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## ***Principal's Message***

*Dear Parents and Students,*

*Welcome to San Clemente High School. We hope that you feel a sense of excitement at joining our School community and working in partnership with us to provide an exceptional educational experience for your family.*

*Becoming part of any organisation means taking on board a large amount of information. With this in mind, we have prepared this Student Handbook. You can access the information in your own time and keep the document on hand for future reference. You can also access this, and other pertinent information, on the School's website: [www.sanclemente.mn.catholic.edu.au](http://www.sanclemente.mn.catholic.edu.au)*

*At the commencement of the 2009 School year, students in all Years will be issued with a Student Diary. Some of the topics covered in this Student Handbook are addressed in the diary also, providing you with another point of reference.*

*We are committed to ensuring your family experiences a smooth transition into the San Clemente School community. Please do not hesitate to contact members of the dedicated School team if you wish to discuss further any aspects of the School's program.*

*Yours sincerely*

***Tony Kelly***  
Principal

## MISSION STATEMENT

*San Clemente is a systemic, Catholic high school catering for young people from years 7 – 10 within the Dominican education tradition.*

We are a diverse Catholic community that fosters individuality and potential in a caring and supportive environment.

**‘San Clemente fostering individuality and potential’**

## VISION STATEMENT

We seek to provide learning experiences which will assist our students to embrace:

**S**uccess

**A**dventure

**N**on-judgemental living

**C**ommunity

**L**earning

**E**nvironmental values

**M**ulticulturalism

**E**xcellence

**N**ew ideas

**T**ruth and tradition

**E**quality





## OUR FEEDER SCHOOLS

*We welcome students to San Clemente from our primary feeder schools:*



***St Columbans  
Mayfield***



***St Dominic's  
Mayfield***

**St. Michael's  
Primary School  
Nelson Bay**



***St Michaels  
Nelson Bay***



***St Brigid's  
Raymond Terrace***



***Our Lady of Victories  
Shortland***



***St Peter's  
Stockton***



***Corpus Christi  
Waratah***



## **SAN CLEMENTE CREST & EXPLANATION**

San Clemente is named after the Basilica of San Clemente in Rome, the resting place of the relics of St Clement. The language is Spanish, reflecting the national origin of the Dominican Order who opened this school in Mayfield in 1916.

The school colours are Black and White representing our connection to the Dominican Order. The centre of the crest is a white dove and this is symbolic of the peace and security of the Holy Spirit. The dove carries three ribbons representing prayer, work and leisure. The members of our community as that in prayer, in schoolwork and in leisure, the Holy Spirit will be the guide and the centre of our school life.

The centrepiece of the crest stands on the black and white cross of Aza, part of the family crest of St Dominic's mother.

Our motto is "Veritas" in English this means "Truth". This has always been the motto of the Dominicans. It is still the motto of this school as it is an ideal that we can all strive to attain. In the widest sense "Veritas" means more than just truth. It means honesty with oneself, being one's own person before God and before others.

## PEOPLE YOU NEED TO KNOW

Listed below are key members of the School Administration and their function

<b>Staff</b>	<b>Responsibility</b>
Principal.....	Mr T Kelly
Assistant Principal.....	Mrs M Faiz
Curriculum Coordinator.....	Mr K Williamson
Year 7 Student Coordinator.....	Mr D McCloghry
Year 8 Student Coordinator ....	Mrs M Kish
Year 9 Student Coordinator.....	Mr M Cossettini
Year 10 Student Coordinator...	Mr N Beckett
Religious Ed Coordinator.....	Mr M Fuller
English, Head of Dept.....	Mr P Ratcliffe
Maths, Head of Dept.....	Mrs P Murray
HSIE, Head of Dept.....	Mr P Doyle
Science, Head of Dept.....	Ms J Nach
TAS, Head of Dept.....	Mrs P Stallard
PD/H/PE, Head of Dept.....	Mr M Byrne
Learning Support Coordinator.	Mrs S Burgess
Learning Support Teacher.....	Mrs K Philpott
ESL Dept.....	Mr K Askie & Mrs L White
Sports Coordinator.....	Mrs R Daly
School Counsellor.....	Mr G Morley
Welfare/Pastoral Care.....	Sr J Gerathy
Pastoral Worker.....	Mr J O'Callaghan
Careers Advisor .....	Mrs H Wilks
School Administration.....	Mrs M Zeeman
Finance Officer.....	Mrs J Leverton

## COMMUNICATION

Street Address .....	Cnr Havelock & Crebert Streets Mayfield 2304
Postal Address .....	P O Box 405, Mayfield
Telephone .....	02 4967 1100 (School Office)
Fax .....	02 4960 2782
Email.....	<a href="mailto:admin@sanclemente.mn.catholic.edu.au">admin@sanclemente.mn.catholic.edu.au</a>
Web Address .....	<a href="http://sanclemente.mn.catholic.edu.au">http://sanclemente.mn.catholic.edu.au</a>

## VISITING AND TELEPHONING

Parents/Carers and other family members are welcome at San Clemente High School, however, it is essential to make an appointment for interviews with members of the School Administration, or with the Teaching Staff or the Guidance Officer.

When an urgent message needs to be conveyed to a student during school hours, please call at the office personally, or telephone 4967 1100. Please ensure that only urgent messages are conveyed, as our high school office is a very busy one. Visitors should not contact students, or teachers, directly without permission from Administration. Visitors will be directed to their requested appointment by the Office Administration Staff.

# GENERAL SCHOOL PROCEDURES

## Getting To and From School

### By bicycle

- Ride to school according to the road safety rules
- Wear your bike helmet
- Walk your bike inside the school grounds
- Store your bike in the bike racks provided which will be locked during the school day
- All students are to stay away from the bicycle racks unless moving their own bicycle to or from the racks

### By car

- You must be dropped off at the kerb outside the school – for safety reasons, cars should not enter the school grounds
- You should then walk into the school grounds
- At the end of the school day, you should be collected from outside the school grounds

### By bus

- You will be dropped outside the school
- You should walk into the school grounds via the bus stop gate
- At the end of the school day, you should move to the bus assembly area and wait inside the school grounds, in an orderly and safe manner, until directed to the bus by the teacher on duty
- Behaviour on the bus is expected to be quiet and orderly at all times

### By walking

- You should obey all road safety rules
- You should enter the school grounds as soon as you arrive – do not loiter in the street
- At the end of the school day, you should leave the school grounds and make your way home following all safety rules

## Movement Around the School

### General

- All movement along pathways and around buildings is restricted to walking
- Noise must be kept to a minimum when near or under buildings
- You are expected to stand in a quiet and orderly manner outside classrooms when waiting for your teacher
- For safety reasons, you are not permitted to enter classrooms, laboratories or storerooms unless a teacher is present

### Between classes

- If you are late from a Period 1 class to a Period 2 class because you have been assisting the teacher eg. Putting equipment or books away, you must



have the Period 1 teacher explain this in your diary.

- If you request to leave a classroom during a lesson, for example, to go to the toilet, your teacher will sign the relevant section of your student diary to give permission.
- If you do not have your student diary, you will NOT be permitted to leave the room.

## **During Break Times**

### **Canteen**

- The canteen is open before school and during both breaks
- Lunch orders should be given to the canteen before school starts for pick up at Lunch or Recess (orders should include the correct money)
- You must form orderly queues
- There should be no pushing in
- You may only purchase your own lunch, not items for your friends
- Parents are invited to volunteer and help in the Canteen

### **Activities**

- All ball games must be played on the oval or in the basketball court areas, with the exception of handball (tennis balls only) which may be played under the covered areas.
- No ball games should be played near glass windows or doors or up against walls, or in areas designated with yellow lines.
- If there is a disruption on the playground, call the supervising teacher. San Clemente has a 'hands off' policy.
- Lunch time clubs and supervised sporting activities may be on offer during lunch breaks

### **In the classroom**

- Headwear is not to be worn inside any buildings, ie. Classrooms, halls, or the office
- Food is not permitted in classrooms.
- Chewing gum is not permitted in the school grounds.
- If you miss work for whatever reason, it is your responsibility to catch up on missed notes, reading and homework.
- If you have trouble with your work, ask your teacher for assistance.

### **Roll marking**

- Teachers will mark the first roll during Morning Roll Call
- It is your responsibility to attend Roll Call punctually before the second bell rings at 8.30am
- If you are absent from school, your parent/carer should ring the school early on that day, to notify the Office of your absence and a note of explanation will be required by your Roll teacher, on your return to school
- If you know in advance that you are likely to be absent from school for several days, you must either bring a note beforehand or ask your parents/carers to ring the school on 4967 1100.

## **Equipment**

- You are expected to come to school prepared to learn
- You must bring your own bag and books to school every day
- Each student is issued with a student diary at the beginning of each year.
- You must bring this diary to school every day. It is your responsibility to use this every day and to correctly fill in details of homework and assessment. The student diary is for school work and information and is not for pasting pictures in and/or on.
- Resources such as workbooks and mathematical equipment are issued to Year 7 Students at the beginning of the year:
- Students are required to purchase a Scientific Calculator (from school) at the beginning of the year

## **ATTENDANCE**

Attendance at school is compulsory, five days a week. Apart from the legal requirements for attendance, it is important that students gain continuity in their education in order to move ahead academically. It is possible that an unsatisfactory record of attendance could affect a student's eligibility to receive the School Certificate. It may also affect social security and/or Centrelink entitlements. It is, therefore, important that students cultivate habits of good attendance right from the start.

The school recognises, however, that for a variety of sound reasons – such as illness, dental appointments, family emergencies etc – that students may not be able to attend on every day of school. In such cases, an exemption from school is granted and recorded in the rolls.

All student absences are reported on school reports.

### **Student Absences**

If your child is absent through illness or any other unforeseen reason, then a note should be produced on the first day back to school and presented to the roll teacher.

In cases when parents know that an illness or injury will prevent attendance for three or more days, it is advisable to phone the school office. This will prevent a note being sent home.

In cases when a student will be absent representing the school, or organised activities in music or debating, for example, then the student will be marked as officially present at school.

### **Fractional Truancy**

It is essential that students attend every class in a day. Class Teachers mark rolls every period and will inform the Year Coordinator if a student is absent from class without approval. Unauthorised absence is treated as a discipline issue and will result in consequences such as in school detention. Parents are informed of such breaches.

### **Late to School**

- Report to the Office, if you arrive after Roll Call.
- You will be signed in and given a Late Pass to give to your classroom teacher for that lesson.
- *If you do not sign in, you will be marked absent for the whole day, and this will affect your official attendance records.*

### **Leaving the school during the day**

- If you have a note from home requesting that you leave the school during the day, you must bring the note to the Office. The office will then issue a 'Permission to Leave School' slip which must be carried with you. This is your pass out of class. You should present this pass at the office before leaving the school.
- Students are not allowed to leave school during Lunchtime.
- If you do not have a note, you **MUST** still report to the Office where permission will be sought from home.

## **STUDENT HEALTH & WELLBEING**

### **Feeling ill or injured**

- Tell your teacher who will give you permission to go to the Office by entering this in your Student Diary.
- In the breaks, report directly to the Office .
- No student may enter the sick room without permission from the Office Staff.
- If you are injured in class, report your injury to your teacher, then report to the Office.
- For serious injuries that require professional help parents will be contacted as soon as possible.
- If you are seriously injured and no teacher is present, have someone notify the office immediately.

### **Taking Medication**

- Prescription medications must be given to the office from where it will be administered.
- A letter from the parents requesting medication to be given to the student is needed.
- Prescription medications must have the pharmacy label visible.
- Ask the Office personnel for a note to leave class to take the medication at the required time.
- Go to the Office at the appropriate time to take the medication.
- Any over the counter medications must be accompanied by a letter from your doctor with instructions for use.
- Panadol is not administered at school

### **Support Personnel**

If you wish to see the Guidance Officer, First Aid Officer, Counsellor, Pastoral Care Worker, or other Support Personnel within the school, you should see the person directly to make an appointment, for their approval.

They will give you an appointment slip which you should take to your classroom teacher before the appointment, for their approval.

### **Transfers/Leaving**

Parents/carers should advise the school office when a student is to leave the school or to transfer to another school. Students cannot be removed from the school data base until they have enrolled at another school.

### **Change Of Address Or Medical Details**

- Parents/carers/students should advise the office IMMEDIATELY so that school records are accurate and up to date
- It is critical that the school has an emergency number at all times in case of accidents

### **Appointments with Teachers**

If your parents/carers wish to discuss something with a member of staff, they should contact the office to arrange a time that is convenient and works into the teacher's timetable.

### **Finance/School Payments**

- Any money brought to school, eg fees, excursions, fundraising, must be handed to the Office IMMEDIATELY on your arrival at school
- Any money to be paid at the school will be paid into the office
- Each student is issued with a Student Diary at the beginning of the year – if you lose your Diary, you may purchase another for \$6.50

### **Student ID**

Laminated student ID cards are issued at the beginning of each year and will be issued by the Year Coordinator. Should you lose your card it can be replaced at your cost.

### **Visiting Staffrooms**

- The privacy of teachers should be respected by students unless they have a specific request.
- Students are not allowed into offices or staffrooms unless directed to do so by a teacher who is present in that room.
- Teachers may be available to students before and after school and during breaks.
- If you need to visit a staffroom, knock and wait for the door to be answered.

### **Skate Boards**

Riding of Skate boards, roller blades and scooters is not permitted on school grounds. If you bring these to school they must be left at the Office and can be collected at 2.55pm.

## MOBILE PHONES AND OTHER ELECTRONIC DEVICES

In today's society it is important that we recognize that there are times when it is genuinely appropriate and beneficial for students to have access to a mobile Phone. Students may, for example, need to contact parents in emergencies or to confirm a collection time after school. However, the use of mobile phones and other electronic devices such as I-pods, MP3 players and other mini sound systems and pagers should remain restricted. Students are discouraged from bringing Mobile Phones to school. Students may hand in valuables at the Office for safe keeping at the beginning of the day and collect them at the conclusion.

### **Guidelines**

- 1. Students must have their mobile phones or other devices switched off and out of sight at all times. (This includes both classroom and the playground)**
2. Students must ensure that their mobile phones or other devices are always stored in a safe and secure place.
3. Any mobile phone or other device use which disturbs the teaching/learning environment of the school will result in the offending students being sent to the office and confiscation of the item until 3.00pm. Student refusal to comply with this request will result in appropriate action being taken in line with the school's Code of Behaviour.
4. In-phone cameras are not to be used anywhere a normal camera would be considered inappropriate, such as in change room or toilet blocks.
5. Appropriate action, according to the school's Code of Behaviour, will be taken against any student who photographs, films, or otherwise records any individual without their consent or who sends harassing or threatening text messages.
6. Disciplinary action in line with the school's Code of Behaviour will be taken against any student who is caught using a mobile phone or other device to cheat in exams or assessment
7. Mobile phones and other devices are brought to school at students' risk. **No liability will be accepted by the school in the event of the loss, theft or damage of any device.**
8. This policy also applies to students during excursions, camps and extra-curricular activities.

## UNIFORM SHOP

The Uniform Shop at San Clemente is located at the main entrance to the school. The uniform shop is outsourced and operated by Alinta Sports Australia, based in the Central Coast. Alinta are responsible for the manufacture and supply of our complete uniform requirements and operate independently from our school. They can be contacted at school on 4968 9987, or at their office on 4321 0433.

Alinta's Uniform Shop is open every Tuesday and Thursday from 8.00am until 11.00am. At the beginning of the year the shop is open a week before school resumes. All enrolling / new students can be outfitted during normal working hours (Tuesday & Thursday), or during the week before school commences.

Email – For any further enquiries to [markp@alinta.com](mailto:markp@alinta.com)

### **Wearing of Uniform**

San Clemente is proud of its uniform and dress code. All students are required to wear the full San Clemente uniform each day. Students in incorrect uniform are required to bring a note of explanation from a parent/carer. This note is to be presented on arrival at school, to the Roll Teacher. Student's notes will be Signed and they must retain and produce the note on request.

Students not in correct uniform may be issued with an Infringement Note advising parents that uniform standards are not being met and requesting that the situation be rectified as soon as possible.

### **Wearing of Hats**

The School cap is to be worn when participating in PD/H/PE outdoor practical lessons or selected sports training and games.

### **Shoes**

Dress shoes for boys and girls are black leather lace-up school shoes. This applies to all students. Leather joggers, shoes with stacked heels, chunky soles (e.g. DocMartens) and T-Bar shoes are not acceptable.

### **Sport Shoes**

Sports shoes should be plain white, with little colour flashes or lettering. Please note that staff are asked to monitor this aspect of the uniform code and parents may be requested to replace shoes that do not fall within these parameters. Students who, for medical reasons, cannot wear the shoes detailed in the Uniform Code are requested to furnish a Doctor's Certificate.

### **Sports Uniform**

The sport's uniform may be worn to and from school on Friday (Sports Day). The full dress uniform should be worn to and from school every other school day. Students will be advised of the classes where these practical lessons will be carried on and can wear their sports uniform on this day. This applies also to students participating in training sessions for interschool sport or those taking PASS as an elective subject.

### **Jewellery**

Fashion jewellery may not be worn to school. Girls with pierced ears may wear one pair of plain sleepers or studs only. Boys with pierced ears may only wear sleepers or studs to school. No other jewellery (with the exception of watches or religious medals) may be worn without written permission of the Assistant Principal

The only jewellery to be worn is:

- A watch
- A signet ring
- Either a plain stud or sleeper ear ring or a pair of plain studs or sleepers
- A single chain, locket, medal etc worn around the neck, but must be concealed by students' clothing.

### **Hair**

- Students' hair should be neat, tidy and clean at all times. Hair must be one colour only. Extremes of style and/or colour are not acceptable.
- Boys' hair will be no shorter than Blade Three. Tracks, steps or wedges are not allowed. Hair length must be above the collar. Hairstyles that allow the hair to fall across the face or eyes are not permitted.
- Girls whose hair is longer than shoulder-length must wear it up.
- A student may be asked to refrain from attending school until his/her hairstyle is deemed acceptable.

### **Make Up And Nail Polish**

- Makeup is NOT to be worn
- Nail Polish – CLEAR ONLY

### **Girls - Dress uniform**

The Uniform Policy states that the skirt is to be worn no more than 2inches (5cm) above the knee (measured from a kneeling position). The skirt is designed so that no alterations are required to the length. Socks are white calf length during the summer and black stockings are worn with winter uniform. Grey uniform pants can be worn during the winter. The school jumper is worn throughout the year.

### **Boys - Dress uniform**

Shirt is white with school crest and is worn on top of the school dress black shorts during the summer terms and long grey pants during the winter. Socks are white, calf length, during summer terms. The school jumper is worn throughout the year.

### **Sport uniform**

The sports uniform is the same for boys and girls. School t-shirt and black shorts are worn during summer terms with school dress jumper if necessary. In winter months students wear full tracksuits. The school tracksuit may be worn on colder days.

### **STUDENTS WHO DO NOT WEAR CORRECT UNIFORM**

1. Warnings will be given to offending students to either produce a note of explanation or be correctly attired on the next day of attending school.
2. A lunchtime detention may be issued for the offence
3. Persistent offenders who deliberately and defiantly break the uniform code run the risk of being suspended from school

Please note that, with the exception of the hat, no item of the sport's uniform may be worn with the dress uniform, and no item of the dress uniform may be worn with the sport uniform.

## LOST PROPERTY

After checking in the logical way, students should report lost property to the office. Lost property is much more easily recovered if it is clearly marked with the name of the owner. Parents must ensure that all garments are marked, and that books, pencil cases and bags bear clear identification. Any property that is found should be handed in to the office so that it can be claimed by the rightful owner.

### SAN CLEMENTE UNIFORM REQUIREMENTS (All items available at School Uniform Shop, excepting shoes)

Uniform	Item	Uniform 2009
<b>BOYS</b>	<b>Shirt</b>	White Shirt with School Crest
	<b>Jumper</b>	Black Jumper with embroidered crest
	<b>Shoes</b>	<b>Black leather, lace-up style.</b> These are a MUST for Science laboratory work, Food Tech Room and Technics classes.
	<b>Sports Shirt</b>	Sports shirt (Black & White)
	<b>Sports Shorts</b>	Sports Shorts (Black)
	<b>Tracksuit</b>	Tracksuit (Black & Green)
	<b>Sports Shoe</b>	Joggers (predominantly white)
	<b>Socks</b>	Plain white (no anklets) available from Uniform Shop, to be worn with day uniform and sports uniform.
	<b>Pants (Winter)</b>	Long grey trousers
	<b>Shorts (Summer)</b>	Black shorts
<b>Winter Scarf</b>	Optional	
<b>GIRLS</b>	<b>Skirt/Pants</b>	Uniform Skirt. Girls may wear long pants available from the School Uniform Shop (only uniform pants are acceptable)
	<b>Shirt</b>	White Shirt with School Crest
	<b>Jumper</b>	Black Jumper with embroidered crest
	<b>Socks</b>	Plain white (no anklets) available from Uniform Shop to be worn with day uniform and sports uniform.. Girls can wear black stockings with their uniform skirt during winter
	<b>Shoes</b>	<b>Black leather, lace-up style.</b> These are a MUST for Science laboratory work, Food Tech Room and Technics classes.
	<b>Sports Shirt</b>	Sports shirt (Black & White)
	<b>Sports Shorts</b>	Sports Shorts (Black)
	<b>Tracksuit</b>	Tracksuit (Black & Green)
	<b>Sports Shoe</b>	Joggers (predominantly white)
<b>Winter Scarf</b>	Optional	



# COMMUNICATION

## Student Communication

Students are communicated with through a variety of mediums while at school:

- Daily Notices - published daily and read by Teacher during Roll Call.
- Year Assemblies - run by Year Coordinator to deal with matters relating to forms.
- School Assemblies - run by Principal/Assistant Principal and Students to include a statement of school policy, promote school activities and recognise achievements.
- Memos - To individual classes when necessary to reinforce information.
- Notes - are required for the following:-
  - Absences from school.
  - Incomplete homework.
  - Incorrect uniform.
  - Any leave notes to be signed by Assistant Principal before 8.30a.m. Leave Notes for Friday must handed in to the office for processing.
  - Excursion permission notes.

## Parent Communication

Parents are communicated with again through a variety of mediums

- Parent/Teacher Day held at the end of each Semester
- School Newsletter - which gives general information on school related activities and is published fortnightly.
- Letters from -
  - ✓ Principal.
  - ✓ Assistant Principal
  - ✓ Subject and Year Coordinators.
- Phone Calls from the above.
- Parents and Friends Meetings - held once a month.
- Special Parent Evenings - to discuss specific topics e.g. Electives, Year 10 Assessments etc
- Parents communicate to the school in the following ways:-
  - A letter to -
    - ✓ Roll Teacher or Subject Teacher.
    - ✓ Sport Coordinator.
    - ✓ Subject or Year Coordinator.
    - ✓ Assistant Principal.
    - ✓ Principal.
    - ✓ Office
  - Phone to those mentioned above.
  - Email to those mentioned above.
  - By appointment with those above.

## The Fortnightly Newsletter

The school publishes a fortnightly newsletter with information about student achievements and coming events. This is normally available for students to take home every second Friday. It is also available on the school's website, the address of which is on the inside front cover of this booklet. We also email an electronic copy to those parents that submit their home email address.

### **The School Website**

The school maintains a website which is kept as up to date as is reasonably possible. Reports from committees and other materials about the school are posted. The site contains links to the Assessment Tasks and other valuable information to help you keep in touch with your student's learning. There is a regularly updated photo gallery of events that happen at school.

### **Email**

It is possible to email both the school through the school's website. Many student matters can be communicated both to and by parents directly via the school email. The school email address is located inside the front cover of this booklet.

### **Interviews**

The school will conduct parent-teacher interviews immediately after the half-yearly reports are issued. These will take place at school at the beginning of Term 3. As soon as Reports are issued parents can book suitable times to see all their child's teachers. If parents wish to speak to a teacher who cannot be present, they may arrange an alternative interview time at school by contacting the office.

From time to time parents will want to speak to teachers, Year Advisers or the School Counsellor about their concerns. Interviews can always be arranged by contacting the office for a suitable appointment time.

### **Notes**

Parents and teachers may also communicate through notes. Often this may be arranged using the Student Diary. Using the Diary enables a close monitoring of homework completion or application to work in class.

### **Consent for Publication**

The school routinely publishes student successes for the information of the whole school community in the Newsletter, on the website and on the notice board. The school will take the view that parents agree to this routine publication of student names and photos unless a note is received to the contrary.

On the other hand, if the local or metropolitan media wish to photograph or interview students because of their achievements, permission from parents in writing will always be sought by the school beforehand.

## THE CARE NETWORK

Every member of the school community is part of the care network and contributes to its effectiveness. Because it is considered vital that a student be able to confide in a person of her/his choice in the school, it is inappropriate to set up a care network hierarchy. Ideally the student will approach his/her year coordinator or roll teacher.

### **The School Network consists of:**

- Year 10 Peer Support Leaders who in Semester One attend in roll groups with the Roll Teachers and who have the responsibility for students in particular Roll Class, continue to work with those students throughout the year.
- Year Coordinators who have the responsibility for students in a particular year.
- The Assistant Principal who has responsibility of students and the curriculum in the school.
- The Religious Studies Coordinator who has the responsibility to structure programs which allow for Spiritual growth.
- The School Counsellor who is available every Wednesday/Thursday to see students by appointment. If students wish to see the counsellor they give their names to the office staff.
- The First Aid Officer who has the responsibility of caring for the sick and injured of the school.

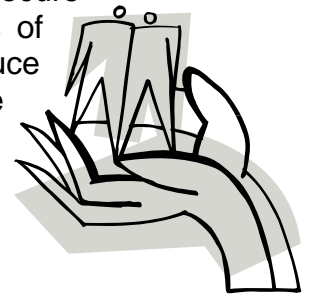
A student when he/she feels the need, takes the problems to a teacher (preferably Roll Teacher). The caregiver chooses one of the following options:

- a) Advises the classroom teacher that the student is with him/her at the beginning of the interview and gives the student a late note to take back to class at the end of the interview. If not convenient, the classroom teacher has the right to say no.
- b) Makes an appointment to see the student at another time and then informs the people who will be affected by the time of the interview.
- c) Refers the student to another caregiver.
- d) Gives appropriate follow-up to all concerned following full investigation/assessment of the situation.

Parent/Student Liaison person who has the responsibility of helping parents and students who are having problems at home or at school, and wherever possible follows the above procedures. Our Parent/Student Liaison person is readily available for interviews or simply having a friendly ear to talk when something is troubling a student.

## PASTORAL CARE & WELFARE POLICIES

This school endeavours to promote a healthy, supportive and secure environment for all members of the community to raise awareness of what makes students and staff resilient, to develop strategies to reduce vulnerabilities, to build student/school connectedness, and to increase coping skills in line with the school's Vision and Mission Statements.



Our Pastoral Care Policy and our Welfare Policy can be viewed at school or on our website: <http://sanclemente.mn.catholic.edu.au>

### Behavioural Consequences

There are two types of 'detention' at San Clemente.

The first is conducted by the individual class teacher (or faculty) held at recess or part of lunchtime. For lesser misdemeanors, an environmental duty may be given.

The second more formal detention is the school's official behaviour notification process (blue slip) which involves written parent contact and restorative reflection on the part of the student involved. The Behaviour Notification blue slip is signed by the student, the issuing teacher and the relevant coordinator (subject or student) and is sent home for parent signature and comment. The student is to return the parent signed form on the date of their attendance in the Reflective Thinking session. Behaviour Notifications are kept in the student's file.



# CHILD PROTECTION

Catholic schools in the Diocese of Maitland-Newcastle are committed to providing safe environments for students. Whilst we have a legal obligation to protect children, this commitment is central to our Catholic beliefs. At San Clemente we believe that all children have a right to a safe environment which is free from any form of abuse or harm. At San Clemente relationships between adults and children are governed by trust and Gospel values.

Schools in NSW are required to meet the statutory obligations of legislation relating to child protection. Schools in this diocese are required to uphold the policies and guidelines set out by the Catholic Schools Office.

This legislation includes:

- The Ombudsman Amendment (Child Protection and Community Services) Act, 1998
- The Children and Young Persons (Care and Protection) Act, 1998
- Commission for Children and Young People Act, 1998

Catholic Schools Office documents include:

- Child Protection – Identifying and Notifying Abuse
- Guidelines for the Implementation of the Ombudsman Amendment Act
- Child Protection – Procedures for Schools
- Code of Professional Standards for Catholic School Employees

## **Children and Young Persons (Care and Protection) Act**

This legislation establishes a shared responsibility for the protection of children. Teachers have a legal responsibility to report a child or young person who is at risk of harm. This means that staff at San Clemente are required by law to make a report to the Department of Community Services when they have reasonable grounds to suspect that a child or young person is at risk of harm from abuse or neglect. This includes physical, sexual and psychological abuse, exposure to domestic/family violence, homelessness or the inability of the parents to provide appropriate medical care for the child or young person.

## **Child Protection and Volunteers**

Being a volunteer in a school is an important task. San Clemente would not be able to function as well as we do without the contribution made by the myriad of volunteers who so generously give of their time and expertise. Unfortunately, history has shown us that some adults put themselves in situations where they can use their positions of trust and power to harm children. This history has resulted in legislation in NSW which aims to protect children from abuse.

The legislation that applies specifically to volunteers includes:

- Commission for Children and Young People Act 1998
- NSW Ombudsman Act 1974

## **Commission for Children and Young People Act 1998**

This legislation was enacted as a recommendation of the 1997 Wood Royal Commission. Under this legislation, in a school context, 'employees' include all persons, paid or unpaid, who have direct, unsupervised contact with children or young people through any aspect of their work in, or for, the school. It aims to protect children and young people from contact with people who have been convicted of the following:

- serious sex offence;
- child-related personal violence;
- murder of a child;

- indecency offences punishable by imprisonment of 12 months or more;
- kidnapping (unless the offender is or has been the child's parent or carer);
- offences connected with child prostitution;
- possession, distribution or publication of child pornography; or
- attempt, conspiracy or incitement to commit the above offences.

A prohibited person includes a Registrable person under the Child Protection (Offenders Registration) Act 2000.

Examples of 'employees' who perform a task for the school include, but are not limited to:

- volunteers assisting in classrooms, e.g. reading or library helpers;
- those attending a "working bee";
- persons providing transport on the request of the school;
- anyone assisting in the school canteen;
- people assisting with camps, retreats, community days and excursions;
- religious and clergy who attend the school for liturgies, retreats or services.

All volunteers are required to complete a Prohibited Employment Declaration prior to commencing as a volunteer. Declarations are available from the School Secretary. Volunteers must read the Declaration, sign it and return it to the School Secretary.

It is very important for volunteers to read the Declaration before signing as it is an offence for a prohibited person to apply for, undertake, or remain in child-related employment.

***Volunteers not willing to provide a Prohibited Employment Declaration are not permitted to undertake any duties in the school.***

***A volunteer who has any doubts about his/her status should seek independent legal advice.***

#### **NSW Ombudsman Act 1974**

This Act guides the Catholic Schools Office and school's response when a child protection allegation has been made against an employee. It applies to paid and unpaid employees (volunteers) in schools.

The Act requires the school to notify allegations that constitute sexual offences, misconduct, assault, ill-treatment, neglect and behaviour that causes psychological harm to children to the Diocesan Child Protection and Professional Conduct Unit (DCPPCU).

Once the allegation is received by the DCPPCU it is reported to the Ombudsman's Office. The DCPPCU then conducts an investigation into the allegation. The investigation gathers facts relevant to the allegation and arrives at a finding at its conclusion. The process of investigation provides the employee with an opportunity to respond to the allegation and have the response heard. All evidence is considered before a decision is made in regard to the finding.

Further information about this process is available from the DCPPCU, ph: 4940 8091.

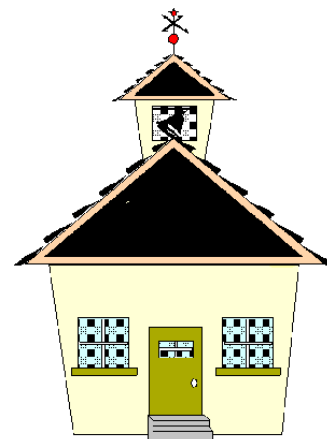
## ROLES OF RESPONSIBILITY POSITIONS AT SCHOOL

**Principal** – Is responsible for the spiritual, pastoral, financial and curriculum needs of San Clemente.

**Assistant Principal** - Has the day to day responsibility for the implementation and co-ordination of the Pastoral Care Policy of San Clemente High School and the day to day organisation of the school.

**Studies Coordinators** have the responsibility for the implementation and the co-ordination of the curriculum in their subject group of subjects at San Clemente High School. Some specific tasks of subject and general coordinators are:-

- to co-ordinate the development of and supervise the implementation of subject programs and registers under their jurisdiction,
- to co-ordinate the assessment and evaluation of students and subject programs,
- to co-ordinate the purchase of text books, materials and resources and to supervise their use,
- to supervise staff and offer support wherever it is necessary,



**Student Coordinators** have the responsibility of the implementation and co-ordination of the Pastoral Care Policy for students in a particular year at San Clemente. Some specific tasks of student coordinators are:-

- to co-ordinate year activities within their area of responsibilities.
- to liaise with and co-ordinate contact with parents, welfare and counselling agencies,
- co-ordinate and gather information for the placement, reporting and documentation of students within their area of responsibilities,
- to be responsible for the discipline of students outside of the classroom situation for students within their area of responsibilities.

### Responsibilities Of Roll Teacher

Each student is placed into a Roll Group and the Roll Group teacher takes on a special responsibility for the students in that group. This teacher marks the roll each day, gives the messages for the day, takes the notes about absences, uniform etc., and also checks such things as uniform and homework diaries. The Roll Teacher will report any problems or concerns to the Student Coordinator so that contact can be made with parents if necessary, either in the form of a phone call or letter.

The Roll teacher will, of course, be available to assist the students about many matters concerning the clarification of procedures, rules and to offer any guidance appropriate. If a student is worried about something in High School, then the Roll teacher should be one of the first persons he/she approaches.

### Role of The School Counsellor/Pastoral Care Worker

- Weekly we have the services of a School Counsellor who can assist parents, staff and students. Students are encouraged to speak with the Counsellor about more personal matters. Students need to make an appointment to speak with the Counsellor. If students wish to see the counsellor they give their names to the Year Coordinator or the office staff. Parents can contact the Counsellor through the school office.

# **SPECIAL NEEDS SUPPORT SERVICES**

## **INTEGRATION SUPPORT UNIT**

Students with special needs are able to access the support given by this unit after testing and consultation with the Catholic Schools Office staff. The students are fully integrated into mainstream classes, usually with a modified curriculum. They also have opportunities to develop literacy, numeracy and Life Education Skills. Each student has an Individual Education/Transition Plan, formulated with the student, parent, and the support teacher.

## **LEARNING SUPPORT TEAM**

This is a group of teachers who oversee the Special Needs Support provided by the school. It looks at different ways of assisting students and teachers with teaching/learning, and develops plans to assist students with special needs who cannot access the Integration Support Unit. The team also ensures that regular education services are used effectively for all students.

## **HEARING IMPAIRED**

Students with a hearing impairment enrolled at San Clemente are supported by a specialist teacher or teacher's assistant from St. Dominic's Centre for Hearing Impaired Children, to enable them to access the curriculum to the best of their ability.

St Dominic's is a non-denominational school for students with impaired hearing and/or a disorder with their communication skills that exists within the Maitland-Newcastle Diocese and is situated on the same grounds as San Clemente and St. Columban's Primary School.

## **INTENSIVE ENGLISH CLASS (IEC)**

The growing Sudanese refugee population and the rise in migrants to the Newcastle region resulted in an increasing enrolment of students from these families. An Intensive English Class was established to meet the needs of these students, none of whom had attended any schooling in Africa. A full time Teacher and a Teacher's Aide work with these students and those from other countries.

## **YEAR 6 ENRICHMENT PROGRAM**

San Clemente conducts an enrichment program specifically targeting Year 6 students from its feeder primary schools. Students who excel at various KLA's (English, Mathematics, Science, Art) are chosen by their Year 6 teacher to come and participate for four weeks every term. Classes are conducted on Friday afternoons by the relevant teachers of each KLA. The students are challenged to various activities both mental and 'hands on'.

The program aims to extend upon the student's learning by introducing new concepts and activities that otherwise cannot or are not covered in Year 6. For example, students are generally awe struck upon first entry into a Science laboratory and the experience of handling scientific equipment.

Students are able to meet others from different schools and participate in some group work. Inadvertently the program also acts as somewhat of an induction into the high school atmosphere.



## **ENGLISH AS A SECOND LANGUAGE (ESL)**

San Clemente's students from non-English speaking backgrounds are assisted on a weekly basis by a teacher assigned to the staff. Students whose English is very limited receive intensive language assistance in the basic communication skills of speaking, listening, reading and writing. Students with more experience in English receive support in language across the curriculum, either in small groups or one-to-one.

## **SATURDAY SCHOOL OF COMMUNITY LANGUAGES**

Students of San Clemente who have a background language other than English may attend the Saturday School of Community Languages based at Merewether High School.

The role of the Saturday School is to teach languages to students who wish to study their background community language to the School Certificate and Higher School Certificate level and are unable to do so at this school.

Applications for enrolment are available at San Clemente and should be lodged before the end of Term 4.

## **IN THE EVENT OF FIRE OR OTHER EMERGENCY**

In conjunction with Occupational Health, Safety and the Welfare Committee the school has developed an Emergency Evacuation Plan. This plan has documented evacuation procedures in the event of lock down, lock out or fire emergency. Regular 'evacuation drills' are held so that all students and staff are fully acquainted with these procedures and the purposes for which they are used.



All parents and visitors who are on the grounds during an evacuation drill must evacuate to the oval collection point to await clearance or further instructions.

## **PARENTS & FRIENDS ASSOCIATION**

San Clemente has an active Parents and Friends' Association, which meets on the third Tuesday of each month at 7.00 pm in the School Staff Room. All parents/carers and friends of the school are warmly invited to become involved with this friendly group of people, and to attend its meetings. This is an opportunity for you to discuss matters pertaining to the school with other parents and staff and become part of the school community.

The Parents and Friends' Association conduct fundraising activities from time to time, ranging from chocolate drives to Entertainment Book Distribution, Trivia Afternoons etc. All sub-committees would welcome your involvement. Please do not hesitate to make contact with any member of the Association if you would like to become involved.

# THE SCHOOL CURRICULUM

Assessment may take many forms such as across the year tests, class tests and assignments, practical tasks, research tasks, oral presentations, posters and others. As well, the teacher will be observing how the student performs in class, answering and asking questions, doing classwork or practical tasks. An **Assessment Schedule** of the major tasks will be published on the San Clemente website.

Students and their parents receive **two formal reports**, one at the end of each semester. These will be followed by a formal opportunity for parents to meet teachers at a Parent-Teacher day. Parents of Year 7 students also receive an **Interim Report** at the end of Term 1, which will give an indication of how the student is settling into high school.

## ACTUAL SCHOOL SUBJECTS

As the introductory year of High School, the Year 7 curriculum offers no choice, rather an opportunity for the students to experience the full range of subjects that the school offers.

The following Key Learning Areas (K.L.A's) are taught for the whole year:-

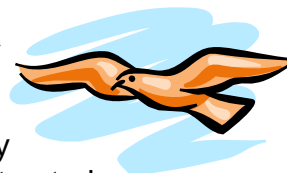
- Religious Studies
- English
- Mathematics
- Science
- Creative Arts
- Human Studies and Its Environment
- Design and Technology
- Music
- Computer Skills
- P.D./P.E. (Personal Development/Health/Physical Education)

When the students enter Year 8, they will continue with the study of these Key Learning Areas, but Language will be introduced in this year and Art will replace Music.

Elective subjects will be chosen by students in Year 8, for study in Years 9 and 10.

## RELIGIOUS STUDIES.

The theme of Year 7 Religious Studies is "Belonging to a Christian Community". Students will take a close look at their role as members of the family, school and church, as well as in depth studies on Mary, the Saints and others who exemplify Christian living. The Liturgical seasons of the Church will be treated within this framework and the Sacraments of Baptism and Reconciliation will be studied in order to focus on this theme. Students will be given opportunities for participation in Mass and to receive the Sacrament of Reconciliation. There will also be opportunities to celebrate other special Feasts.



## ENGLISH

The aim of English in Years 7 - 10 is to develop in students the utmost personal competence in using the language - to enable students to speak, write, read, view,

represent and listen to the best of their ability. These objectives will be achieved through a study of texts (Novels, drama, poetry, film and other visual texts) and through a wide reading of all forms of prose. All forms of the media will be used and studied in the course. A wide variety of assignments will be set during the year.

**WIDER READING:** Students should read as widely as possible in their own time. Some students will have no difficulty in reading a novel of their own choice each week.

## **MATHEMATICS.**

The Syllabus is a single course in Years 7 and 8 leading on to 5.3, 5.2 and 5.1 Courses in Years 9 and 10. As a whole there are five main strands in the course

- Problem solving
- Geometry
- Measurement
- Number
- Algebra,

and part of each of these is covered in the Year 7 course.



**HOMEWORK:** It is absolutely essential that students do all set homework on the day it is given.

**CALCULATORS:** Are needed from Year 7 Mathematics and students also require their own Geometry set. (Calculators may be purchased from the school.

## **SCIENCE**

Year 7 Science is designed to introduce students to laboratory skills, laboratory safety and some basic science concepts. Each student will be issued with a set of laboratory safety rules which are signed by both students and parents. Any infringement of these rules necessitates discipline of some form.



Topics covered in Year 7 science include:-

- Lab Skills & Safety
- Astronomy.
- Atoms - building blocks of matter.
- Rocks and Minerals.
- Living Things
- Heat Energy.
- Cells and the Microscope.

## **HUMAN STUDIES AND ITS ENVIRONMENT**

The syllabus in Years 7 and 8 is designed to give students an opportunity to study both Geography and History and these will have a largely international content. In years 9 and 10, the focus of both History and Geography is Australia.



## **DESIGN AND TECHNOLOGY**

All of Year 7 will study Design and Technology which involves acquiring a knowledge of design processes, developing an understanding of applied science and its impact on the social, physical and home environment; experiencing specific



technologies, e.g. computers, and developing skills of investigation and critical analysis. This course is continued into Year 8 as a compulsory study and then can be chosen as an Elective in Years 9 and 10.



### **PERSONAL DEVELOPMENT, HEALTH AND PHYSICAL EDUCATION.**

All of Year 7 will study P.D./Health/P.E. which involves developing self-esteem and confidence; developing strong moral and ethical principles; understanding conventions and religions and belief structures; learning about personal and community health; participating in regular physical activity; developing social and communication skills, positive values and decision-making skills. This subject is compulsory in all four years at High School.

Because of the nature of the subject the P.D./Health/P.E. staff and the Religious Studies staff will work in close association with one and other.



### **MUSIC (Year 7)**

- Listening.
  - Recognition of members of four main instrumental groups - brass, strings, percussion, woodwind.
  - Recognising rhythms - hearing variations in rhythms etc.
  - Pitch and tone differences/recognition.
- Performance: Playing recorders/singing/percussion.
- Singing: Rounds/Traditional music/Contemporary music.
- Music reading and writing to an appropriate standard given that all students will have varied backgrounds in music education.
- Performances in school concerts, Masses, etc. and individual performances in class.



### **ART (Year 8)**

The following topics are covered in this course:-

1. Elements of design.
2. Exercises using elements.
3. Picture studies.
4. How to plan a picture composition.
5. Drawing.
6. Perspective.



This introduction course concentrates on the basic knowledge required to appreciate and understand art through design, sculpture, painting and architecture. Individuality, creativity and appreciation of different styles are encouraged.

Each piece of work is considered a project.

### **SPORT**

A sports program operates every Friday. The school's sports program provides for developmentally appropriate activity for students in all year levels. A high emphasis is placed on skill development and participation. All students are required to participate in school sport. Parents are requested not to make appointments for their sons or daughters on sport's afternoons unless it is absolutely unavoidable.

It is compulsory for students to attend both the Swimming Carnival (February) and Athletics Carnival (June).

### **HOMEWORK**

Each student is required to organise and adopt his/her own homework/study timetable. One hour per night is plenty for Year 7, or five hours in any one week. The time should be spent on actual homework exercises, assignments, and projects, going over the work done in classes, doing "catch up" work, and if there is a balance of time, reading.



## **FINANCIAL MATTERS**

### **ENROLMENT FEE** (Book Hire Fee & General Service Fee, Diary)

Students textbooks, photocopying and other stationery requirements are provided through the school in return for the annual fee of \$200.00. This fee is payable in advance and is a portion of the Resource Fee the remainder of which is billed in 2009.

### **SCHOOL FEES**

The school fees are set by the Diocesan Catholic Schools Board. The fees become due at the beginning of each term and prompt settlement of this account in 25 days is appreciated. Concessions are available to parents who have more than one child attending a Catholic Secondary School in this Diocese. Concessions may also be offered in cases of hardship. In the last instance an approach must be made to the Principal personally. All discussions and arrangements regarding fees are of course strictly confidential between Parents and Principal. The Finance Officer who prepares the account becomes aware of the final amount agreed upon. Such concessions are not discussed with children or teachers. Students are required to pay fees at the office **before school or at recess, or lunchtime.**

### **RESOURCE FEE**

The Resource Fee for Year 7 students covers book hire and general service fee, technology, resource and practical subject costs, as well as curriculum-based excursions (under \$50:00) and Friday sports bus fares.

### **THE FAMILY SCHOOL BUILDING LEVY**

This levy is set at \$441 per year and is paid to the school where the eldest child in the family is enrolled. It is a true levy i.e.; is not voluntary and not tax deductible.

### **METHODS OF PAYMENT**

The school is able to accept payment via cash, cheque, postal order, credit card (over the phone) or eftpos. Direct debit from accounts may also be organised. Please contact the Finance Officer if you wish to discuss these options.

### **INSURANCE**

The Catholic Schools Office now provides insurance coverage to all students. The policy covers school related activities with a maximum payment limit of \$200,000. For further information please contact the Catholic Church Insurances Limited's School Care Accident Helpline on 1300 138 498.

# SCHOOL SERVICES

## LIBRARY

Our Library is one of the resource centre of the school. It is also houses a state of the art technology centre with computers and data projector for whole class instruction on topics. The Library is open for students use every period through the day and over lunchtime.



**Loans:** Students may borrow two books for a period of 2 weeks, and renew them if needed. Students will be issued with an overdue notice if a book is kept past the due date. Students may not borrow if they have an overdue book. If a book is not returned, students are expected to pay for it.

Library cards are issued. Replacement cost for lost cards is \$5.00.

### Library Rules:

- The area outside the Library is out of bounds except when moving to and from the Library.
- The Library is a quiet area. Keep it that way by reading and working quietly.
- No food in the Library.
- Return books to their correct places on the shelves. If you are not sure, put them on the trolley.
- Leave tables and chairs in their correct places.

**Photocopying:** Students may photocopy for 20c per copy.

**Computers:** There are computers with access to the internet for student use. Printing is free for assignments (to a limit of 3 pages), and for personal use costs 20c per page.

**Laminating:** Students may have items laminated, 50c for a bus pass or timetable, \$1 for A4 size, \$3 for A3 size.

## BOOK CLUB

The Ashton Scholastic Book Club operates in the school. Brochures are given out during Roll Call or available from the Library. Money and orders are to be placed in an envelope and handed to the Librarian.

## WHAT IF .....

- I can't find my class                      Check your timetable for correct day, period and room. Go to the Office and find if there are any changes to timetable. Ask Office Staff to check where your class might have moved to.
  
- I need to bring a large sum of money to school.                      Keep money in your wallet till you arrive at school. Pay money to Finance Officer either before school, at recess or at lunchtime. A Payments box is located at the Finance Officer's Window to accept payments at any time. Ensure that the money is in an envelope and labelled with name and payment details.
  
- Another student is picking on me.                      Speak to your Roll teacher or the Student Coordinator.
  
- I find that I have left some of my uniform at home.                      Explain to your roll teacher. If there is a reason have a note from your parents, or a note in your diary.
  
- I misplaced something e.g. bag, text book, bus pass                      Report loss to Office and see if the missing item has been handed in. Have a good look for missing items in appropriate places. If valuables are involved, report matter to Assistant Principal or the Student Coordinator.
  
- I become sick or injured during the day.                      Get permission from class teacher to go to office; register sickness, then go to sick bay and wait for help. If injured, get help from teacher in class or on playground duty.
  
- I arrive late for school.                      Report immediately to the Office, sign on in late book and receive a late note. Present late note to teacher on class to explain your absence.
  
- I can't complete my homework                      Bring a note from parents explaining reasons and give this to the teacher concerned.
  
- I need to make a phone call.                      Report to Office, before school, at recess or lunch time. Ask permission for the call and pay for the call.
  
- I need to leave school during the day.                      Permission note from parents stating date, reason and time of departure, should be presented to the Assistant Principal before school.
  
- I need to go to the toilet                      Get permission from class teacher to leave the room; you will be given a permission pass, however this should only be necessary in an emergency.



➤ I miss my bus from school.

Inform the office staff so that they can contact your parents, who will then know you will be on a later bus or who will come and collect you.

➤ I have ANY problems or queries about any matter relating to Year 7.

Speak immediately with your Roll Teacher or the Year 7 Student Coordinator. In order to sort any problems out, we need to know about them.

## SCHOOL COMMENCEMENT AND VACATION DATES 2009

- Term 1    Tuesday 27 January – Staff only  
              Wednesday 28 January – Year 7  
              Thursday 29 January – All students  
              Thursday 9 April – End Term 1
- Term 2    Monday 27 April – School Resumes  
              Friday 10 July – End Term 2
- Term 3    Monday 27 July - School Resumes  
              Friday 2 October – End Term 3
- Term 4    Monday 19 October – School Resumes  
              Friday 18 December – End Term 4

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**Back to Class**

# SCHOOL HOURS -THE NORMAL SCHOOL DAY

## **CLASS BELL TIMES**

### MONDAY to THURSDAY

<b>SESSION</b>	<b>BEGINS</b>	<b>ENDS</b>
Roll Call	8.30am	8.40am
Period 1	8.40am	9.33am
Period 2	9.33am	10.26am
Period 3	10.26am	11.19am
<b>Lunch 1</b>	<b>11.19am</b>	<b>11.39am</b>
<b>Lunch 2</b>	<b>11.39am</b>	<b>11.59am</b>
Period 4	11.59am	12.51pm
Period 5	12.51pm	1.43pm
<b>Short Break</b>	<b>1.43pm</b>	<b>2.03pm</b>
Period 6	2.03pm	2.55pm

### PASTORAL PERIOD DAY

<b>SESSION</b>	<b>BEGINS</b>	<b>ENDS</b>
Roll Call	8.30am	8.40am
Period 1	8.40am	9.29am
Period 2	9.29am	10.18am
Period 3	10.18am	11.07am
<b>Lunch 1</b>	<b>11.07am</b>	<b>11.27am</b>
<b>Lunch 2</b>	<b>11.27am</b>	<b>11.47am</b>
Period 4	11.47am	12.36pm
Period 5	12.36pm	1.25pm
<b>Pastoral</b>	<b>1.25pm</b>	<b>1.46pm</b>
<b>Short Break</b>	<b>1.46pm</b>	<b>2.06pm</b>
Period 6	2.06pm	2.55pm

### FRIDAY (Sports Day)

<b>SESSION</b>	<b>BEGINS</b>	<b>ENDS</b>
Roll Call/	8.30am	8.40am
Period 1	8.40am	9.29am
Period 2	9.29am	10.18am
Short Break	10.18am	10.38am
Period 3	10.38am	11.27am
Period 4	11.27am	12.15pm
<b>Lunch 1</b>	<b>12.14pm</b>	<b>12.30pm</b>
<b>Lunch 2</b>	<b>12.30pm</b>	<b>12.45pm</b>
Sport	12.45pm	2.55pm

# SAMPLE TIMETABLE

Enrolment Number      Roll Group      Roll Teacher      Roll Room

Year 7 student

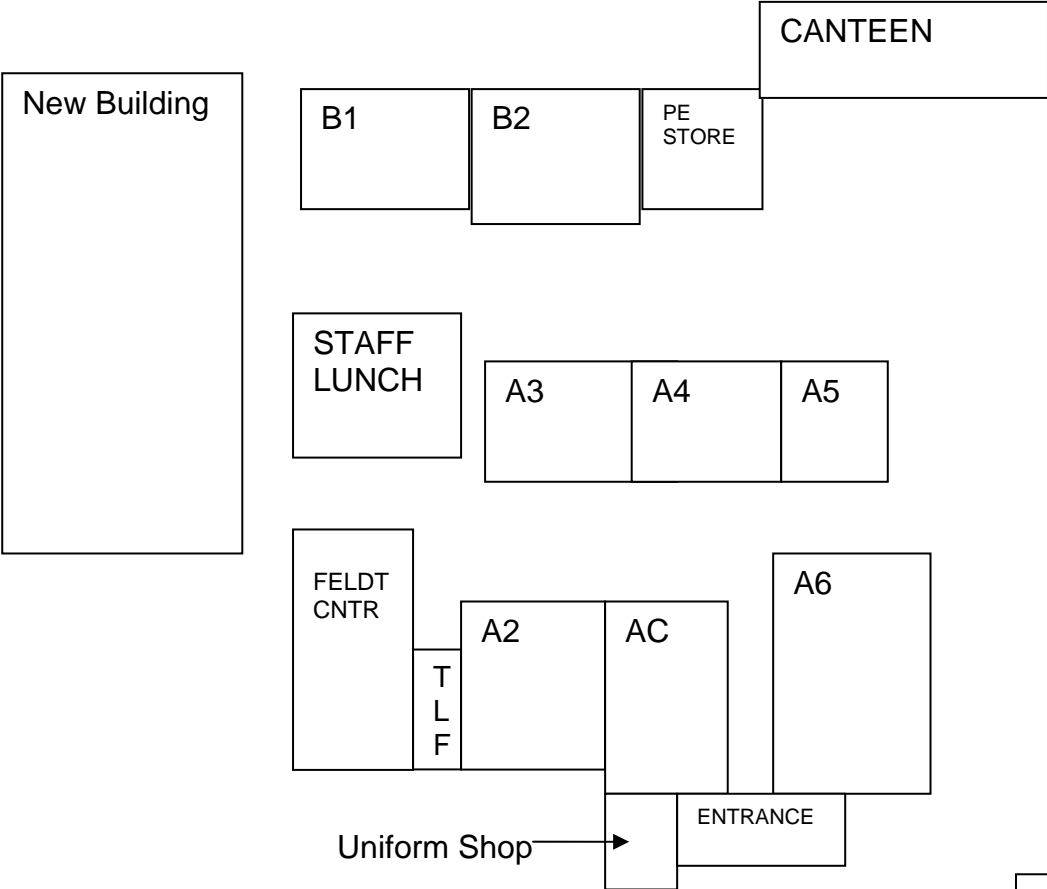
	MON.A	TUE.A	WED.A	THU.A	FRI.A	MON.B	TUE.B	WED.B	THU.B	FRI.B
p. 1	7MUS4 MAG A4	7MATQ HOL D1	7MATQ HOL D1	7MATQ HOL D1	7ENGM KIR C3	7SCI4 TAB D6	7ENGM KIR C3	7PEH4 BLS C4	7SCI4 TAB D6	7SCI4 TAB D6
p. 2	7PEH4 BLS C4	7GEO4 PHK D4	7REL4 COM D6	7ART1 CRC P3	7GEO4 PHK D4	7PEH4 BLS C2	7GEO4 PHK D4	7DAT1 ROD B5	7MATQ HOL D1	7ENGM KIR C3
p. 3	7MATQ HOL D1	7REL4 COM D4	7CSK4 SEJ C4	7ART1 CRC P3	7SCI4 TAB D6	7SCI4 TAB D6	7MATQ HOL D1	7DAT1 ROD B5	7SCI4 TAB D6	7PEH4 BLS P5
p. 4	7DAT1 ROD B5	7GEO4 PHK D4	7SCI4 TAB D6	7GEO4 PHK D4	7MATQ HOL D1	7MATQ HOL D1	7SCI4 TAB D9	7ENGM KIR C3	7ENGM KIR C3	7MATQ HOL D1
p. 5	7DAT1 ROD B5	7MUS4 MAG A4	7ENGM KIR C3	7SCI4 TAB D6	7PEH4 BLS D4	7PEH4 BLS C3	7REL4 COM D6	7MUS4 MAG A4	7REL4 COM A7	7ENGM KIR C3
p. 6	7SCI4 TAB D6	7ENGM KIR C3	7DAT1 ROD B5	7GEO4 PHK D4		7DAT1 ROD B5	7MUS4 MAG A4	7GEO4 PHK D4	7ART1 CRC P3	
p. 7	7ENGM KIR C3	7REL4 COM D6	7DAT1 ROD B5	7ENGM KIR C3		7DAT1 ROD B5	7MATQ HOL D1	7REL4 COM A7	7ART1 CRC P3	

Subject      Teacher      Room

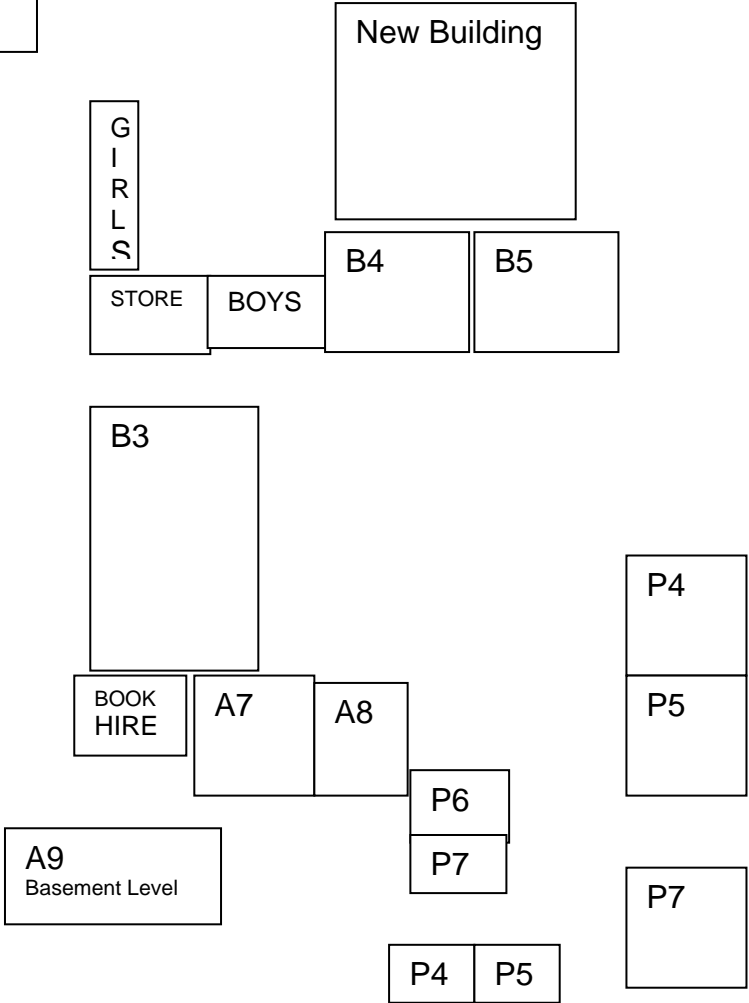
- At San Clemente we work on a Ten Day Teaching Cycle, divided into Week A and Week B
- Friday Afternoon is Sports Afternoon

# SITE MAP (2009)

## SHELTER

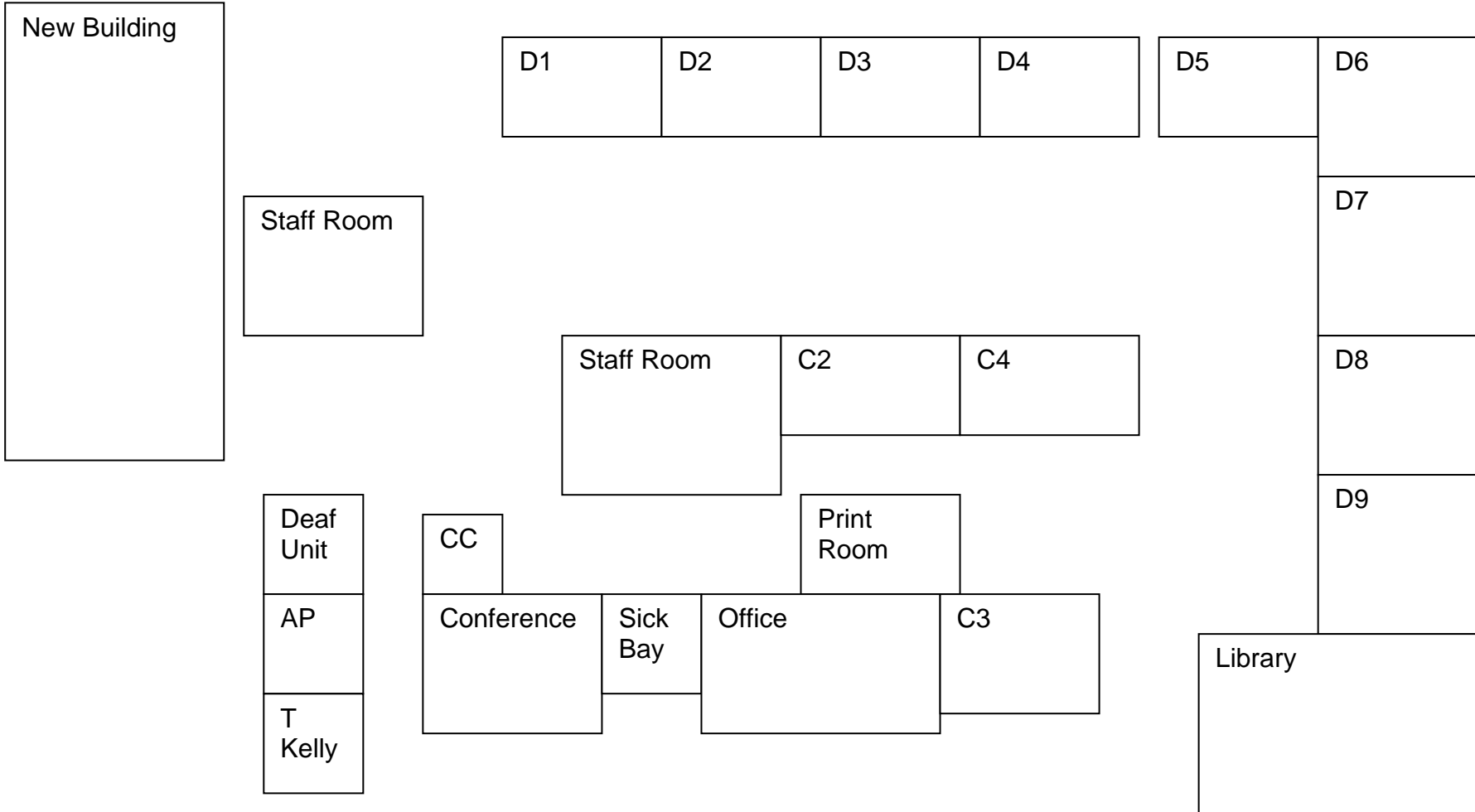


## OVAL



## GROUND LEVEL – A's, B's & P's

**SITE MAP – 1<sup>st</sup> Floor**



**LEVEL 1 – D's & C's**

## **SCHOOL TRANSPORT DETAILS**

San Clemente students travel to school with Newcastle Bus Co, Hunter Valley Buses (Blueribbon) and Port Stephens Buses.

For any further information regarding the services provided please contact the relevant bus company. Details of Routes serviced by the different companies are attached. Phone numbers are as follows:

**Newcastle Bus Co:** 4974 1680  
**Port Stephens Coaches:** 4982 2940  
**Hunter Valley Buses (Blue Ribbon):** 4935 7200

## **STATE TRANSIT – NEWCASTLE BUSES**

### **SAN CLEMENTE HIGH SCHOOL**

#### **Mornings:**

##### School Routes

Route 755	Depart Waratah West 7.40am, arrive school 8.10am
Route 755	Depart Warabrook 7.47am, arrive school 8.03am
Route 840	Depart Charlestown 7.42am, arrive school 8.14am

#### **Afternoon:**

##### School Routes

Route 755	Depart school 3.00pm, arrive Waratah West 3.26pm
Route 777	Depart school 3.02pm, arrive Waratah 3.19pm
Route 840	Depart school 3.02pm, arrive Charlestown 3.33pm