



EMMAUS COLLEGE

RE-ENROLMENT INFORMATION

For

2018

Vermont South Campus
503 Springvale Road
Vermont South 3133

Tel: 9845 3211

Y9@E Campus
285 Warrigal Road
Burwood 3125

Tel: 9831 4400

E-mail: enquiries@emmaus.vic.edu.au

www.emmaus.vic.edu.au

Dear Parents,

The College is currently undertaking detailed staff planning for **2018**. I would be most grateful if you could indicate whether your son/daughter will be returning to the College in 2018.

Please complete the sheet headed **APPLICATION FOR RE-ENROLMENT** and return it to the College by **FRIDAY 25thAUGUST, 2017**. As this is a formal notification of intentions for 2018 it is necessary that the form be signed by a parent or guardian. **Student courses for 2018 are not confirmed until the Intention Form is returned.**

I have included for your information an updated copy of our College Rules and Uniform Requirements for next year. These rules and expectations have been considered, and accepted, by parents in the annual "Parental Satisfaction" surveys of the past three years. Please read before signing the Intentions Sheet, and discuss with your son/daughter if necessary. **Note carefully College requirements relating to uniform, make-up, jewellery and student appearance. It is expected that parents will support the College in its implementation of College rules.**

Thank you for your continued support.

Yours faithfully

A handwritten signature in black ink, appearing to read 'T Hirst', written over a light blue rectangular background.

Mr Tony Hirst
PRINCIPAL

COLLEGE RULES

STUDENT RESPONSIBILITIES

Approach: A **right** can only be enjoyed when it is protected by the **responsibility** of the rest of the group. These responsibilities have been expressed in the form of the following expectations. At Emmaus College, student responsibilities are set down in the following documents available to any member of the College community on request. Discipline and Welfare, Uniform Requirements, Ethics and Rules for Technology Users, Cyber Safety, Classroom Protocols, Dealing with Harassment – A Fair Go for All, Homework and Home Study Policy, Drug Education and Support Policy and Bus and other Transport protocols.

It is necessary for students and staff to understand that actions which are contrary to behavioural expectations will have certain **consequences**. These consequences will be logically related to the broken rule and applied across the whole school. These consequences are regularly reviewed. A copy of the **Guidelines for Failing to Meet Behavioural Expectations** is available on request.

Students and families are reminded of their signed acceptance of the College Rules as part of the annual re-enrolment process.

1. Correct Behaviour

- 1.1 Correct behaviour is expected of all students at all times and so a breach of customary standards of courtesy, decency, commonsense or consideration for the welfare of others is a breach of College Rules.
- 1.2 Students are required to co-operate with their teachers in the conduct of all teaching-learning activities and co-curricular programs. Any behaviour which contravenes any legitimate directions of staff or which interferes with the learning process of other students will be dealt with under the “Working Together” policy of the College.

2. Wearing of the Uniform

- 2.1 Each student must wear the correct College Uniform when going to and from College and on other occasions as directed.
- 2.2 All students must wear the currently approved uniform for Physical Education classes, games and matches as well as for specified Drama classes. Approved protective clothing for practical classes must be worn.
- 2.3 All articles of clothing worn to or at the College are to be clearly marked with the owner's name. When articles are misplaced students must check with the General Office/Student Services.
- 2.4 Each student must possess and use the approved College bag. If not maintained in good condition, free of stickers and graffiti, the College bag must be replaced.

3. College Grounds

3.1 After arrival at school, no student is to leave the College grounds without official permission. Leaving the College grounds without the express written permission of the House Leader is an unexcused absence. Such absence is a breach of trust and is regarded as a serious matter.

4. Attendance

4.1 All students are expected to be punctual and regular in their attendance. Parents are requested to ring the College office by 9.30 am if their son/daughter will be absent.

4.2 Appropriate action will be taken when a student is repeatedly unpunctual or is absent from school without an acceptable reason.

4.3 Students absent from school are responsible for all work missed and should discuss this matter with subject teachers immediately on return after absence.

4.4 To ensure satisfactory completion of courses students are required to maintain a minimum 90% attendance rate at school **and** at **all** classes for which they are enrolled during the Semester.

5. Lateness

5.1 Any student who arrives after the morning Morning Pastoral warning bell must report to the General Office/Student Services before going to class.

5.2 A note from parents is normally required to explain a late arrival to the College.

6. Permission to Leave

If it is necessary for a student to leave the College during College hours, a written request must be presented to the House Leader or Pastoral Teacher or have verification by telephone. Students in Years 7 - 10 given formal permission by their parent to leave the College must be collected from the General Office/Student Services.

7. Absence from College

7.1 Prior to a known and extended absence from the College, parents are required to advise the Principal in writing.

7.2 On return from an absence, parents/guardians are **required** to supply a letter to indicate reason for such absence unless there has been prior communication with the College office.

8. Legal and Illegal Substances

Whilst students are at the College or travelling to and from the College, attending any College function, or wearing the College Uniform, they are:

- 8.1 Not permitted to have or use any tobacco products.
- 8.2 Not permitted to use, possess, sell, or be under the influence of alcoholic beverages, mind altering substances or other illegal substances.

9. Make-up and Jewellery

- 9.1 Students are not to wear make-up of any kind, or coloured nail polish.
- 9.2 Students may wear in each earlobe one small discreet silver/gold/diamante stud or gold/silver sleeper. A receipt will be issued for confiscated jewellery, and it will be returned at the end of term. **No other form of body piercing is permitted.** (See "Notes on Wearing Uniform").
- 9.3 Student's hair must be clean and well clear of eyes at all times. Extremes of hairstyles (in terms of style and colour), as judged by the College Principal, are not permitted. In the interest of health and safety hair below shoulder length must be tied back at all times.
- 9.4 Students are to be clean shaven at all times.

10. Transport

- 10.1 **Bicycles:** It is permitted for students to ride bicycles to the College. Although every precaution is being taken, the College can bear no responsibility for such bikes. Students are required to use the bike shed for storage of bicycles and helmets.
- 10.2 It is a legal requirement that students riding bicycles to and from College wear an approved safety helmet. Not doing so may result in students incurring a heavy fine.
- 10.3 **Students' Cars:** Licensed students who wish to drive vehicles to/from school are required to have written permission from the Assistant Principal – Staff and Administration. The make, colour and registration number of the vehicle must be stated on the Request for Permission form.

Students are **not** permitted to drive vehicles onto, or park within either the Vermont South or Burwood Campus without written permission from the Assistant Principal – Staff and Administration nor are they permitted to transport other students without written permission from the parents of the student.

The College bears no responsibility for the safety or security of vehicles driven to school by students.

- 10.4 Students travelling on buses/trams are expected to adhere to the College's Bus and other Transport protocols.

11. Use of Classrooms and Buildings

- 11.1 No student is to be unsupervised in any classroom without special permission.
- 11.2 No student is to be inside any building at recess and lunch time without staff supervision or at the written direction of a member of staff.

12. College Canteen

A well-stocked canteen, selling hot foods, is available for use by students at morning/recess/lunch times. Students are required to form orderly queues in the waiting areas and to order their requirements with the normal courtesy.

13. Lockers, Money and Valuables/Mobile Phones

- 13.1 Money or valuables should be left at the General Office/Student Services or with House Leaders for safekeeping during the day, as needed. The College will **not accept responsibility for the security of any possessions or valuables not deposited with the General Office/Student Services.**

Each student is allocated a locker for the year and is expected to keep the locker secured and tidy at all times. Any student who damages a locker will be required to pay for repairs and the use of the locker may be withdrawn. Any school padlock or key which is misplaced or lost will need to be paid for.

- 13.2 **Use of Mobile Phones:** While Emmaus College recognizes that mobile phones are an important communication tool the following must be noted in relation to the school environment.

- The College accepts **no responsibility** for the security of mobile phones unless they are left at the General Office/Student Services or with a House Leader.
- Mobile phones are not to be used during normal school hours. Mobile phones used during this time will be confiscated and a detention will be incurred. Mobile phones will be collected at the end of the day.

- 13.4 As a privilege of being responsible Years 10 - 12 students, mobile phones (or similar devices) are permitted to be used in designated areas for senior studies outside normal class time.

14. Damages and Breakages

Students are required to take care of College equipment and property. Any loss of equipment, damage to property or breakage must be reported to the House Leader or Pastoral Teacher. The financial responsibility for replacement/repair of such property or equipment rests with the student or group concerned.

15. Substances NOT to be used

The following substances are banned from all College buildings, grounds and vehicles:

**Chewing Gum;
Liquid Paper, White-out, or other similar substance;
Permanent markers/textas; and
Laser Pointers.**

As many students are asthmatic and suffer various allergies, **aerosol spray deodorants should not be used**. Stick and roll-on deodorants are appropriate.

16. Emmlink

“Emmlink is our new Learning Management System, Portal & Intranet.

What is an LMS?

An LMS is an online space where educational content of all types are collected, organised and managed to create an enriched interactive learning environment.

Portal & Intranet?

The portal and intranet enables parents and students to view many aspects of the college’s operations for example, student timetables, events and college news.

This platform will enable easier communication with teachers and facilitate timely feedback for parents and students in regards to assessment tasks.

Continuous Reporting

In 2018 all reporting will be communicated with Emmlink throughout the academic year.

Soon after the time that assessment tasks are submitted, students and parents will receive information and results from teachers which provides achievements and valuable feedback for future improvement.

At the end of each semester a summary of results for each subject will be provided through the parent portal.



Regulation Uniform

Boys, Summer

- White shirt, short sleeves with College Crest on pocket
 - Royal blue pullover, v-neck
 - Royal blue blazer with College Crest
 - Navy blue cap (purchased from the College)
 - Plain black belt
- Either
- Grey trousers - college style
 - Grey crew socks, black leather lace up shoes (boots not permitted)
- or
- Grey shorts – tailored – tab side
 - Grey crew socks, black leather lace up shoes (boots not permitted).

Boys, Winter

- White shirt, long sleeves with Emmaus collar
 - Royal blue pullover, v-neck
 - Royal blue blazer with College Crest
 - Plain black belt
- Either
- Grey trousers – College style
 - Grey crew socks, black leather lace up shoes (boots not permitted)
 - College tie
 - Emmaus College scarf (optional purchased from the College)
- or
- Grey Shorts - tailored – tab side
 - Grey crew socks, black leather lace up shoes (boots not permitted)
 - College waterproof jacket

Boys, Sport

- College waterproof jacket
- Sports shoes
- Ink tracksuit pants
- Navy blue cap (purchased from the College)
- Ink shorts
- EISM white sports socks (available from official suppliers)
- Royal blue/yellow polo top
- Emmaus College rugby top (purchased from the College)

Girls, Summer

- Royal blue check polyester/cotton dress (knee length)
- Black leather lace-up shoes (see details of prescribed shoes)
- Royal blue knee-high socks or anklet socks
- Royal blue pullover, v-neck
- Royal blue blazer with College Crest
- Navy blue cap (purchased from the College)
- Royal blue ribbon or headband (optional)

Girls, Winter

- White shirt with Emmaus collar
- Blue check skirt (knee length) or navy blue slacks
- Black leather lace up shoes (see details of prescribed shoes)
- Ink navy tights or royal blue knee-high socks
- Royal blue pullover, v-neck
- Royal blue blazer with College Crest
- College tie
- Emmaus College scarf (optional purchased from the College)
- College waterproof jacket
- Royal blue ribbon or headband (optional)

Girls, Sport

- College waterproof jacket
- Ink tracksuit pants
- Ink Shorts
- Royal blue/yellow polo top
- Sport shoes
- Navy blue cap (purchased from the College)
- EISM white sports sock (available from official suppliers)
- Emmaus College rugby top (purchased from the College)

NOTES ON WEARING UNIFORM

Correct, properly fitted, tidy and well-maintained uniforms should be worn at all times by students at every year level. Where uniforms are poor fitting or in obvious need of replacement, House Leaders or the Director of Y9@E will inform students and parents. Parents are required to make the appropriate alterations or purchase replacement items.

When in doubt about appropriate appearance, correct shoes and uniform items, check with the College **before** undertaking the expense, not after the College seeks to maintain its standards.

Students in breach of uniform, make-up, jewellery or code of appearance requirements may be, at the discretion of the Principal, required to remain at home until the matter is rectified.

SUMMER UNIFORM

It is not permitted to wear the Pullover as an external garment when traveling to and from the College. All students are expected to wear the regulation Blazer, or a short-sleeved Shirt with College Crest, or Dress. The white shirt may be worn out, if of an appropriate fit. T-shirts, if worn, are NOT to be visible.

WINTER UNIFORM

It is not permissible to wear the Pullover as an external garment when traveling to and from the College. T-shirts, if worn, are NOT to be visible above the shirt collar. All students are expected to wear the regulation Blazer. College waterproof jackets may be worn over the blazer as part of winter uniform and in wet weather as part of summer uniform. These jackets may not be worn in place of the College blazer. The jackets may be worn to and from school – but are not to be worn in class.

All students are expected to wear the College tie. Parents should ensure that the collars of shirts/blouses are sufficiently large as to provide comfortable wear with the top button fastened at all times. **Shirt/Blouses must be tucked in at all times.** The tie is expected to be worn at all times, except in Physical Education and Drama classes.

Bicycle Riders may wear high visibility vests/coats.

PHYSICAL EDUCATION UNIFORM

Students are required to have the correct Physical Education uniform for Physical Education classes and sport, including appropriate headwear during Terms 1 and 4.

All inter-school sports teams are required to take to the field/court in correct uniform for that sport. Teams are penalized, or forfeit, for incorrect uniform.

DRAMA/DANCE

Students taking Drama/Dance (Years 9-12) are required to wear the ink tracksuit pants with the rugby top and sports shirt when required to change for practical activities. Girls may choose to wear the ¾ ink leggings rather than the tracksuit pants (only during class time).

PRESCRIBED SHOES

Plain, black leather (not suede) **lace-up school shoes** are the prescribed uniform shoe for both boys and girls. Contact the College, prior to purchase, if uncertain about a particular style.

HEADWEAR

Students are encouraged to wear the College cap during recess and lunch breaks during Terms 1 and 4. On days when the UV Index is extreme students must either wear the College cap or remain in the shade.

The College cap is required for Physical Education and Sport classes during Terms 1 and 4 and may also be mandated for camps and excursions.

CASUAL DRESS DAYS

Occasionally students are permitted to wear casual dress to school, either for excursions or fundraising days. On such occasions, students are expected to dress appropriately and modestly.

As a guide the following are not permitted:

- Offensive language/designs on clothing
- Shirts/tops that expose the midriff
- Low cut shirts/tops
- Inappropriate mini skirts or shorts

For health and safety reasons, enclosed footwear must be worn for practical subjects. **Thongs and similar footwear are not permitted at any time.**

House Leaders or the Director of Y9@E will determine if clothing/footwear is suitable. If students are dressed inappropriately they will be asked to remedy the situation immediately. If this is not possible, inappropriately dressed students could be sent home.

2017 TIMETABLE FOR RE-ENROLMENTS

25 August	Closing Date for Indications of Intentions for 2018
22 September	Term 3 ends
10 October	Term 4 begins Years 7 - 11
14 November	Presentation Evening Years 7 – 11
22 Nov – 1 Dec	Year 11 2017 HeadStart Program
22 Nov – 1 Dec	Year 12 2017 HeadStart Program
1 December	Year 10 complete Term 4 (Note: HeadStart Years 11/12 2017 above)
27 November	Year 10/11 Semester 2 Reports Available On-line
1 December	Year 10 complete Term 4 (Note: HeadStart Years 11/12 2017 above)
8 December	Years 7,8 & 9 complete Term 4
15 December	Teaching staff complete duties
18 December	Years 7-9 Semester 2 Reports Available On-line
20 December	College office closes 12.00 pm