



*By Right Paths*

**ST BEDE'S COLLEGE  
STUDENT HANDBOOK**

**2018**

(Amended February 2018)

## 1. St John Baptist De La Salle

St Bede's College was founded in 1938 by the De La Salle Brothers.

The founder of the Brothers was Saint John Baptist De La Salle, who was born at Rheims in 1651 during the reign of Louis XIV. His father was a magistrate of the city so, unlike the children of the poor, the boy was at no disadvantage in the education he was able to receive at home, in school, and later at the University of Rheims and the Sorbonne, in Paris, where he prepared himself for ordination to the priesthood in 1678. The death of his parents interrupted his studies for a time as he returned from Paris to Rheims to care for his family.

An introduction to an enthusiastic lay teacher, Adrian Nyel, was an influence in turning John Baptist's mind to the work of education for the poor boys of his native city.

In 1680, on 24 June, the feast of his patron St John Baptist, De La Salle took the first school masters – later to be known as Brothers – into his family home for meals. The following year he took them into his home to live.

In 1684, a famine struck France, John Baptist responded with typical generosity and zeal by giving his wealth to the poor. By this time there were seven schools functioning in Rheims and neighbouring towns.

The founder died in 1719 but his Institute continued to develop, and in 1725 it received Papal approval. By 1789, there were 1,000 Brothers working in 100 schools, but a decree of the National Assembly in 1792 suppressed the congregation in France. However, it revived under Napoleon and spread to other countries until today it numbers about 8,000 members working in more than 70 countries.

John Baptist De La Salle was canonized in 1900. In 1950, Pope Pius XII named him Patron of Teachers.

## 2. St Bede

The College is named after St Bede the Venerable, a Benedictine monk and priest who spent his life teaching and writing in the monasteries of Wearmouth and Jarrow in England. His writings on behalf of the Church were such that St Bede has been declared one of the Doctors of the Church. The works he wrote, particularly The Ecclesiastical History of England, were remarkable in their time and have endured. Born in 673 near the monastery of Wearmouth, Bede was introduced early to a life of prayer, study and teaching for which he was to become renowned. Both as a student and as a teacher, St Bede commends himself to the St Bede's College Community. Teachers can find in St Bede a model for their work of imparting knowledge. Teachers and students together can strive like St Bede to make their College outstanding for sanctity and learning.

## 3. Guiding Principles.

Everything we do at St Bede's College is linked back to the Five Guiding Principles.

- **God** is our focus. God is spoken about and we give time and energy to worship and social action.
- We are **Brothers/sisters** to each other. We always take care of each other. The older students will guide and care for the younger students. The Lasallian spirit of brotherhood/sisterhood will underpin all our actions.
- We must always be **honest** – no lying or cheating. The value of honesty is at the heart of relationships at St Bede's College.
- **Respect** for self, others and property. These are gifts and are sacred.
- **Achievement** is valued. In the cultural, academic and sporting fields we strive to give our best effort.

#### 4. Pastoral Care Structure at St Bede's College

The welfare of students at St Bede's College is paramount. Each student is entitled to the opportunity to participate, learn and achieve his best. The pastoral care structure of the College aims to support students through their time at St. Bede's College.

##### Years 7 - 9

Each student in Years 7–9 will have a Homeroom Teacher and Year Level Coordinator who work together to monitor the overall progress and development of students in their group. Whilst individual subject teachers are responsible for students in their classes and the student's academic progress in that particular subject, the structure of Years 7-9 is designed so that the Homeroom Teacher will usually teach the students in their homeroom in at least one of their subjects, attend camps and assist with sport and co-curricular activities.

##### Years 10 – 12 Tutor System

Students in Years 10–12 are divided into four Houses operating under the care of four House Coordinators. The House system focuses on a vertical structure. There are ten Tutor Groups in each House with a Tutor assigned to a group of students made up of these three year levels. The Tutor System is designed to provide students with access to the support of the Tutor and also the opportunity to learn from the experiences of other students within the group. House Coordinators work in conjunction with their team of Tutors to ensure the students' needs are met and progress monitored.

##### Care and Wellbeing

Students requiring specialised assistance have access to the College Wellbeing Centre. Three fully qualified, full-time Counsellors are available to all students at St Bede's College. They offer support and guidance to students and are able to provide ongoing support to those in sensitive or critical situations. Students may self-report to a Counsellor or may be referred by parents or Coordinators.

In addition to Homeroom Teachers, Tutors, Coordinators and Counsellors students may also take concerns to staff outside of their direct pastoral group. Students have access to two Deputy Principals for Student Management and Wellbeing with one assigned responsibility for Years 7–9, the other with responsibility for Years 10-12. All members of the College Community are bound by a common approach to pastoral care as detailed in the St Bede's College Pastoral Care Policy.

#### 5. Attendance

All students are required to be at the College and in their assigned homeroom or tutor group by 8:40am sharp each day.

DAY 1 TO 5, 7 TO 10			DAY 6		
Period Description	Start Time	End Time	Period Description	Start Time	End Time
Morning Admin	8:40am	8:55am	Morning Admin	8:40am	8:55am
Period 1	8:57am	9:55am	Period 1	8:57am	9:55am
Period 2	9:58am	10:58am	Period 2	9:58am	10:58am
RECESS	11:00am	11:22am	RECESS	11:00am	11:45am
Period 3	11:25am	12:25pm	Period 3	11:47am	12:47pm
Period 4	12:28pm	1:28pm	Period 4	12:49pm	1:49pm
LUNCH	1:30pm	2:12pm			
Period 5	2:15pm	3:15pm			
College dismissed at 3:15pm			College dismissed at 1:50pm		

In partnership with parents, St Bede's College is committed to developing and preparing our young men for life beyond the classroom. All classes and school activities work together in providing a holistic education. School attendance and punctuality are crucial preconditions for maximising learning opportunities and performance; education is a sequential process and unnecessary or frivolous absences often means students miss important stages in the development of topics.

All enrolled students are required to attend school unless reasonable and valid grounds exist for them to be absent. This document aims to clarify those grounds and to clearly outline the role of each participant (Parent, Student, School) in ensuring attendance expectations are met.

### **Parental Responsibilities**

- Ensure your son attends school regularly
- Inform the school by phone on the morning of the absence (prior to 8:50am) with the reason for the absence (e.g. illness, bereavement). The absence is then confirmed in writing by a parental note upon your son's return to school. Independent students, not living with a parent or guardian are also required to provide a note
- Where possible notify the school in advance of any absence
- Arrange medical appointments for out of school hours where possible
- Arrange family holidays during the official school holiday periods
- Ensure that part time jobs, driving lessons and licence tests occur out of school hours
- Do not allow your son to miss school to attend other activities such as external sporting events or purchasing tickets to a concert

### **Student Responsibilities**

- Arrive at school before 8:40am and attend all classes, school assemblies and activities unless circumstances exist for an approved absence
- Be proactive in catching up on work missed due to absence

### **School Responsibilities**

- Mark attendance rolls each period of the day
- Promptly inform parents/carers of student absences
- Ensure parents are fully informed of the processes used by the school to follow up student absences
- Maintain records of student attendance – which will appear with semester reports
- Support students in their endeavours to catch up on work missed due to unavoidable absence
- Arrange a formal attendance conference with parents where ongoing unexplained absences or unresolved attendance issues occur

### **Support**

Whilst every effort will be made to supply a student inconvenienced by a long term absence with school work, in some cases the nature of the topic being covered may mean not all activities will be possible to complete at home. Contact with teachers via email will provide the most effective line of communication with the school.

### **Student absent during Exams and Assessment Tasks.**

Any student missing an exam or assessment task due to illness or injury should provide the College with a medical certificate on his return to school. Should the circumstances and duration of the absence be deemed as reasonable the student will be permitted to sit for the Assessment at a time specified by the College.

Families that choose to take holidays during exam times should be aware that no special provision will be made for students to sit exams outside the scheduled exam period. Under no circumstances will a family holiday be a reason for students to be provided with an opportunity of sitting exams or tests before the scheduled time.

## 6. First Aid & Medical Information

The First Aid room is situated in the S Building on the ground floor (opposite Student Services). The best entry point is via the doors opposite the Sports Centre.

It is important that all medical information is provided to the College by parents via CareMonkey. In addition to medical information, medical management plans should be provided to the First Aid staff.

Students needing support and assistance in managing a medical condition should ensure this is brought to the attention of their Coordinator and discussed with First Aid staff.

## 7. College Uniform and Student Appearance

St Bede's College expects every student to be in correct College uniform for the entire school year. It is not acceptable for students to wear a uniform that is torn, tattered or suffering from serious neglect.

Non-uniform items such as hooded tops or jackets are not permitted. We also ask that visible t-shirts not be worn under the summer uniform shirt.

Students are expected to be clean shaven, beards and moustaches are not permitted. Hair length must not fall below the shirt collar and more extreme fashions such as dreadlocks, plaits, pony-tails, bleached or dyed hair are not acceptable. Under no circumstances are students permitted to wear earrings, eyebrow rings or decorative facial piercing of any type whilst in the St Bede's College uniform.

### SUMMER UNIFORM

Term 1 and Term 4

**Shoes:** Black leather lace-up shoes, suitably polished and maintained in good order.

**Socks:** Blue-grey school socks.

**Shorts:** Navy blue, school cut. NOT excessively baggy, oversized or alternatively coloured. Shorts should be clean and well maintained.

**Shirt:** Short sleeve, light blue, monogrammed school shirt. No school tie is required with the summer uniform.

**PLEASE NOTE:** If students choose to wear the long sleeve shirt they must wear the College tie and trousers.

**Hats:** Students are encouraged to wear a College hat as a form of protection from the sun. College hats may be purchased via the Uniform Shop. They may be worn to and from school, during recess and lunch and during all outdoor activities. **(No other hat may be worn with the College uniform)**

**Blazer:** Royal blue College Blazer, clean and well maintained. The blazer may be worn to and from school as it is the only external garment to be worn with the uniform. The blazer must also be worn to all assemblies. In Terms 1 and 4, at times of warmer weather, students will be permitted to attend school without the blazer, provided it is not required for a special assembly.

**PLEASE NOTE:** In cooler weather students may choose to wear the winter uniform. See below.

## WINTER UNIFORM

Terms 2 and Term 3

- Shoes:** Black leather lace-up shoes, suitably polished and maintained in good order.
- Socks:** Navy blue or black socks.
- Trousers:** Navy blue, school cut. NOT excessively baggy, oversized or alternatively coloured. Trousers should be clean and well maintained. **Shorts are not permitted in Terms 2 and 3.**
- Shirt:** Light blue, long sleeve shirt. **To be worn with the appropriate College tie and tucked in at all times.**
- Jumper:** Navy blue 'V' neck College jumper, clean and well maintained.
- Blazer:** Royal blue College blazer, clean and well maintained. The Blazer **must** be worn to and from school, as well as to all assemblies, as the external garment of the uniform.

**PLEASE NOTE:** The winter version of the uniform may be worn at any time of the year. The summer version can only be worn at the specified times. Parts of the winter and summer versions of the uniform are NOT interchangeable.

**All items of the College uniform should be clearly marked with the student's name.**

**Inclement Weather:** Navy blue jackets may be worn to combat inclement weather. These jackets may be worn in transit but not while indoors at school. Suitable jackets are available from the College Uniform Shop.

**Belts:** Suitable belts should be black or navy blue in colour.

**School Bags:** Blue St Bede's College bags with the school crest, kept clean and in good order.

## 8. Transport

St Bede's College, like all schools in the area, often receives phone calls from concerned members of the local community. These calls report all types of incidents and behaviour. Some we can follow up but unfortunately others may not provide enough information. Maintaining the school's good name is important but our primary concern is always the welfare of our students. In order to try and get our 1,540 students to school and home again safely we ask the students remember a few basic rules.

### Bike Riders

We remind all students that a suitable bike helmet must be worn correctly at all times when riding a bike. For security reasons they should also have a sturdy lock to ensure the bike remains in the bike cage waiting for them at the end of the school day.

### Train Travellers

We have had quite a number of disturbing reports about our students being harassed and even assaulted on the Frankston line trains and at the station in Mentone since the start of the year. St Bede's College is helping the local police with a number of enquiries but as public transport is not adequately patrolled we ask students to make every effort to not place themselves in harm's way.

We ask students living towards the Frankston end of the train line to use Parkdale station whilst students living towards the City end may use Mentone station. Students should try to avoid being isolated in the rear

carriage of trains and younger students should make an effort to travel in a carriage with Year 11 or 12 students.

**Students not intending to catch the train have no valid reason to be at the station and most definitely should not be on the platform. The platform at Mentone Station is already very crowded and students must not go there just to socialise.**

#### **On The Bus**

Students catching a bus are reminded about the dangers involved with moving around in the bus whilst in transit. We hope students will refrain from engaging in behaviour that is distracting to the driver or disturbing to members of the general public. Under no circumstances should any item be thrown from a bus.

#### **Walkers**

Students walking to school are reminded to use the correct crossing points at the main intersections around the school. In particular the school crossing at Warrigal Road must be used. There have been a number of accidents at the Naples Road intersection and we hope to avoid any of our students being hurt.

#### **Cars**

Some of our Year 12 students will drive to school as they obtain their Victorian Drivers Licence. Students driving to school are required to see Mr Jones for a registration form and have parental permission. Student drivers are not to drive on the College property and are not permitted to carry passengers. They may park on the streets surrounding the school and, with permission, in the Mentone RSL car park.

#### **Loitering**

As a general rule we ask that students do not gather or 'hang around' in the Mentone or Parkdale shopping centres before or after school. Students blocking the walkways or creating a disturbance damage the reputation of all the students that wear our uniform. We appreciate the support of parents in our efforts to enforce this.

## **9. Important College Policies**

Below is a copy of the index of the Student Policies Handbook. To access a copy of the policies listed below please click [here](#).

- Attendance Statement
- Academic Progress Policy
- Carrying of School Bags Policy
- Child Safe Policy
- Complaints and Grievance Resolution Policy
- Drug Policy
- Gymnasium Policy
- Homework / Study Policy
- Information and Communication Technology Policy
- Mobile Phone Policy
- Pastoral Care Policy
- Privacy Policy
- Sexual Harassment (Prevention of) Policy
- Student Behaviour Management Policy
- Students Undertaking VCE Units 3 & 4 Policy
- Work Experience Policy
- Uniform Policy
- Student Bullying Policy