

BRIGIDINE COLLEGE

ST IVES

Parent and Student
Handbook

fortiter et suaviter

brigidine.nsw.edu.au



Brigidine College St Ives, a Kildare Ministries
school in the Brigidine Tradition.

College Mission Statement

We inspire girls to value learning, to be true to themselves
and to honour their spiritual heritage.

We challenge young women to act in the world
with strength and gentleness.

The College Motto

Fortiter et Suaviter

Strength and Gentleness

This motto is common to all Brigidine Colleges.

Brigidine School Song

Strong and Gentle

Our ways aren't always clear, even when there's light
The chance is there, to open doors
A chance we can unite
Our Lord has shown us children, His spirit is within
To love is to care, to be gentle yet strong
That's why we sing our song

CHORUS:

Strong and gentle, the words by which we live
To love is to care, to be gentle yet strong
Fortiter et suaviter
To love is to care, to be gentle yet strong
Fortiter et suaviter

St Brigid's Blessing

May the blessing of Brigid be on you all,
light within, light without.
May the fire of Brigid be within you,
and warm your hearts until they grow
like great fires
so that strangers may come and warm themselves,
also friends.
May Brigid's light shine out of your two eyes
like candles lit in windows in a house,
bidding the wanderer to come in out of the storm.
May the blessing of God and Brigid light up
your way.
Amen.

The Brigidine Congregation in Australia

At the invitation of Bishop Murray of Maitland, six Brigidine Sisters left their mother house in Mountrath, Ireland on 16 April 1883 to found a school at Coonamble, NSW.

By 1890 the Brigidine Sisters had founded schools in Victoria as well as in other NSW country towns. Novitiates were established to prepare the young Australian women who wanted to join the Sisters.

With the opening of Brigidine College, Randwick in 1901 the Sisters continued their work of education in Sydney, going on to found many other schools in the metropolitan area. The Brigidine Sisters also established communities in every state in Australia as well as New Zealand and Papua New Guinea.

History of Brigidine College St Ives

Brigidine College St Ives was established by the Brigidine Sisters in 1954 when St Ives was part of the Pymble Parish. The area was still semi-rural and the land on which the College was built was originally the site of an orchard and a dairy.

In 1959 the Convent and the Novitiate were built and the Novices moved from Randwick to St Ives.

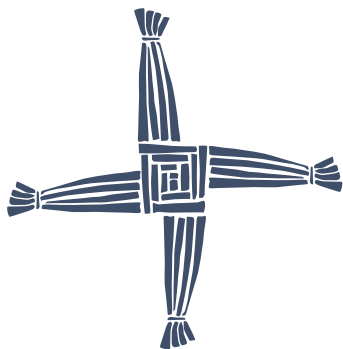
The College was built in four stages with the completion of the Library, Library Annexe and Computer wing, Laboratories and staff room in 1984. In 1985 major renovations were undertaken to the Convent and a separate Senior School established in part of that building. Early in 1989, more senior classrooms and a Prayer Room were added to this extension. Renovations to the Administration were completed in late October 1989; the Gymnasium was opened in 1991 and the Music, Computing Rooms and Technology block began operations in 1994.

In 1997 'The Convent' was refurbished providing a new Reception, General Office and Finance Department, offices for Principal, Assistant Principals, new interview rooms, College Shop and a new kitchen and Conference Room. A Food Technology facility was built in Synan Wing. Further refurbishment in 1998 provided Year 11 classrooms and assembly areas, a new covered recreation area for Year 11, new Year 12 Common Room, new Religious Education Centre, Centre for Excellence and Independent Learning Centre, new Visual Arts Studio for Seniors, new Visual Arts Office and new Development Office. In 1999 Lab 3 was refurbished and a new covered recreation area for Year 10 was built. In 2000 the Year 9 Courtyard was covered and the Chisholm Centre was commissioned. In 2001, St Brigid's Chapel and Religious Education Centre was completed.

In 2005 the College completed its major Jubilee project, Bowie Hall. Completion of this new facility allowed for the refurbishment and renovation of the former Romuald Hall to create the Romuald Visual Arts Centre. In 2007 the Canteen was refurbished and the Quadrangle was enhanced with a new waterproof shade structure and landscaping.

From 2012 to 2014, the Anita Murray Centre for Performing Arts and Sciences was constructed and opened in the College's Diamond Jubilee year, 2014, by the Governor of NSW, Dame Marie Bashir.

In 2014, the NSW, Queensland and Victorian Brigidines became Kildare Ministries. This new body was formed to ensure that the future of all Brigidine schools in Australia and the Presentation schools and community works in Victoria.





College Houses



Kildare

Red and green

This house name brings to mind St Brigid who revolutionised sixth century Irish society by forming religious communities which were centres of learning and culture. Kildare, a town in Ireland, was the location of the most famous of these. Today pilgrims go to Kildare to renew contact with St Brigid's values.



Fatima

Pale blue and white

This house name is in honour of Mary, Our Lady of Fatima, who in 1915 while World War I raged across Europe, appeared to three young Portuguese children and exhorted them to pray for the forgiveness of sins and a renewed devotion to her own Immaculate Heart and to the Sacred Heart of Jesus. Fatima continues the great devotion to the Rosary shared by Mother Lawrence in the 1950s and remains a pilgrimage site today.



Prague

Purple and gold

This house name is for the Infant of Prague (the Child Jesus portrayed as a Little King) whose statue is in the Church of Our Lady Victorious, Prague. Many pilgrims visit Prague each year due to the belief that veneration of the Holy Infant ensures the faithful will never be in need or want. During World War II the Brigidine Sisters at Randwick had prayed to the Infant of Prague for the safety of any Sisters who had to travel to Australia by sea. Continuing this homage Mother Lawrence was renowned for seeking the intercession of the Holy Infant for the successful establishment of the Brigidine Novitiate at St Ives.



Lourdes

Dark blue and orange

This house was established in 1968 when then Principal Mother Thomas, considered that the student numbers justified a fourth College House and appointed Marea Holt as House Captain. Lourdes is a French town near the grotto where Our Lady appeared eighteen times in 1858 to a poor, sick young girl named Bernadette Soubirous. Mary revealed herself as the Immaculate Conception and requested that a chapel be built at the site and that Bernadette would drink from a spring there. The water from this still flowing spring has shown remarkable healing power, though it contains no curative property that science can identify. Lourdes is now a pilgrimage site known as a place of peace and healing.

College Principal

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Deputy Principals

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Faith and Wellbeing Brian Loughland 9988 6219 bloughland@brigidine.nsw.edu.au

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Director of Cocurricular Owen Vale 9988 6297 ovale@brigidine.nsw.edu.au

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Year Coordinators

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College Psychologist

Counsellor counsellor@brigidine.nsw.edu.au



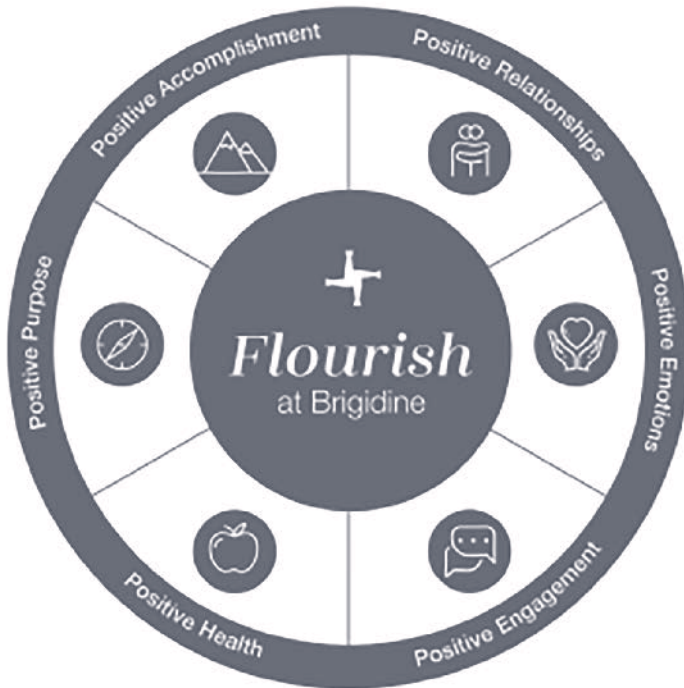
Student Leadership Appointments For 2022

College Captain	Lucienne Cuda	
Senior Vice Captain	Genevieve Kelly	
Senior Captains	Keelin Beyers	Ella Hemens
	Georgie Bickerton	Aisling Tutaan
	Zoe Ellis	Monique Vassallo
	Molly Fileman	Lara Veidners
Year Ambassadors	Alani Barros	Tina Evanian
	Zoe Casey	Hisae Garonne
	Lulu Dixon	
House Captains	Fatima	Lola Eagleton, Anna Harris
	Kildare	Lucine Galoustian, Olivia Tommerup
	Lourdes	Holly Hunt, Emma Rous
	Prague	Isabella Binns, Abbey Shaw
Cocurricular Captains	AFL	Samara Russell
	Art	Talloulah Dawe, Sophia Furtado
	Athletics/X Country	Lisa Weingartner
	Basketball	Areni Kortian
	Dance	Madeline Keyser, Coco Yamaguchi
	Debating	Eva Ossowski, Lara Veidners
	Drama	Alexandra Stacey, Natasha Williams
	DEA	Lauren Smith, Sarah Wallbank
	Football	Gemma Lacey
	Hockey	Sofia Szelid
	Honours	Eva Ossowski
	Music	Gemma Curry, Clarisse Tsang
	Musical	Alannah McGrath
	Netball	Hannah Grice
	Social Justice	Olivia Bortolussi, Danielle Drewitt-Smith
	Softball	Ilana Day
	Sports Aerobics	Ashleigh Croft, Nicola Vaccarella
	STEM	Mia Tasker, Emily Whiteoak
	Swimming	Aysha Mallaby
	Tae Kwon Do	Alyssa Wong
	Touch Football	Coco Guberina
	Volleyball	Kate Lovell
	Water Polo	Emma Rous

Flourishing at Brigidine

The positive education initiative 'Flourishing with Strength and Gentleness' is grounded in the pastoral needs of the young women attending the College. The generative nature of positive psychology focuses on student flourishing, and indeed, communal flourishing. It is hoped that through classroom teaching, pastoral programs and whole school initiatives that the mindset of students will improve and allow them to flourish as individuals.

The flourishing will be evident through a more positive outlook, a development of effective and meaningful relationships, improved learning capacity, gratitude for life, and improvement to their general wellbeing and health.



Nutrition and Health

Brigidine College will provide food and nutrition to staff and students that reflects national dietary guidelines. Students will be encouraged to develop healthy eating habits and will be provided with an environment where healthy options are prevalent.

Nut Aware

Given the number of foods to which a student may be allergic to, it is not possible to remove all allergens. Consequently the Brigidine community is a Nut Aware School understanding the risks associated with allergies and implementing practical, age appropriate strategies to minimise exposure to known allergens. Whilst Brigidine does not claim to be 'nut-free', we minimise exposure to particular foods such as peanuts and tree nuts. This includes removing nut spreads and products containing nuts from the school canteen, but does not include removing products that 'may contain traces' of peanuts or tree nuts. We request that parents/carers do not include nut spreads in sandwiches or products containing nuts in their lunch box.



Brigidine College Award Scheme

Merit Award

4 Merit Awards = 1 Mentor Award
Any teacher can give Merit Awards

Year Coordinator Award

2 Mentor Awards = 1 Year Coordinator Award
(You need 8 Merit Awards)

Principal's Bronze Award

2 Year Coordinators' Award
= Principal's Bronze Award
(You need 16 Merit Awards)

Principal's Silver Award

2 Bronze Awards = Principal's Silver Award
(You need 32 Merit Awards)

Principal's Gold Award

2 Principal's Silver Awards
(You need 64 Merit Awards)

A Principal's PLATINUM Award may be given to students who attain two Gold awards while at the College.

- Principal's Awards are presented only at College assemblies and Year assemblies and not at Graduation ceremonies.
- A database is maintained to track these awards and the awards will be included on semester reports each year.

Academic Awards

College White for Academic Application
Awarded for achieving 4 application to studies certificates.

College Blue for Academic Application
Awarded for achieving 6 academic merit certificates for application to studies.

College Gold for Academic Application
Awarded for achieving 8 academic merit certificates for application to studies.

College White for Academic Achievement
Awarded for achieving one or more 1st places in a subject for three years.

College Blue for Academic Achievement
Awarded for achieving an academic excellence award for three years.

College Gold for Academic Achievement
Awarded for achieving a College Blue and an outstanding academic excellence award.

Cocurricular Awards

Purpose

Cocurricular awards should demonstrate excellence in achievement, commitment and participation.

Guiding Principles

Cocurricular awards recognise that

- participation in the sporting and cocurricular life of the College contributes to students' individual growth and development and the culture of holistic education that is valued at Brigidine
- commitment is integral to achievement
- the nature of achievement is hierarchical
- excellence in performance and achievement should be acknowledged.



KILDARE MINISTRIES' *Principles of Living Justice*



*Living Justly, Loving Tenderly and
Walking Humbly with our God*

MICAH 6:8



**Kildare
MINISTRIES**



Prayers

The Lord's Prayer

Our Father, who art in heaven,
Hallowed be thy name.

Thy kingdom come, thy will be done
on earth as it is in heaven.

Give us this day our daily bread,
and forgive us our trespasses,
as we forgive those who trespass against us.

And lead us not into temptation,
But deliver us from evil. Amen.

Hail Mary

Hail Mary, full of grace,
the Lord is with you.

Blessed are you amongst women, and blessed
is the fruit of your womb, Jesus.

Holy Mary, Mother of God,
pray for us sinners,
now and at the hour of our death. Amen.

Exams

Loving God, you know us as we are,
and you are with us always.

Be our companion and guide in our exams and
fill us with your wisdom and blessings.

May your gentleness calm us, and help us to focus
our minds on what we have learnt.

Prayer For Peace

Lord, make me an instrument of your peace.
Where there is hatred ... let me sow love,
where there is injury ... pardon,
where there is doubt ... faith,
where there is despair ... hope,
where there is darkness ... light,
where there is sadness ... joy.

O Divine Master, grant that I may not so much
seek to be consoled, as to console,
to be understood, as to understand,
to be loved, as to love,
for it is in giving that we receive,
in pardoning that we are pardoned,
and it is in dying that we are born to eternal life.

St Francis of Assisi (1182-1226)

Prayer To St Brigid

St Brigid, you were a woman of peace,
you brought harmony where there was conflict,
you brought light to those in darkness,
you brought hope to the downcast,
and you were a voice for the wounded and weary.
May the mantle of your peace cover those who are
troubled and anxious.

Inspire us to act justly and to respect all God
has made.

Strengthen what is weak within us, calm us into
a gentleness that heals and listens.

May we grow each day into greater wholeness of
mind, body and spirit,
and carry the light of Christ into the new millennium.

Adapted from Brigidine Millennium Prayer

Irish Blessing

May the road rise up to meet you,
May the wind be always at your back,
May the sun shine warm upon your face,
The rains fall soft upon your fields,
And, until we meet again,
May God hold you in the palm of His hand.

Strong and Gentle Woman

Lord, you inspired in St Brigid
such a whole-hearted dedication to your work
that she became a strong and gentle woman.

Help us to see you in the people we meet,
and in the ordinary events of daily life.

May we serve you, as she did, in a spirit of joy,
with courage in the face of difficulties
and with loving compassion for those in need. Amen.

Brigidine College Leadership Diploma

The Brigidine College Leadership Diploma recognises whole school commitment to a variety of areas important to life at Brigidine. The Diploma must be achieved by the end of Year 10 if students wish to apply for a Senior Leadership positions; College Captain, College Vice Captain, Prefect, House Captain and Year Ambassador.

This table will help you record your commitment which must also be updated on your electronic student leadership diploma. A copy of page 3 of each end of year report should also be saved in your leadership folder as evidence of this involvement.

Diploma Area	Details	Tick when entered on electronic leadership diploma
<i>Junior Leadership Position</i> 	One position held during Years 7–10	
<i>Cocurricular Involvement</i> 	One cocurricular activity per year for at least three years during Years 7–10	
<i>Application to Studies</i> 	Consistent achievement on Student Report (1) Working beyond our expectations (2) Working to expectations	
<i>Camps and Retreats</i> 	Attendance at all camps and retreats	
<i>Whole School Carnivals</i> 	Attendance at all whole school carnivals each year	
<i>Community Service</i> 	Involvement in one community service activity (eg School tour guide, Legacy badge selling, Peer Support)	
<i>Year 10 CIP</i> 	Year 10 CIP completed, signed off and handed in by the end of Term 3.	



Student Management Policy

Code of Conduct

It is expected that as a student at Brigidine you will:

- be punctual in your attendance, in your work and in commitments made with others
- show respect for yourself and other members of the College community
- treat your own equipment and the resources of the College with care
- actively participate in lessons by bringing all your equipment, engaging in the lesson and completing the tasks required
- be responsible for your own actions and aware that the rights of others are to be respected
- take pride in your appearance and your school work

- be polite, well mannered and courteous to all – both inside and outside the College
- accept the consequences which result from inappropriate behaviours with maturity and self discipline
- work to the best of your ability in all aspects of your learning.

Student Rights and Responsibilities

Our College community upholds the values of ‘Fortiter et Suaviter’.

Each student recognises her rights and accepts her responsibilities so that as a community we can live out the ideals of our Brigidine heritage and traditions.

Students live out the College values through the support of the following ‘Rights and Responsibilities’.

Rights “I Have The Right...”	Responsibilities “It is my responsibility...”
To feel safe at school.	To create a safe environment. To respect the personal space of others. To accept difference and the individuality of others.
To be treated with respect and dignity.	To respect others in the way I speak and interact with them.
To be supported in my learning.	To be supportive of others in our community, and not disrupt the learning of others.
To feel I belong in this community.	To wear the uniform with pride, and be inclusive of others so they feel connected.
To have opportunities for growth in faith and moral courage.	To be respectful in times of quiet and reflection and considerate of the need for spiritual and moral growth in others.
To have a voice, and be confident and assertive.	To listen to others, be co-operative, and work out issues in a spirit of collaboration to build a better community.
To be valued, and be justly and equitably treated.	To be patient, kind and fair, respecting the privacy and property of others at all times.
To be happy at school.	To always do my best, help others to be happy, and voice when I am unhappy.
To have my efforts and achievements recognised.	To acknowledge and celebrate the efforts and achievements of others.
To have an environment that is clean and tidy.	To always keep the College clean and tidy and be a responsible steward of our resources.

Students' code of behaviour

Before class:

- store bags and valuables in locked lockers and keep locker tidy
- All items required for classes should be taken with you and lockers only accessed before school, recess, lunchtime and after school.

In Class:

- be punctual and have all books and equipment ready
- be courteous to all, at all times
- keep classrooms tidy.

Between classes:

- move quickly and quietly to class, keeping to the left on stairs and corridors.

In the playground:

- place all rubbish in the bins provided
- line up correctly at the canteen
- keep within the required areas of the College grounds, and out of restricted areas
- keep out of the classrooms and corridors during recess and lunch unless accompanied by a teacher or for wet weather reasons.

The following are not allowed:

- chewing gum or fundraising chocolates and other confectionary items
- eating inside the corridors or classrooms – except for wet weather days
- leaving the College during the day without the permission of your Year Coordinator
- the use of liquid paper
- graffiti or stickers on school bags or lockers
- illicit drugs, alcohol, tobacco products, e-cigarettes, prohibited substances and weapons
- any flammable material including matches, cigarette lighters and aerosol substances.

Illicit drugs, alcohol, tobacco products, e-cigarettes, prohibited substances and weapons

Involvement with any of these has potentially serious legal consequences. If you possess, use, traffic, deal or otherwise involve yourself in drugs, alcohol, tobacco products, e-cigarettes and prohibited substances or weapons while under the jurisdiction and care of the College (which includes excursions, camps, retreats, travel to and from College, you will be suspended from College pending your showing cause as to why you should continue as a student of the College. A further suspension or termination of enrolment may ensue. If you possess, use, traffic, deal or otherwise involve yourself in drugs, alcohol, tobacco products, e-cigarettes and prohibited substances or weapons while under the jurisdiction and care of your parents you may be required to show cause as to why you should continue as a student of the College.

Possession of knives by students:

- You are not to bring knives of any description (eg for lunch or birthday cakes) on to the College premises.
- You are not to be asked by staff to fetch or carry metal knives at the College.
- Breach of this policy may result in suspension or detention.

Other serious offences

The process of 'showing cause', outlined above, will also apply to any serious breach of the College Code of Conduct and to repeat offenders.

Detention

Detentions are held at College either at lunch time or from 3.30pm to 4.30pm (on days as advised).

Detentions may also be held on Saturdays and during school holidays. You may be excluded from classes for serious offences. Principal's Detentions are held at nominated times.

Bullying and Harassment

Brigidine College St Ives does not tolerate bullying or harassment in any form. The College community is committed to ensuring a safe and caring environment which promotes personal growth and positive self esteem for all.



What is bullying?

Bullying is any act that repeatedly causes another person embarrassment, physical or emotional pain or discomfort. It may be planned or unintentional. It may involve groups or individuals.

Therefore:

We will not tolerate:

- physical violence such as hitting, pushing or spitting on others
- interfering with another's property by stealing, hiding, damaging or destroying it
- use of offensive names, teasing, spreading rumours about others or their families
- offensive or harassing messages in electronic, spoken or written form
- the use of the internet to bully, intimidate or harass another student
- belittling the abilities or achievements of others
- degrading comments about another's culture, religious or social background or appearance
- suggestive comments or other forms of sexual abuse
- hurtful exclusion of others from a group
- forcing others to act against their will.

These rules apply at College, travelling to and from College, in shopping centres, at weekends and during holiday activities.

If bullying occurs:

- DO NOT react aggressively or argue with bullies
- DO NOT ignore the problem
- DO NOT keep the problem secret – this protects the bullies from action.

You can speak to:

- your Mentor Teacher
- your Year Coordinator
- any other teacher
- any member of the Leadership Team
- your parents or any other trusted adult
- the College Psychologists.

If you are found to be bullying others:

- You will be expected to stop immediately
- You will be subject to College disciplinary sanctions
- Your parents will be informed
- You will be assisted to understand your motives and to change your pattern of behaviour
- Your future behaviour will be monitored. The College demands respectful relationships between all members of the staff and student community.

Valuables

You should avoid bringing personal items of value to College. Should you wish an item to be in safe-keeping you should give it to either your Year Coordinator or Student Services at Reception. The College accepts no responsibility for private possessions brought onto its premises.

Mobile phones at College

- While a phone may be utilised by some teachers for lessons from time to time, your personal phone usage must never disrupt learning or distract others from their learning. Be mindful of also placing the phone on silent when it is in your possession.
- Your phone is left in your locked locker and only checked briefly at breaks. Students should not have their phones on them during the school day.
- If your parents need to make urgent contact with you they may do so through Reception on 9988 6200.
- If a student is unwell they are to go directly to Reception. Students are not to text parents. Parents will be contacted by Student Services after assessing the student.

College uniforms

Years 7–10 Summer Uniform

- Regulation College blazer
- Regulation College dress
- Regulation College jumper
- Regulation white socks with burgundy stripe
- Black lace-up shoes – leather, flat soles and flat heels
- The blazer is always to be the outer garment when such is required
- College hat

Years 7–10 Winter Uniform (and formal occasions)

- Regulation College blazer – must always be worn to and from school
- Regulation College kilt
- Regulation College blue shirt
- Regulation College jumper (optional)
- Regulation College stockings.
- Black lace-up shoes – leather, flat soles and flat heels

NB: No item of sports uniform is to be worn with College Uniform

Years 11 and 12 Summer & Winter Uniform

- Regulation College blazer
- Regulation College kilt
- Regulation College white shirt (long sleeved in winter)
- Regulation College jumper (optional)
- Regulation College stockings
- Regulation College white socks with burgundy stripe (Summer)
- Black lace-up shoes – leather, flat soles and flat heels
- The blazer is always to be the outer garment
- College hat. (Summer only)

College Blazer

You need not wear your blazer during the summer uniform period. However, if you wear your jumper, you must always wear your blazer over it except during class time.

You must always wear your blazer with your winter uniform to and from school – you may wear your jumper underneath it.

You must always wear your blazer when representing the College e.g. at debates, excursions (unless sport uniform is specified), on formal occasions e.g. speaking at Assembly, attending public events, receiving visitors to the College or if you are required to report to the Principal's Office.

PE and Sports Uniform

Regulation:

- Polo shirt
- Burgundy shorts
- Navy leggings
- Track top or fleece
- Track pants
- White socks with burgundy trim
- Cap or visor
- Sports bag

The College track top or fleece and College track suit pants are compulsory items and must be worn on College excursions/events.

Students will be permitted to wear navy leggings for PE classes and sport training.

Cocurricular Uniforms

Full details of specific uniform items for all cocurricular activities will be provided on registration.

School bag

You may use only College approved bags:

- A burgundy back-pack with College crest available only from the College is to be used by all students
- A College sports bag is available but must not be used as a school bag
- Graffiti and stickers on school bags are not acceptable.



Uniform rules

- You must wear the uniform as listed at all times.
- Dresses and kilts should be knee length
- Kilts are to be worn on the waist, not the hips.
- The official school uniform (NOT PE uniform) is to be worn to and from school.
- Your hair is to be combed and neatly groomed. Long hair is to be completely tied back off the face and shoulders. Dreadlocking and all-over braiding are not permitted. Ribbons, combs and hairbands are to be white, burgundy or blue.
- Artificial colouring of hair should not be obvious and of a single natural colour.
- Undercuts or haircuts at irregular lengths are not acceptable. Shaved hair must be approved prior to and at the discretion of the College.
- Make-up, artificial nails, etc and nail polish are prohibited. Nails should be no longer than the students' finger and be natural with no polish.
- A watch and one pair of studs or sleeper earrings (gold, silver or clear; one in each lobe) is the only jewellery to be worn. You may wear a fine chain and traditional crucifix. Other body piercings or body art are not permitted if visible with normal wearing of uniform. No facial piercings of any sort are permitted at any time – this includes tongue piercings, nose, eyebrow and lip piercings and additional earrings in the ear.
- All clothes and other belongings must be clearly marked with your name.
- You must change into PDHPE uniform only in the gymnasium change rooms during the PDHPE lesson.
- Keep your shoes clean and polished. They are to be lace up school shoes only.
- Pins/badges may only be those approved by the College. Seek the approval of your Year Coordinator – don't assume it.
- All items of clothing are to be in good repair. Missing buttons must be replaced. (These can be purchased at the College Shop).
- The wearing of a T-shirt or other similar garment under the College shirts is not acceptable if it is visible at the neckline.
- A note from home is necessary to explain any temporary variation from the standard requirements:

the note is to be presented to your Year Coordinator before school. When you are in uniform outside the school (e.g. shopping malls) you are to wear your full uniform: no combinations of uniform and casual wear are acceptable.

- Uniform rules are at the discretion of the Principal.

Wearing of uniform – Senior students

- For casual attendance during school time: you should always be in school uniform if you make a casual visit to school.
- For attendance at scheduled holiday workshops: senior students may wear casual clothing as described below under Mufti Dress.
- Year 12 Rugby Jersey is permitted to be worn only on College grounds on prescribed days, as well as at sporting events in support of the College and during Retreat.

Mufti Dress

When permission is given for 'mufti' dress for excursions or special occasions at school, students must follow these guidelines:

- Neat casual clothing which is appropriate for the activity
- No low necklines at the front or back of garments
- No exposed midriffs
- No low hipster garments
- No excessively short skirts or shorts
- Shoes must have closed-in toes e.g. sports shoes
- The College PDHPE uniform is always acceptable on mufti occasions.

Uniform Infringements

Any infringement of the Uniform Policy will require you to serve a Lunchtime detention. Three Lunchtime detentions in one term will lead to a Friday detention. Each individual infringement carries a separate detention. Jewellery may be confiscated on the spot and has to be handed over to any staff member. This will be stored and returned at the end of each term.

Repeated and single significant uniform infringements may lead to students being stood down from lessons until the item is removed and the student meets College expectations.



S.M.A.R.T Goal Setting

- Learning goals should be straightforward and emphasise what you want to happen
- *Specifics* help us to focus our efforts and clearly define what we are going to do
- We encourage you to learn how to set S.M.A.R.T goals
- S.M.A.R.T goals will energise you, help you achieve success and give you direction.

S.M.A.R.T DEVELOPMENT GOALS

S.M.A.R.T goals are the opposite to S.L.O.T.H goals

Research shows that many people who don't achieve their goals set goals that are either too easy or too difficult, or just too vague . . . these are often referred to as S.L.O.T.H goals:

- Somewhat vague
- Lack Commitment
- Open ended
- Timid
- Hard to achieve

Mistakes in goal setting:

- Too many
- Not clearly defined or written
- Too big
- Unrealistic
- Not specific
- Not devoting enough time to achieving your goals; poor time management skills.

More tips for goal setting

1. Support and feedback:

Having support from others and making goals public (for example, share your goal with your teacher) can improve the chances of achieving goals by enhancing commitment to the goal. Receiving regular feedback is also important, as it allows us to know when we are moving in the right direction, and change tactics if necessary. This is why you need to submit work to your teacher on a regular basis.

2. Breaking down goals:

It is useful to break down large goals into smaller steps that can be achieved relatively quickly. This can lead to a sense of achievement and keeping focused, as well as prevent becoming overwhelmed by large goals.

For example, if the long-term goal is to achieve over 90% in English, some smaller, more achievable steps may be to devote an additional hour to developing your writing skills each week, reading for at least 15 minutes per day and making a commitment to creating space in your schedule for a dedicated time for revision.

At the start of each term and for each subject, you should set a S.M.A.R.T. development goal:

- **Specific** You should be clear about what you're aiming to achieve.
- **Measurable** Ensure your goal is behavioural, and that you can assess your progress at regular intervals. (Student Feedback is a good way to measure your progress)
- **Attainable** Development happens step-by-step, so never be worried that the goal is too small
- **Realistic** Ensure you have the resources (support, feedback, time and space to study) you need to reach your goal
- **Time-bound** Set yourself a clear end date for achieving your goal.

Setting your S.M.A.R.T. development goal

A useful stem to use when developing your S.M.A.R.T. goal is:

By (timeframe) ...

- I will (what you want to achieve) ...
- So that (the desired outcome) ...

*Example: **By the end of next term I will ensure that I have a clear understanding of NESAs directional verbs so that I know how to address questions more directly.***

Questions to ask about your S.M.A.R.T goal?

- Can I tighten it, make it more specific, or make it more behavioural?
- What sort of indicators will I need that confirm I'm making progress?



Assessment Guidelines

- Assessment is the process of identifying, gathering and interpreting information about your learning in relation to the teaching of the objectives and outcomes of a course
- Work is assessed with a mark or grade and meaningful feedback to help you understand what you did well and what you need to do in order to improve
- Each subject follows an assessment program for the year. Over the course of the year there will be a maximum of 4 formal tasks, which will include testing at the end of the course, usually in the form of an examination
- The assessment calendars provided for each term in your Student Handbook are designed to help you map out the expectations and timelines for the successful completion of each assessment in each subject

Expectations

- Assessment will be completed with diligence and sustained effort ie to the best of your ability
- Assessments will be handed in on time. If there are reasons why an assessment is late, documented evidence must be provided as an explanation, especially in Years 10, 11 and 12. If you know you are going to be absent on a due date, you must inform your teacher in advance or apply for leave from the Principal
- Computer failure or printer problems will not be accepted as reasons for lateness, so ensure all your work is consistently backed up to your OneDrive or a portable device
- Avoid any behaviour that could be considered cheating, including plagiarism. Your assessment must be all your own work. You are encouraged to use 'Turnitin' in the Library to check your own work before handing it in
- A more detailed description of the rules, regulations and expectations of assessment is provided in the assessment manual given to you at the beginning of the year. It is also available in electronic form on the portal in Sentral

Managing assessment successfully

Learning to do an assessment task well involves many skills. You must:

- use the allocated class time effectively and be able to make more progress at home
- manage time and organise the steps to complete the task
- use effective study habits and skills
- follow the rubric of instructions and guidelines
- deconstruct the question into smaller, manageable parts
- use research skills to access, discern, select and utilise appropriate information

Learning at home

- there is an expectation that tasks will be given by your teacher to complete at home. Their intention is to assist your learning of the subject and progress the completion of your assessments
- learning tasks will be varied and may take the form of reading, viewing, listening, or completing exercises
- set aside 1 to 1.5 hours each evening to complete any task set
- write your tasks into your Student Handbook at the end of each lesson
- listen carefully to instructions from your teachers
- write the date the task or assessment is due in your handbook
- establish a routine that fits in with your dinner, family and out-of-school commitments
- set up a desk in an environment that allows you to concentrate quietly
- let your parents help you to organise your routine

Time management

Managing your time makes a huge difference to your performance and your wellbeing. Use the following tips to help you:

- work out your priorities and balance study, sport, family and relaxation
- use your Student Handbook, make planners, use reminders and make them visible!
- set time limits; work out what is necessary and reasonable, then stick to it
- write daily and weekly to-do lists; break them down into achievable tasks and tick them off as you go

Kinkead Library

Library Opening Times

Monday – Thursday 7.30am – 5.30pm
 Friday 7.30am – 4pm

Borrowing Privileges

Students may borrow the following for a two week period:

- 4 Fiction books
- 6 Non-Fiction resources
 (only 2 on any one subject/topic)

Please see Mrs Miller if you need more time or resources.

Library Staff

Mrs Leanne Miller	Head of Library Services
Mrs Tracey Byrne	Teacher Librarian
Ms Michelle Gould	Library Technician
Ms Anna Konkol	Library Assistant

Library staff can help you with:

- researching an assignment
- finding resources
- avoiding plagiarism
- your bibliography
- intext citing etc

So please ask us. See the Library page on Firefly for more details.

Expectations of students in the library

1. Work quietly in the Library. The carrels are to be used for independent work, and desks in the centre of the Library for group work. Please be considerate of others when working in the library.
2. You will only be given ONE warning to work quietly, then you will be asked to leave.
3. It is a privilege for students in Year 12 to drink tea, coffee and Milo when studying. This will be taken away if abused. Only drinks with lids may be consumed by students.
4. Any resource lost or damaged by students must be paid for. Please see Mrs Miller in the library.
5. A student ID card must be presented when borrowing Library resources. Do not loan your card to anyone or borrow on their behalf as you are responsible for what is loaned on your card.
6. Return books when they are due. You will not be able to borrow any more resources until overdue books are returned.
7. Do not use the emergency exit doors unless directed to by a library staff member.
8. Year 7 students are not to use their laptops in the Library at recess or lunch unless given permission by Year 7 Coordinator or Library staff.

Promotion of Reading at Brigidine College

It is very important that students read widely. There are many opportunities for students to be challenged at Brigidine with the Principal's Reading Challenge and the Premier's Reading Challenge.

The Principal's Reading Challenge encourages students to read 15 books by August. Students need to read widely and across genres to satisfy the demands of the Reading Challenge. Merits, sweet treats and book prizes are awarded to students who complete the Challenge.



Bibliography Guidelines at a glance

What is a Bibliography?

- A bibliography is an **alphabetical** list of all resources that are used when researching for an assessment. The preferred style of writing a bibliography at Brigidine College is based on the Harvard Style, which is also known as the 'Author-Date' System.

Why is it important?

- A bibliography describes the resource in enough detail to enable a reader to find the information if necessary
- It shows how much research you have done and how you have used the information
- To avoid **plagiarism**. Plagiarism is using someone else's ideas as your own. If you copy work from a book or the internet without acknowledging the source you can be accused of plagiarism.

How to organise a bibliography:

Details about each resource are called a bibliographic citation. They need to be **cited** (referred to) in two different places.

1. **In the text:** when a resource has been quoted either directly or indirectly (Author, Date of publication)
2. **At the end of the assessment:** The citations are organised in alphabetical order by author's surname (or by title if no author).

Essential information in a bibliographic citation includes:

- Author's Surname, Initial
- Date of publication
- *Title*
- Edition
- Publisher
- Place of publication.

Note carefully the **punctuation** used above. Title in **italics**, and commas between.

Book with a single author:

Richmond, L. 2019, *How to be a successful student*, Penguin, Sydney.

Book with two authors:

Richmond, L. & Webster, E. 2019, *Successful students at Brigidine College*, Scholastic Press, Sydney.

Book with multiple authors:

Loughland, B. et al, 2018, *Pastoral Care at Brigidine College*, McGraw Hill, Sydney.

Print Encyclopedia

'Television', *World Book Encyclopedia*, 2018, Vol. T, No.19, pp 110-128.

Online Encyclopedia:

'Japan,' 2018, in *Britannica Student Encyclopaedia*, accessed on 3 February 2018, from Encyclopaedia Britannica Online School Edition: <http://school.eb.com.au/all/comptons/article-9275136>

Email:

L. Miller, 16 June 2018 'personal communication by email'

Journal article:

Thomas, H. 2018 'There is more than one way to learn' in *The Bridge*, Vol 6, No 33, pp 24-26.

Primary Sources eg

Interview: Interview with L. Miller about the Kinkead Library, 16 June 2018, Brigidine College St Ives

Survey: Survey of Year 7 reading habits, 16 June 2017, Brigidine College, St Ives

Any article on the world wide web:

Selby, M. 2018 '*Mission at Brigidine*' Brigidine College, St Ives, accessed on 16th June 2017 at <http://www.brigidine.nsw.edu.au/mission>

****Don't forget**** There is a link to the Online Referencing Generator on the Library Site on Firefly. For further help with bibliographies please see any of the Library staff.

Learning and Wellbeing Procedures

What to do when?

Absent from School (Illness)	Parent to notify College via Parent Portal, phone absentee line 9988 6200 or email office@brigidine.nsw.edu.au Handwritten note from parents to be presented to Mentor teacher on return or email to Student Services office@brigidine.nsw.edu.au
Unwell at College	Students must go to Student Services not phone parents direct.
Late Arrivals (after Mentor)	Students must sign in via Student Service. Parents are to contact College via Parent Portal, Absence line, or email office@brigidine.nsw.edu.au
Departing school during school hours for an appointment	Students are to present a handwritten note/email from parents to Year Coordinator. Year Coordinator will then issue a yellow leave pass. Student will present yellow leave pass to teacher to leave class. Leave pass is then handed into Student Services on departure. Collected by parent/guardian.
Leave during school term	Application for Exemption from Attendance Form must be submitted. This is found on the Parent Portal or can be requested from office@brigidine.nsw.edu.au This relates to any day of leave that is not related to illness.
You are having friendship issues, experiencing anxiety or are concerned about any matter	Mentor, Year Coordinator Deputy Principal Faith and Wellbeing
You need help with one of your subjects	Head of Department Deputy Principal Teaching and Learning

Emergency Evacuation

The signal is the ALERT tone over the PA. Listen to the announcement and then evacuate when you hear the EVACUATE tone.

Please exit the building by the nearest EXIT sign and go directly to the assembly area that is relayed to you in the announcement. This may be off the school premises or another designated venue.

- Leave all books and materials behind
- Do not run
- Keep left at all times
- Merge with other classes on stairs and in doorways
- At the assembly area go directly to the Year Area and remain quietly in alphabetical order in your Mentor Group
- Listen carefully to all instructions and comply with them promptly. A copy of the areas in which to meet are displayed opposite.

Emergency Lockdown

The signal is the Alert tone. Listen to any announcements. When the LOCKDOWN tone sounds move to classrooms immediately

If signal is given during class, please remain in that class until further instructed.

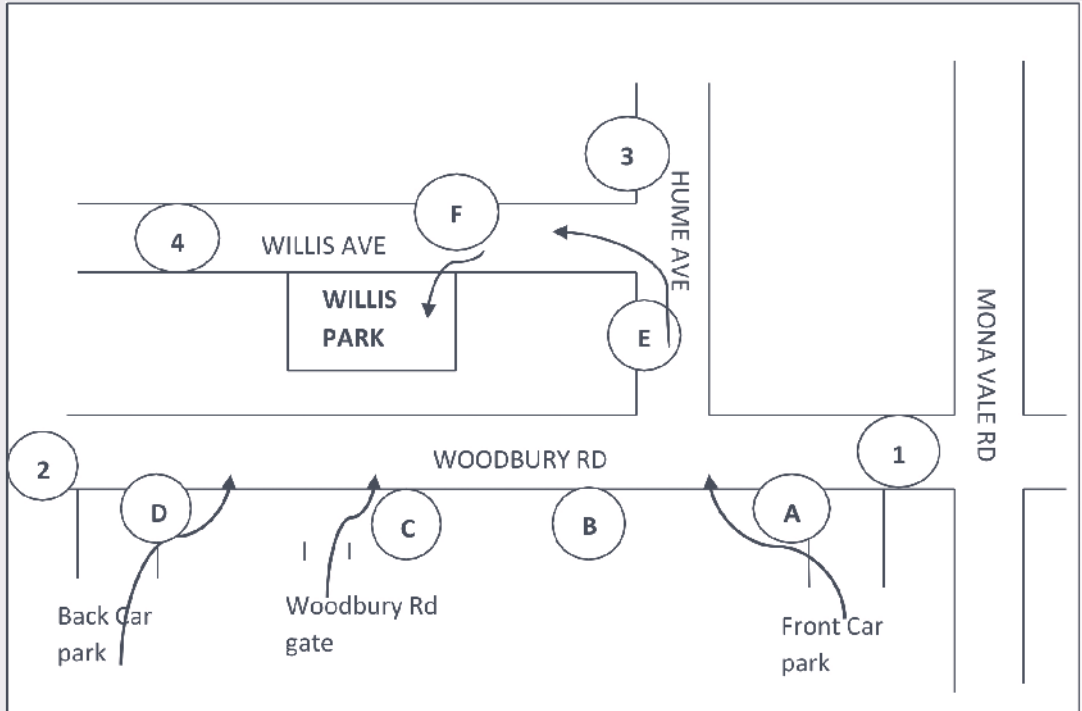
If signal is given outside of class time, please follow instructions from a teacher in your proximity who will direct you to the closest, safest room. Remain there and await further instructions.

- Do not run
- Keep left at all times
- Merge with other classes on stairs and in doorways
- Listen carefully to all instructions and cooperate.



Evacuation Diagram

EXITING THE SCHOOL



ASSEMBLY AREA AT WILLIS PARK

7F3	7K3	7L3	7P3	8F3	8K3	8L3	8P3	9F3	9K3	9L3	9P3
7F2	7K2	7L2	7P2	8F2	8K2	8L2	8P2	9F2	9K2	9L2	9P2
7F1	7K1	7L1	7P1	8F1	8K1	8L1	8P1	9F1	9K1	9L1	9P1
<i>Scattered trees</i>				<i>Playground equipment</i>							
10F3	10K3	10L3	10P3	11F3	11K3	11L3	11P3	12F2	12K3	12L3	12P3
10F2	10K2	10L2	10P2	11F2	11K2	11L2	11P2	12F2	12K2	12L2	12P2
10F1	10K1	10L1	10P1	11F1	11K1	11L1	11P1	12F1	12K1	12L1	12P1

WILLIS AVE

ICT Code Of Conduct

The use of digital devices and associated communications is aligned with educational needs and is to be used for educational purposes in a responsible manner. This policy recognizes that technology and its use is constantly changing, and should be guided by:

- the Catholic Ethos of the College
- all usage of digital devices, resources and communications being conducted in an ethical and responsible manner
- appropriate language which never humiliates, harasses or bullies others
- respecting the privacy of others.

The following rules must be followed:

1. Care for the laptop to the best of your ability.
 - Keep your laptop safe - do not leave it unattended and protect it from damage
 - Use the provided carry bag to transport the laptop around the College
 - Ensure that the battery is fully charged and the laptop is ready for the start of each school day
 - When travelling to and from school keep the laptop in the laptop case in the school backpack
 - Each laptop is identified by an asset sticker and serial number. Students must never remove these from the computer
 - If your laptop is damaged there is a \$100 charge to cover the College's insurance excess. This needs to be paid promptly by parents on the College Payment portal.
2. Students are to take their laptop to every lesson, keep it in standby mode between usage and store it in their locker at lunchtime or during practical lessons. They should shut down their computer when they are finished for the day.
 - Each laptop is packaged with software that is required by the teachers and other security software that protects the computer from viruses. Installed Software is not to be removed, modified or updated by anyone other than the College IT Department
 - Use unique and secure passwords and keep them confidential
 - While the College provides storage space for student's work, students are responsible for backing up and managing their data, especially those required for assessment purposes. Loss of data because of a

computer malfunction is not an acceptable excuse for failing to meet deadlines

- Keep personal information confidential and do not reveal other users' personal information
- College ICT facilities are monitored and these records may be reviewed by nominated College staff
- Report any virus/malware issues, damage, failure, loss etc. to the IT Help Desk as soon as possible.

Mobile Phones and Wearable Devices

Mobile phones and wearable devices are not to be used in any way that contravenes acceptable use. The College expects that mobile phones are to be kept in lockers during the school day. Students may check their phones for messages during the first five minutes of recess and lunch but they are not to be used at any other time without the express permission of the teacher.

Students will not take photos with their phones, text or make a call during the school day.

There are specific rules around using cameras, including those on mobile devices:

- students must not photograph or film any student, member of staff or visitor without their permission
- photography must not be used in any way that may cause harm or discomfort to anyone or the reputation of the school.

If a student disregards the above, their phone will be confiscated and kept at Reception for collection at the end of the day. Repeated inappropriate use may result in further disciplinary procedures.



Risk Warnings

RISK WARNING (UNDER SECTION 5M OF CIVIL LIABILITY ACT 2002) ON BEHALF OF BRIGIDINE COLLEGE, ST IVES and AHIGS:

Non-Sporting Activities

Brigidine College, St Ives organises many activities such as debating, mock trial, orchestra, and choir during the course of a year. Some of these are organised in conjunction with the Association of Heads of Independent Girls' Schools NSW (AHIGS). Students participating in these activities take part in practice and in competitions.

The Association of Heads of Independent Girls' Schools NSW (AHIGS) administers and convenes inter-school activities (such as Archdale Debating and Festival of Speech) in which many students, including students of this school, participate.

Brigidine College and AHIGS also expect parents, spectators and other participants to behave in a safe and responsible manner, to comply with the Codes of Conduct and to set a good example for the girls.

While Brigidine College and AHIGS take measures to make the activities as safe as reasonably possible for participants, there is a risk that students can be injured and suffer loss (including financial loss) and damage as a result of their participation in these activities, whether at practice or in actual events.

Such injury can occur while the student is engaging in or watching a non-sporting activity, or travelling to and from the event. The injury may result from a student's actions, the actions of others, the state of the premises or equipment failure (e.g. a collapsed stage during a debating competition).

On some occasions, an injury can be serious (such as torn ligaments, dislocations, back injuries, concussion or broken bones). In very rare cases an injury can be life threatening or result in permanent disability.

Students could also suffer loss as a result of their personal property being lost, stolen, damaged or destroyed.

RISK WARNING (UNDER SECTION 5M OF CIVIL LIABILITY ACT 2002) ON BEHALF OF BRIGIDINE COLLEGE, ST IVES and AHIGS:

Sporting Activities

Brigidine College organises many individual and team sporting activities during the course of a year. Some of these are organised in conjunction with the Association of Heads of Independent Girls' Schools NSW (AHIGS). Students participating in these sporting activities take part in practice and in competitions.

Brigidine College and AHIGS expect students to take responsibility for their own safety by wearing compulsory safety equipment, by thinking carefully about the use of safety equipment that is highly recommended and by behaving in a safe and responsible manner towards team members, opponents, spectators, officials, property and grounds.

Brigidine College and AHIGS also expect parents, spectators and other participants to behave in a safe and responsible manner, to comply with the Codes of Conduct and to set a good example for the girls.

While Brigidine College and AHIGS take measures to make the sporting activities as safe as reasonably possible for participants, there is a risk that students can be injured and suffer loss (including financial loss) and damage as a result of their participation in these sporting activities, whether at training or in actual events.

Such injury can occur while the student is engaging in or watching a sporting activity, or travelling to and from the event. The injury may result from a student's actions, the actions of others, the state of the premises or equipment failure.

On some occasions, an injury can be serious (such as torn ligaments, dislocations, back injuries, concussion or broken bones). In very rare cases an injury can be life threatening or result in permanent disability. If a student has a pre-existing injury, participating in a sporting activity could result in an exacerbation of that injury.

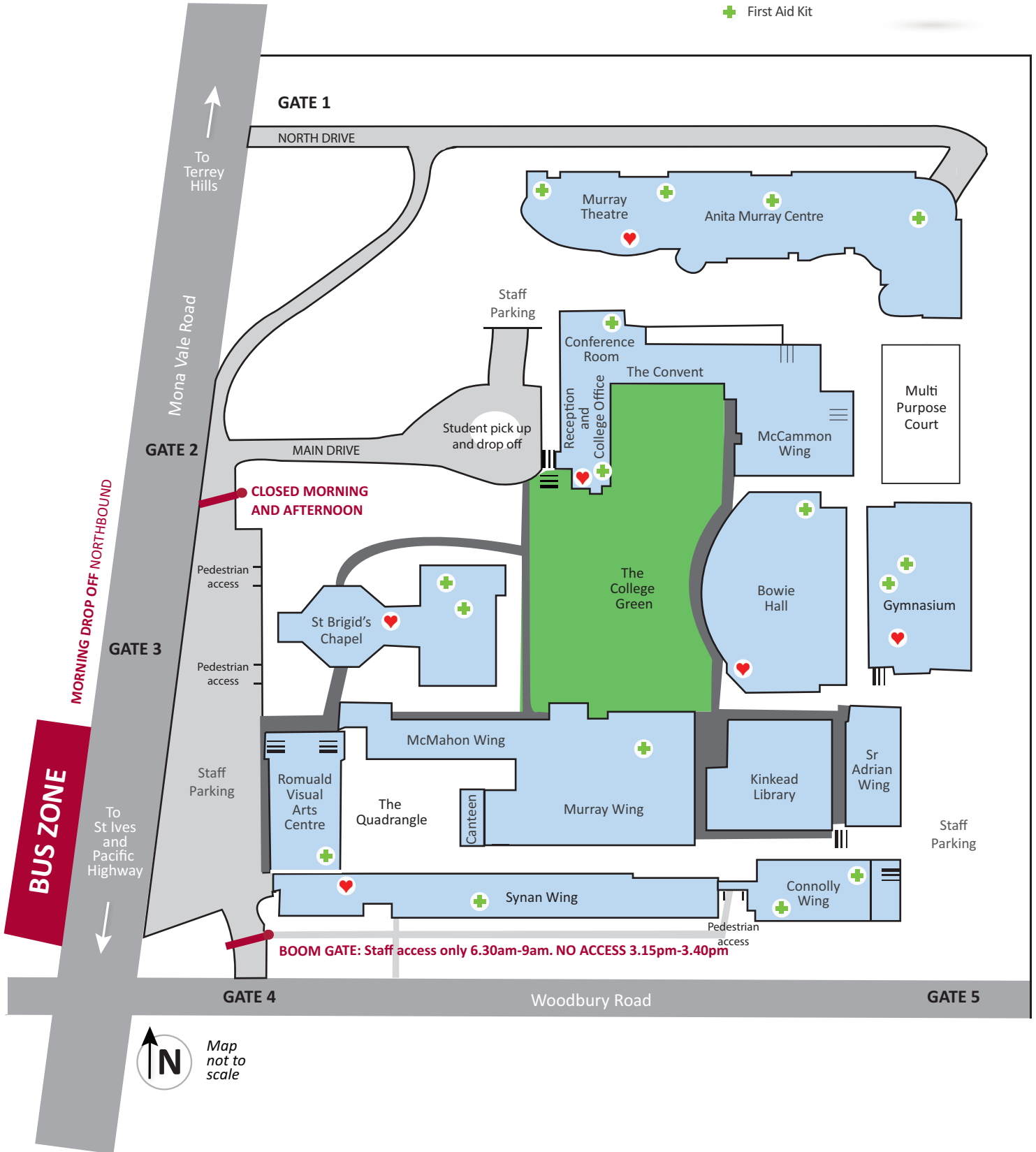
Students could also suffer loss as a result of their personal property being lost, stolen, damaged or destroyed.



Brigidine College St Ives

♥ DeFribulator

+ First Aid Kit



Map not to scale



Brigidine College St Ives

College Lesson Times

NORMAL TIMETABLE Monday, Tuesday and Thursday		ASSEMBLY AND PASTORAL TIMETABLE Wednesday and Friday	
First bell	8.25am	First bell	8.25am
Mentor	8.30 – 8.45am	Mentor	8.30 – 8.38am
Period 1	8.45 – 9.42am	Period 1	8.38 – 9.30am
Period 2	9.42 – 10.39am	Period 2	9.30 – 10.22am
Recess	10.39 – 10.59am	Recess	10.22 – 10.42am
Period 3	10.59 – 11.56am	Period 3	10.42 – 11.34am
Period 4	11.56 – 12.53pm	Period 4	11.34 – 12.26pm
Lunch 1	12.53 – 1.13pm	Assembly or Pastoral	12.26 – 1.03pm
Lunch 2	1.13 – 1.33pm	Lunch 1	1.03 – 1.23pm
Period 5	1.33 – 2.30pm	Lunch 2	1.23 – 1.43pm
Period 6	2.30 – 3.27pm	Period 5	1.43 – 2.35pm
		Period 6	2.35 – 3.27pm