

Waverley College 2009

From the Deputy Headmaster



Dear Parents / Guardians / Staff / Students,

Welcome back to the 2009 Academic School Year. This is now the fifth year that I have had the opportunity to write to you before the commencement of the school year. Included in this letter is some important information to ensure a smooth beginning to the year. Please take some time to read this letter with your son(s). We have also included some important school regulations. More detailed explanations can be found in the College Diary or on the College Website.

School commences for Years 5, 7- 12 on **Wednesday 28th January 2009 at 8.40am**. Year 6 will commence on Thursday 29th January 2009. Over the first couple of days each boy will be given their student diary, calendar, calendar notebook, textbooks, a new padlock and key (Year 7) and stationery pack (Years 7 & 8).

1. Term 1, 2009 Events

Day	Date	Year	Event
Wednesday	January 28	5, 7-12	Commencement of Term 1, 2009
Thursday	February 12	5-12	Commencement Mass – St Mary's Cathedral 10.00am
Monday	February 16	12	Parent – Teacher Interviews - Gymnasium
Thursday	March 12	8, 10, 12	CAS Swimming Championships - Homebush
Monday	March 30	8	Year 8 Camp Week
Monday	April 6	11	Report / Information Evening - Gymnasium
Tuesday	April 7	9, 10	Report / Information Evening - Gymnasium
Wednesday	April 8	7, 8	Report / Information Evening - Gymnasium
Wednesday	April 8	All	Last day of Term 1

2. 2009 Holiday Dates

Term 1		Term 3	
Staff Day	Tuesday 27 January	Staff Day	Monday 27 July
Classes Resume	Wednesday 28 January	Staff Day	Tuesday 28 July
Founders Holiday	Thursday 9 April	Classes Resume	Wednesday 29 July
Classes conclude	Wednesday 8 April	Classes conclude	Friday 2 October
Term 2		Term 4	
Anzac Day Holiday	Saturday 25 April	Staff Day	Monday 19 October
Staff Day	Monday 27 April	Classes resume	Tuesday 20 October
Classes resume	Tuesday 28 April	Classes conclude	Thursday 3 December
Queen's Birthday Holiday	Monday 8 June		
Classes conclude	Friday 3 July		

3. 2009 COLLEGE EVENTS – Student attendance is compulsory

Event Time of Year	Year Groups	Transport Meals	Timing Dress Code
Open Day Tuesday 10 th March	Years 5 – 12	BBQ	Evening 3:00 – 7:00 pm College Uniform
CAS Swimming Thursday 12 th March	Years 8, 10, 12*	Buses to event and to home Dinner	Evening 4:00 – 9:00 pm College Uniform
May Procession Sunday 3 rd May	Years 5 – 12	No	Sunday 1:30 – 3:00 pm College Winter Uniform-Blazer
Winter Sport 1 Saturday 9 th May	Year 9 + Prefect Roster*	No	Saturday 1:00 – 4:30pm College Sports Uniform
Winter Sport 2 Saturday 16 th May	Year 10 + Prefect Roster*	No	Saturday 1:00 – 4:30pm College Sports Uniform
Winter Sport 3 Saturday 1 st August	Year 8 + Prefect Roster*	No	Saturday 1:00 – 4:30pm College Sports Uniform
Winter Sport 4 Saturday 8 th August	Year 7a + Prefect Roster*	No	Saturday 1:00 – 4:30pm College Sports Uniform
Winter Sport 5 Saturday 15 th August	Year 7b + Prefect Roster*	No	Saturday 1:00 – 4:30pm College Sports Uniform
CAS Athletics Thursday 24 th September	Years 7, 9, 11 + Prefects*	Yes	Buses to event and to home Dinner Meal (Evening) 1:30 – 8:30 pm College Winter Uniform - Blazer
Presentation Concert Term 4 Week 6	Years 5 & 6	No	See Calendar Dates College Uniform
Final week Term 4	Years 7, 8, 9 & 11* (Venue TBD)	No	Evening 7:30 – 9:30 pm College Uniform inc Blazer

* Students from other Year groups are welcome to attend with all College expectations applying.

4. Book Hire 2009 (Years 7 – 12)

YEAR 12: Students already have their textbooks and must organise own stationery requirements.

YEAR 11: Students will be issued with textbooks in Week 1 and they must organise their own stationery requirements. **Please Note:** Year 11 students will be charged a \$250.00 textbook deposit which is refunded at the end of the Year 12 examinations, provided there are no outstanding texts or other outstanding fees.

YEAR 10: Will be issued with texts in Week 1 and are to organise own stationery requirements.

YEAR 9: Will be issued with texts in Week 1 and organise their own stationery requirements.

YEAR 8: Will collect their textbooks during the first day. A special Year 8 stationery pack has been ordered for each boy and will be available when the boys collect their textbooks. The stationery pack has been debited to the Term One account.

YEAR 7: Students will be issued with their textbooks on Wednesday 31 January and Thursday 1st February during Orientation. They will collect a stationery pack when they collect their textbooks. The stationery pack has been debited to the Term One account.

Please note: Any lost or damaged books from 2008 have been debited to your Term 1 account and must be paid for in order to use the book hire service in 2009.

5. Books & Equipment (Years 7 – 12)

While boys will be informed by their teachers what specific materials they require for each subject, every boy should have with him on the first day:

At least 3 x A4 books or folders with A4 paper (Years 8-12)
Pens / pencils / ruler / pencil case – no whiteout or texta / markers are permitted
Clothes should have names sewn / printed for identification
College bag with name
Text books will be distributed to students during Week 1

6. Guidelines for Homework

Students are advised that they should form the habit of a study period at home from the first day. Homework / Study should be completed **five times a week**, of the approximate length as indicated.

Year 5	30 to 45 minutes
Year 6	45 minutes to one hour
Years 7 & 8	One and a quarter hours
Year 9	One and a half hours
Year 10	Two hours (six times a week)
Years 11 & 12	Three hours (six times a week)

7. Nurrunga On-line (Weekly Newsletter)

The College newsletter Nurrunga will be emailed to all families and all staff and students each Wednesday afternoon. A shorter, printed copy will be available at the Waterford Junior School Office and the Senior School Office by Thursday each week. **The best that any family can do is to provide the College with at least one email address.** If you wish to provide more than one email address please contact the College on 9369 0632.

8. Tuition Fees 2009

YEAR	TERM 1	TERM 2	TERM 3	ANNUAL FEES
	\$	\$	\$	\$
5	1,952	1,952	1,952	5,856
6	2,129	2,129	2,129	6,387
7	2,423	2,423	2,423	7,269
8	2,423	2,423	2,423	7,269
9	2,451	2,451	2,451	7,353
10	2,451	2,451	2,451	7,353
11	2,764	2,764	2,764	8,292
12	2,764	2,764	2,764	8,292

Fees for International students differ from those listed above.

9. Due Dates for Payment

2009	Prompt Payment Date	Due Date
Term 1	30 th January 2009	13 th February 2009
Term 2	8 th May 2009	22 nd May 2009
Term 3	31 st July 2009	14 th August 2009

10. Uniform / College Bags

A summer shirt alternative is available for Years 7-12. It is not compulsory to purchase the summer shirt. The College Uniform must be worn properly at all times. In summer it always includes a blue shirt & tie or crested shirt, trousers, black socks, and polished black leather lace-up shoes. If you are unsure, the details can be found in the College Diary. **However, you are reminded that the only alternative to the correct school uniform is the full tracksuit, summer or winter and irrespective of the weather. Students wearing anything else will have their parents telephoned and will not be permitted to attend classes until the uniform has been corrected.**

Every boy must have a Waverley school bag as his primary bag. He may use a second bag to carry sport or P.E. gear.

11. Uniform Requirements

Secondary School

Blazer / Jacket (Winter)	New Year 7-10 Blazer or Navy blue jacket, welted pockets, back with centre vent, three uncovered buttons on cuff, plain pocket. Years 11 - 12: College blazer in lieu of suit coat.
Socks	Black or navy blue with long trousers
Shirts	Midford 'Vic' blue with colour cotton/polyester (long or short sleeve in summer). No button down collars. Open neck crested shirt alternative in Terms 1 & 4
Tie	Waverley College Royal Blue with crest and two yellow stripes
Pullover	Royal Blue, two gold stripes (neck, cuff and basque)
Shoes	Standard black leather lace ups , no suede or slip-ons
PE	House T-shirt, House Jersey and College Sports shirts

Junior School - as indicated for the Secondary School with the following additions:

Socks	Navy blue with gold diamond top
Summer	First and Fourth Term: khaki green shirt (shirt sleeves), khaki green shorts, College socks, and black shoes

All items are available from Mrs Brisby's Shop Open 10.00am – 2.00pm Monday / Tuesday / Thursday / Friday and Wednesday 3.00pm – 7.00pm. See website for Vacation Opening Times.

12. Hairstyles

The College clearly sets out the regulations regarding hairstyles in the College Diary. Initially, it is the Year Master who determines whether a hairstyle is within College regulations. However, ultimately it is the Deputy Headmaster who makes the final determination. When a hairstyle is outside College regulations, parents will be contacted. Depending on the circumstances, the boy may remain at school for the remainder of the day or he may be required to have his hairstyle changed immediately.

Parents are asked to ensure that their son's hairstyle conforms to the following:

- ❖ hair should be neatly cut, and maintained at all times
- ❖ undercut styles are not acceptable, nor are tracks or lines
- ❖ dramatic layered effect of levels are not permitted
- ❖ hair should not be overly styled by the use of hair products
- ❖ hair is not to be tinted or coloured
- ❖ long hair is not acceptable, nor are long strands of hair
- ❖ hair must not be shaved, nor extreme cut with clippers, 3 being the shortest acceptable cut
- ❖ College authorities have the final say as to the appropriateness of any hairstyle

Sometimes boys have alternative hairstyles or colouring during holiday periods. It is necessary for parents to ensure that a boy returns **on the first school day** with a hairstyle acceptable to the school. Other sanctions may include detention or suspension.

Please note that with the increased awareness of tattoos it is also necessary to make the following statement. "Any boy with a tattoo must have it covered at all times whether at school or at sport and / or when representing the College".

13. Transport

Boys' behaviour, grooming, language and wearing of uniform appropriately on public transport is one important aspect of our public image. **Boys are required all at times to give up their seat for public paying passengers when the bus or train is full.** They should not wait to be asked to stand but rather they need to be proactive and offer their seat to patrons.

14. Lateness

The school bell goes at 8.40am and all boys are expected to be present at this time. On occasions, a bus or train may be late but where a boy is late, often because he did not rise early enough or because his parents are running late he must present himself to the Administration Officer. He may be given a ONE hour detention for his tardiness. Can I take this opportunity to ask parents not to make dental or medical appointments during school time? Understandably, specialist appointments may sometimes only be offered between 8.30am and 3.30pm but the norm should be for these appointments to be made outside lesson times. You can imagine that missing lessons at the beginning of a year can affect your son's performance and routine.

After three 'unauthorised lates' your son will incur a minimum ONE hour detention for each day he is late for the remainder of that term. In 2009 an SMS text message will be sent when a student is late for school.

15. Student Absence (Years 7 – 12)

Students must only be absent when they are genuinely sick. **Parents are requested to telephone the College on 9369 0632 by 10.00am when their son is absent.** A SMS text message will be sent to parents' mobile phone at approximately 11.00am each day if we believe a student is absent from school or classes without explanation.

Where illness affects examinations, sporting matches / activities or school determined obligatory commitments a medical certificate must be presented. **Likewise absence on the last day of a school term requires a medical certificate.** Parents requesting permission for extended holiday periods must seek permission from the Headmaster in writing, **at least two weeks in advance.** Permission is not automatically granted in such instances.

16. Mobile Phones, MP3 Players and other such items

The policy on mobile phones, MP3 players, Ipods, cameras and the like is both simple and common sense. **Firstly, boys are strongly advised not to bring these items to school.** The school takes no responsibility if any such items are misplaced, lost or stolen. Students who bring them to school do so at their own risk and the College does not have insurance cover for such items.

The College now has in place its policy regarding all Personal Electronic Devices. **Mobile phones and Ipods will not be available to students between 8.40am and 3.15pm under any circumstances. These devices and the like must be stored in the student's locker at all times.** A 7-day confiscation will apply for breaches of these regulations. More detail can be found on the web site. Likewise inappropriate use of the internet and websites such as facebook etc will lead to serious sanctions. Cyber bullying is unacceptable at Waverley College.

17. Classroom Behaviour

Teachers often use a "three-strike" policy when it comes to poor behaviour in class. This covers many areas including homework, talking in class, and misbehaviour during class, etc. **The point we wish to make is that every class is important and misbehaviour in class is a serious offence.** It affects the individual boy but often other students are disadvantaged.

Teachers have at their disposal a number of disciplinary methods. They may write a note in your son's diary, telephone, place your son on a short detention or a detention up to one hour, just to mention some.

18. Year Masters & Heads of Departments

When a student's behaviour does not satisfactorily improve, the classroom teacher may ask the Year Master or Head of Department to intervene. We believe this to be a serious escalation and any boy who receives a Year Master or Head of Department one-hour detention should not dismiss this lightly. On some occasions the Year Master or Head of Department may contact the parents to inform them and to procure their support.

Boys who receive three Year Master or Head of Department detentions in one term will automatically receive a Saturday detention for three hours and an interview with his parents. The Deputy Headmaster may also be involved at this stage.

As is now customary, **school detentions will take precedence over sport training, co-curricular activities or even Saturday Sport.** The College will not enter into negotiations to 'suit' the boy or his parents. The times of detention are set by the College and a letter and email will be issued for Year Master detentions & Head of Department detentions.

19. Truancy / Leaving without Authorisation

Truancy is when parents and the school expect a boy to be at school and is he not. Once the school term commences it is a school expectation that a boy will be at school and attend every class and every day except when he is too ill to do so. Parents should not allow their sons to remain at home for 'a day off' or 'to study for an exam'. Boys may be asked to produce a doctor's certificate to show they were too ill to attend school. Truancy from classes or leaving the school without permission is a serious offence and will incur a suspension even in the first instance.

20. Lockers and Security Padlocks

Each student is provided by the College with access to a school locker for the year. This locker should be secured and kept clean at all times. The College has invested in a master keying padlock system which is the only approved locking mechanism. Boys who lose, misplace or damage their padlock must have it replaced with the approved school padlock. Fees incurred will be placed on your school account. Boys are reminded not to bring expensive items to school. The school takes no responsibility for their loss or damage and does not have insurance covering student belongings.

21. Commitments (Compulsory Events)

The College has a number of commitments during any calendar year. These are printed in the calendar, the diary and can be found on the College web site. Nurrunga regularly reminds the community of all of up-coming events. In these instances, **the College function has priority over any other commitment.** Given that all

these events are communicated well in advance it is unfair for parents to place their son in a position that compromises them. Sport / Co-curricular activities is one of these commitments; a function like the May Procession, the CAS Swimming or CAS Athletics is another.

Where the College has engaged your son in a school commitment **the only way of being granted an exemption is via a letter to the Headmaster at least two weeks in advance** otherwise your son may be disciplined under an appropriate College sanction. Permission is not automatically granted by the Headmaster.

22. Holiday / Leave requests

Parents are reminded that there is an expectation that boys are at school for the entire term as gazetted in the school diary and calendar. Please remember that:

- ❑ We publish our Term time more than 12 months in advance so that you can make correct holiday bookings
- ❑ We enjoy more vacation time than most schools in the Sydney Metropolitan Area
- ❑ Our school program determines that the boys work right up to the end of the term. This often includes examinations and special events.

Please note that your son's involvement in all College activities is part of the agreement made by parents and boys at the time of enrolment. When students are absent (with or without approval) this is recorded on their file and will be reviewed at appropriate times (eg. Commencement of Year 9 or Year 11).

23. Smoking, Alcohol and Drugs

Smoking by students is prohibited at all times, including to and from their way to school and at all school organised activities whether during the day or evening or conducted during holiday times. A boy who is caught in possession of tobacco or caught smoking can expect to be suspended from classes even in the first instance.

Parents rightly expect that schools provide a safe environment for their children. Whilst not *'placing our heads in the sand'* and pretending that drugs, whether they be illicit, illegal or restricted legal drugs (eg: tobacco or alcohol) do not exist or are not used by adolescent youths, we do not condone their use under any circumstances at Waverley College.

This policy also extends to boys using or providing prescription drugs to unauthorised persons. Parents are reminded that all medications to be taken at school must be registered with the College. Boys are not permitted to self-administer prescription medication.

So **parents and boys should be very clear that with a zero-tolerance policy** it is unacceptable in all circumstances for a boy to buy, sell, be in possession or use any restricted, illegal or illicit drug while at school, on his way to or from school or on any school event day or evening held in school or vacation time. The welfare of the whole student body is paramount and a boy will forfeit his position at the College if he is found breaking these regulations.

**Mr A.J. Galletta
Deputy Headmaster
Waverley College**

WAVERLEY COLLEGE - STUDENT AGREEMENT AND COMMITMENT - 2009

As parents, we recognise and accept the aims of this school as a Catholic School and will support the College, its religious practices and programs, whatever our faith or beliefs and we agree to the following conditions as determined by Waverley College. As a student,

- 1 I agree that my education at Waverley and the education of others is paramount. I therefore understand I need to dedicate myself to all aspects of the academic, spiritual and physical programs offered by the College by committing to working with my teachers to achieve my best in all things.
- 2 I agree that it is of the utmost importance that I respect the dignity of other persons - students and teachers, alike. I understand that rudeness, bullying in any form including cyber bullying, uncivil language and unruliness are unacceptable. Likewise, I realise that stealing is unacceptable and a serious breach of school regulations. My conduct will at all times be marked by politeness, common sense, and respect for others.
- 3 Realising the harmful nature of unlawful drugs, dangerous weapons, alcohol and smoking, I agree to abide by the regulations which forbid their use and /or possession: on my way to and from school / at school / on excursions, retreats, socials or any school based activity.
- 4 I agree to wear the full correct Waverley uniform, and to take pride in it. If, on a particular day I am unable to wear any part of the uniform, I will present my teacher with a note from my parents, dated and signed. I understand that the blue and yellow striped t-shirt and the College tracksuit are the only acceptable alternatives (Senior school). I realise the reputation of the College rests in part on the neatness and good grooming of its students. I accept the school's decision on what is acceptable.
- 5 I will ensure that my conduct while travelling to and from school is exemplary at all times, especially on public transport.
- 6 I will accept the rules and discipline of the College and abide by the directions given for the good management of the College. In particular, I will abide by all regulations pertaining to the use of all Personal Electronic Devices such as mobile phones, MP3 players, computers, the internet, social websites and the like.
- 7 I will endeavor to do my best and use all my talents for the College and myself and will foster a sense of community spirit in the College by participating in co-curricular and extra-curricular activities. I agree to place my commitment to JSHAA / CAS and other Co-curricular (eg Debating) before any commitment I may have to a club sport / activity outside of the College or to any part-time work commitments. I will participate in / be present (if required) at the usual school activities such as CAS events, Swimming, Athletics, Parent/Teacher/Student evenings and interviews, Concerts etc; I agree that any variation requires permission from the Headmaster, two weeks in advance.
- 8 Should I miss any work or assessment item for any reason, it is my responsibility to find out what the work was and complete it by the new date set by the teacher. I will abide by all College policies regarding assessment procedures including supplying a genuine doctor's certificate.
- 9 I accept that the educational aims of Waverley College are spiritual, physical, intellectual, emotional and social and that to assist the school in achieving these I need to participate in all of these to my fullest. I accept that all school camps, excursions, retreats and the like make up an integral part of the school's educational program and when requested will participate to the best of my ability.
- 10 I understand that my position at the College may be jeopardised by breaking any of these regulations or if I am considered by the College to be an offender against the good order and discipline of the College or someone whose reputation or conduct outside the College brings disrepute upon the College.

I / We (Parent/Guardian) will support the school and our son in his endeavour to implement these fundamental school policies. I / We accept our role as the first educators of our children and agree to cooperate with the school in all their educational endeavours. I / We accept the above conditions of enrolment by virtue of our payment of school fees and agree to continue to pay all fees on time. I / We understand that continuation of enrolment is dependent upon the adherence to all the above conditions.