is the sharing of our sense of community between staff, students, parents and teachers. It involves the individual's awareness that they belong to a caring community where that person is accepted and valued.

Student Engagement is expressed in practice in being available to listen to and help students (and colleagues). Simply 'being there' as a caring presence is crucial as pastoral care involves helping students with academic or non-academic problems, whenever and wherever they may occur. It is reflected in a private word of praise, encouragement, or help during class time. It is expressed through staff and student involvement in activities such as debating, sporting teams, camps, and so on, where both are freed from the constraints of formal educational curricula.

Student Engagement is also the recognition of the individual, and nurturing of their development towards 'self-hood', without intruding upon personal integrity. It is the guidance of students towards self-discipline and the sense of personal responsibility. Finally, Student Engagement is the recognition of the frailty and fallibility of others and the opportunity for loving forgiveness for human shortcomings.

Significant features of Student Engagement in practice

- Every student and every staff member is a part of the Student Engagement Program.
- Teachers are assigned to a House Team and will have meetings on a regular basis with other teachers from the same House. The House Leader will chair this meeting.
- The Student Engagement Program will revolve around the Homeroom System, with the Homeroom Teacher and House Leaders being the guiding force in the implementation of the Program. The Homeroom Teacher is the central contact between their students and other staff member, and between students and parents.
- Each House Leader oversees a number of Homerooms across the College. This further enhances the pastoral approach for students, staff and parents / guardians.

Values

Aims and values of the College:

- We seek to provide an environment of mutual encouragement and support that fosters self-discipline and self-esteem.
- We value respect for the dignity God gives each person.
- We expect College members to treat each other with dignity, compassion and respect for social and cultural differences.



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A Guide to Discipline and Student Wellbeing

Rights

Because we hold these values, students and staff enjoy rights at Emmanuel College. Students have the following rights:

- To be treated justly and to be valued as individuals
- To have a curriculum that is challenging, meaningful and appropriate to individual and collective needs
- To have a safe and clean College environment
- To have all property respected
- To be informed of all relevant College policies and procedures
- To have all work expectations made clear and to be informed regularly about their progress
- To participate in appropriate decision-making

Responsibilities

No one can enjoy rights without due responsibilities. One person's right to learn, to ask a question, or to be treated fairly can be enjoyed only when other members of the College community are behaving responsibly and fairly. Students have the following responsibilities:

- To treat all members of the College community fairly and with respect
- To take full advantage of learning opportunities provided
- To be punctual to Homeroom, classes, assemblies and Mass
- To bring the necessary books and equipment to class
- To help maintain a safe and clean school environment
- To respect both personal and school property
- To be aware of and to follow College policies and procedures
- To meet work requirements and respond positively to feedback on work
- To participate in decision-making processes in which opinions are expressed in appropriate and constructive ways.

Non-negotiable College Rules

College rules are the means by which limits are set by the community so that rights can be protected and responsibilities and accountability can be practised. The following behaviours are unacceptable:

- Physical or verbal aggression
- Harrassment
- Deliberate or continuing disturbance in class
- Absence from a class or College-organised gathering without a legitimate reason
- Alcohol or illegal drugs being brought onto or consumed on premises / campus / excursions
- Chewing gum on College premises or whilst in uniform
- Smoking / vaping on the College premises or whilst in uniform
- Damaging College, staff, student or guest's property
- Use of written or spoken language or visual material that can be anticipated to offend
- Inappropriate use of digital technology

Emmanuel College reserves the right to determine what is acceptable and unacceptable language and visual material.

As members of the College community students are expected to exercise appropriate self-discipline and follow the established non-negotiable College rules and classroom rules in exercising their rights and meeting their responsibilities.

Where a student does not respect their own or others' rights and responsibilities, teachers should exercise their right and obligation to assume the authority bestowed on them to apply disciplinary measures to assist the student to be responsible for his / her behaviour.

The range of consequences will include reminders, community service, detention, referral to Deputy Principal - Student Wellbeing and suspension.

Serious Student Offence

A serious offence at Emmanuel College represents a significant contravention of College rules. A student will be suspended where it is confirmed that a serious offence has occurred. Other consequences / follow-up may also apply, such as community service, mediation and /or shared-concern meeting.

A serious offence or repeated serious misbehaviour may require a Discipline Conference Group meeting with parents to discuss their child's future at the College and the implementation of a Principal's Contract. One possible outcome of such a process is that the enrolment of the student at Emmanuel will be discontinued in line with MACS and College Policy.

Anti-Bullying

Emmanuel College aims to promote a harmonious, safe environment where students, teachers and parents work co-operatively to ensure the College's educational goals can be successfully met. Any form of bullying, if allowed to go unchecked, will work against this aim. Behaviour that is unacceptable at Emmanuel College includes:

- Physical bullying - any intentional and unwelcome use of physical contact or deliberate property damage. It includes fighting, pushing, interfering with another's property by stealing, hiding, damaging or destroying.
- Verbal bullying - use of language to threaten or hurt. This includes name-calling, offensive language, putting people down, backstabbing, making degrading comments about another's family, religious, social or racial background.
- Exclusion bullying - intentionally leaving someone out to cause feelings of non-acceptance. It includes spreading malicious rumours, writing on posters / walls / books and so on.
- Extortion bullying - use of threat or power to obtain favour or goods, for example, bullying others to provide food, money or school work.
- Racial / Religious bullying - antagonism or prejudice directed towards someone on the basis of their race / religion.
- Sexual / Gender bullying - any unwelcome and uninvited comments, attention, contact or behaviour of a sexual / gender nature that is or found to be humiliating, offensive or intimidating.
- Gesture bullying - use of non-verbal signals to cause intimidation or fear.
- Cyberbullying - use of digital technology to deliberately cause someone to feel fearful, threatened, excluded or in pain. This may include inappropriate and/or unwelcome comments or messages, including material circulated about someone without their permission.
- Any other bullying behaviour that is intimidating, unwelcome, or uninvited, for example "just joking" which causes discomfort to others.

Bullying is behaviour that causes someone to feel fearful, threatened, excluded or in pain. It is deliberate and persistent. It can be caused by a person or by a group.

What we expect of our students

In order to promote a secure, safe and healthy environment where all students can prosper:

- Students are expected to speak and act in a respectful and acceptable manner to all members of the College community.
- All students are expected to respect the property and belongings of others.
- Students have the right and responsibility to report offenders for the benefit of all students. When a student has been confronted with some form of bullying or harassment then the victim need not feel guilty, embarrassed or that they have done something wrong.
- Students who witness an incident have a responsibility to the entire College community to report the incident and they have the right to feel safe when doing so.
- Students should seek support from a member of the College community with whom they feel comfortable. This may be the Homeroom Teacher, House Leader, Head of Student Engagement, Student Counsellor, Deputy Principal - Student Wellbeing, Principal or parents.
- Students should resist feeling threatened by someone by naming them (the responsibility lies with the person who is behaving insensitively to others, not with the person who is trying to prevent it from happening).

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What to do should bullying or harassment happen

Bullying is never a joke. It's no shame to name when you're in pain. You always have choices when you are being bullied. It is important that bullying behaviour is not ignored. It is the responsibility of all members of the College community to act when it occurs.

If you experience bullying / harassment, you are encouraged to report it to an adult that you trust. At all times your confidentiality will be respected. Appropriate consequences will be applied in all instances. It is important to remember that unless you are prepared to take the first step it is unlikely that the situation will change for the better. Parents who have knowledge of bullying and harassment are strongly encouraged to inform the College.

Anyone who is present when bullying and harassment occurs has an obligation to try to prevent it. All reports of harassment / bullying will be taken seriously and acted upon.

"If you are not part of the solution, you are part of the problem. It is right to tell"

When the bullying or harassment occurs:

- Look for support from those nearby
- Be firm and clear - be confident. Tell them to stop
- Get away from the situation as quickly as possible.

After the bullying or harassment has occurred seek advice:

- Don't blame yourself for what has happened.
- Talk to a friend, a teacher, another adult or someone you trust.
- Keep speaking out until someone listens.

When talking to an adult about bullying or harassment be clear about:

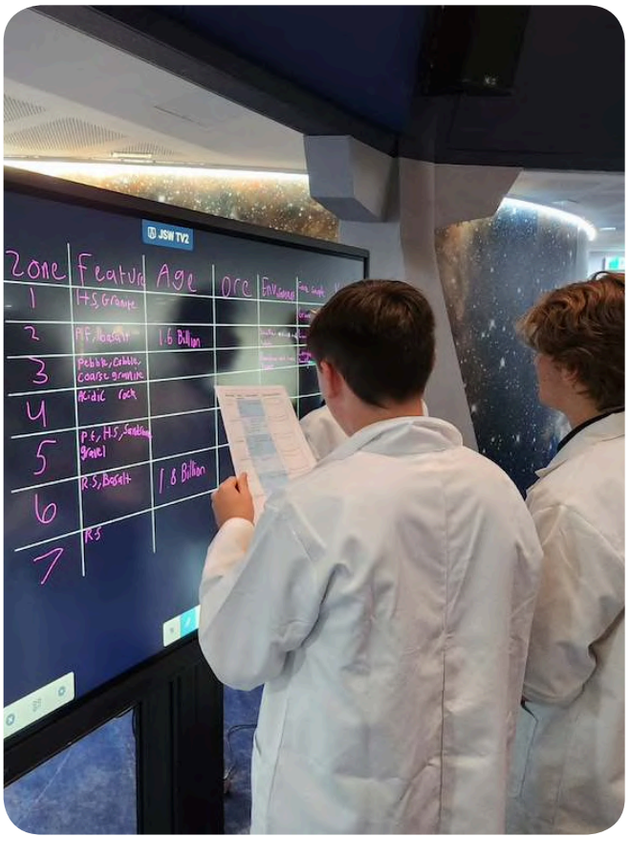
- What has happened to you
- How often it has happened
- Who has been involved
- Where it happened
- How you felt about what happened

What others can do

- In cases of bullying or harassment, there is no such thing as an innocent bystander.

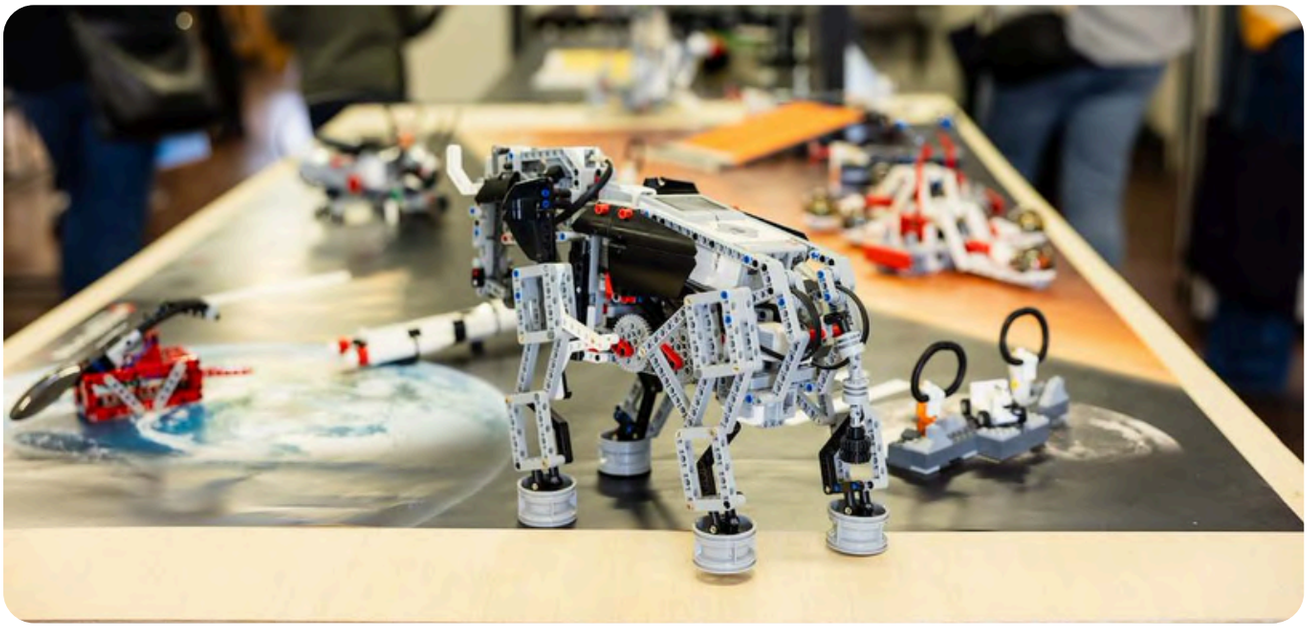
Observers / bystanders should:

- Desist from joining in.
- Let the bully know their actions are wrong.
- Support the bullied student.
- Report the matter to a staff member or adult with whom the student feels comfortable.



SECTION 4

Year 7 Curriculum Overview



Year 7 students study a core program including subjects in each of the Domain learning areas.

The following subjects are studied for the whole year:

Religious Education
English
Mathematics
Science
Humanities
Health and Physical Education

The following subjects are studied for one semester only:

The Arts:

- Music
- Visual Arts

Technology:

- Design and Technologies
- Digital Technologies

Languages:

- Italian
- Japanese

Literacy and Numeracy Support

The aim of these programs is to work with students who have identified significant need in the development of their literacy and / or numeracy skills and knowledge. This program is not designed to be a boost to the normal curriculum, but instead a supplement to support students who find the pace, tasks or concepts in their normal classes challenging.

In these classes students will engage in activities that enable them to practice skills they need to improve their level of competence in English and Mathematics.

At Years 7, 8 and 9 this program replaces the languages program. This subject is by invitation.

The Junior Course Guide and important subject information is available on the College website **https://www.ecmelb.catholic.edu.au/st-paul/learning/curriculum/junior-course-guide**

Homework Expectations

Homework provides an opportunity for students to review work, revise topics and to prepare for coming lessons. It is a means of extending, reinforcing and revising classroom concepts. It provides students with the opportunity to extend their cognitive development and develop good time management skills, preparing them for later studies. Effective learning is enhanced by regular and realistic amounts of work being set. Students should recognise the difference between set homework and the need for study. Homework is designed to be relevant to all students. It is an expectation of the College that all students follow the homework guidelines established in each Learning Area.

Home study is an important part of the learning process and contributes to the development of sound study habits. In all subjects, students will have regular homework. This will range from completing an exercise begun in class, to research assignments over an extended period of time. Regular study is also important, and even when students do not have set work in a subject they should spend some time revising and studying. As a guide, the College suggests that students spend the following amount on home study:

Years 7 - 9:	**1 to 1½ hours per night**
Year 10:	**2 hours per night**
Year 11:	**2 to 3 hours per night**
Year 12:	**3 to 4 hours per night**

As well as devoting regular time to study, it is important that the time be used effectively. Study should consolidate the day's work and enable the student to put new knowledge into perspective. Parents can view homework expectations for students on Compass through lesson plans and learning tasks. Please note that Homework expectations are moderated during the transition period.

Good planning and organisation will help effective study.

- Prepare a study timetable.
- Work in a suitable environment - one that is comfortable and is free from background noise, and work in the same area each day.
- Have all the necessary materials, for example, pens, paper, calculator and so on.
- Your 1:1 laptop is a study aid - use your device wisely and not as a source of distraction.
- Be active - read with a pen and make notes, summaries and comments when reading.
- If students encounter difficulties with their work, they are expected to seek assistance from their teachers the following day, insuring that concerns are addressed promptly rather than left unresolved.

Students should observe the following points:

- Students can use the 'My Tasks' function on Compass to track their homwork.
- Check that you have all books and materials required at the end of the day before leaving the College.
- Regularly talk to your teachers about tasks set, and seek what the purpose of the assignment is.
- You should expect a reasonable amount of homework each night and that it will not always be easy.
- Complete all assigned tasks and assessments.
- Take initiative and seek help or clarification when needed.

How will my child keep track of his / her homework, and how will I know what needs to be done?

Students will be shown how Compass, our Learning Management System, and their 1:1 laptops can be used to support them in recording their home work.

Throughout the year we will support parents to use Compass to check that they are effectively managing their studies and provide support and encouragement as needed.

Teachers will record specific homework tasks on Compass. We encourage students and families to regularly check Compass Lesson Plans and review the newsfeed for updates.

Our Library

The College Library Services and its operating hours.

The Library is open for students from 8:00am - 4:15pm daily. The College will issue ID cards and students must use these for borrowing from the Library, as well as printing and photocopying. The cost of replacement for lost or damaged cards is $15.00. Deliberate graffiti or other defacement of the card will require replacement.

SECTION 5

1:1 Laptop Program

An integral component of our College's teaching and learning strategy is increasing digital literacy, using laptops in an intentional way. Our 1:1 laptop program is designed to allow our students flexibility and support in their learning.

Why is the program compulsory?

The 1:1 laptop program is designed to meet the learning needs of students. The most effective way for the College to ensure all students are equipped with the tools they need to maximise their learning potential is for all students to have the same make and model device.

How long does the program last?

Our 1:1 program will last for three years. This means your child will have the use of their own laptop from Year 7 through to the end of Year 9. At the end of the three years families will own the laptops outright. The student laptops have been chosen based on key features to support the College's approach to learning.

What happens when my child reaches Year 10?

Our 1:1 program continues with a new three year cycle commencing in Year 10. All Year 10 students will be issued with a new laptop for their senior years.

What does the program cost?

As part of Emmanuel College's 1:1 Laptop Program, the cost of each student device is distributed evenly over the three-year expected life of the device.

The 2027 Fee Schedule will show the Laptop Fee for Year 7 2027. The Laptop Fee amount will remain the same for three years in order to pay off the device in full. The College strives to deliver high-quality devices at a reasonable price point.

What is included in the price?

The 1:1 program includes the cost of the laptop, laptop case, software and insurance protection for theft and accidental breakage (payment of the excess amount will apply). More detailed specifics can be found in the 1:1 Laptop Program User Agreement that families and students are required to sign.

When do I have to pay?

The costs of the 1:1 laptop program are incorporated into the College fees.

Who owns the laptop?

To ensure safety and reliability of our network and compliance with software licencing arrangements, laptops will remain the property of Emmanuel College until completion of the 1:1 laptop program, at which point ownership of the device will transfer to you.

What paperwork do I need to complete and by when?

Students and their parents will need to sign the 2027 1:1 Laptop Program User Agreement and return to the College by the 29th of January 2027.

Device delivery

Devices will be provided to students during the first week of school.

What happens if my child withdraws from Emmanuel College prior to completion of 1:1 program?

Students leaving the College during the course of the 1:1 Laptop Program will be required to return their laptop, or families have the option to pay the remaining balance to purchase the laptop.

Will my child be expected to buy the College backpack and laptop case?

Yes. Our College backpacks have been designed to suit the needs of our students and they contain a section to protect the laptop. Furthermore, a laptop case will be provided with the laptop. Students are expected to store their laptop in the provided case at all times. The College backpack accommodates the provided laptop case. The cost of the laptop case is included in the laptop program costs. Please note that removal of the laptop case voids warranty.

Are students using online resources?

Yes. The College has increased the number of online resources it uses in Year 7, however families will still be required to purchase a mixture of online resources, applications and textbooks which will be outlined on the book list.

What happens if something goes wrong with the laptop?

Emmanuel College operates a Digital Services Helpdesk that supports students and staff with a range of problems they may encounter whilst using the College's systems. The 1:1 Laptop Program User Agreement contains more information about the support students can expect from the Digital Services Helpdesk when things go wrong.

What happens if my child accidentally breaks their laptop?

All claims for accidental breakage will follow the procedure as outlined in 1:1 Laptop Program User Agreement. The majority of claims will be subject to payment of insurance excess.

Students may be able to borrow a device from the Digital Services Helpdesk so they can continue with their learning whilst their laptop is being repaired. In these instances students will be provided with a claims form which requires parental signature. It is important to note that if damage is the result of misuse or a student not adhering with the terms of our ICT Student User Agreement, then the College may impose additional fees and charges.

On this point we ask students to be vigilant in how they care for their laptop. As the laptop is a high performance device, replacement parts are quite expensive. If repairs are required (outside the conditions of the warranty) families may need to pay the excess.

What happens if my child's computer is stolen?

All claims for theft will follow the procedure as outlined in 1:1 Laptop Program User Agreement. It is important that you file a police report as claims cannot proceed without a written report. Claims for theft will be subject to payment of insurance excess.

Students may be able to borrow a device from the Digital Services Helpdesk so they can continue with their learning whilst their laptop is being replaced.

When will I be able to collect my child's laptop?

Prior to school starting next year, our Digital Services Team will install all the necessary programs and software to ensure that the devices are operational at the beginning of Term 1. All devices will be clearly labelled with the student's name. All Year 7 students participate in an orientation program during their initial days at Emmanuel College. Students will learn about their device and our IT network as part of orientation.

1:1 Laptop Program (Cont.)

Will my son bring their laptop home with them every day?

Yes. It is expected that students will take their laptops home with them so they can continue with their studies as needed. Whilst at home students will be expected to ensure their laptops are fully charged and ready for the next school day.

Can my son charge their laptop at school?

The device has a long battery life of up to nine hours, and when fully charged should meet students' entire learning needs for the school day. The College does not have enough charging points to cater for students to charge devices during the school day. However, if absolutely necessary students will be permitted to charge their computers at school. We encourage students to ensure their laptop is charged overnight.

What types of programs or games can my son download to their computer?

No programs other than those we have allowed in our operating system (e.g. solitaire, minesweeper) will be installed on the computers. Laptops are a tool to complement student learning, therefore we will only allow other programs that are directly associated with classroom teaching and learning.

What should my son not do on their computer?

All students at Emmanuel College must sign an ICT Student User Agreement, a document that clearly articulates the College's policy regarding the use of ICT. Parents are also asked to sign this document to ensure that you have been made aware of the College's ICT policies.

SECTION 6

Standard Collection Notice and Privacy Policy

Emmanuel College Standard Collection Notice and Privacy Policies

Please note the College Privacy Policy is available to be viewed on the College website: https://www.ecmelb.catholic.edu.au/st-paul/our-college/our-policies

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