



Shalom
COLLEGE



**WELCOME
TO
SHALOM COLLEGE
2018**

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OUR MISSION

Shalom College aims to provide an excellent and holistic education grounded in the mission of Jesus, infused with the values of the Gospel and based on the traditions of Catherine McAuley and Edmund Rice.

At the centre of our mission is the creation of 'right relationships' which are characterised by respect, dignity, justice, compassion and restorative practice. This community maintains a special commitment to those most at risk.

Our mission is to create an environment that carefully nurtures growth and the student's connectedness to their world and each other. Shalom College aims to harness and channel the optimism of the young and the desire to make a difference in the world thereby providing renewed hope and confidence in tomorrow for all.

OUR GOAL

Our goal is to provide for the maximum all-round Christian development of each individual student in the Catholic tradition. The College enrolls both Catholic and non-Catholic students but may decline to enrol applicants who seem incompatible with the College's aims.

Exiting students of Shalom College should:

- be self-motivated, self-directed and have an interest in learning
- have an ability to research, discern and evaluate
- be competent in problem solving
- be able to make informed decisions
- have communication skills
- have had an education which provides an opportunity for further study and/or employment in desired areas of the workforce
- be functionally numerate and literate
- have achieved to their maximum potential in a course of study which the college community sees as being purposeful

We begin to develop these attributes in the child's first year and continue the development of these throughout the years your child attends Shalom College.

OUR CURRICULUM

At Shalom College all classes have a spread of academic abilities. In Years 7 and 8 students will be assigned to one of ten classes. The following subjects are studied by all students in Years 7 and 8:

Religious Education; Core Studies A (Mathematics and Science); Core Studies B (English, History and Geography); Physical Education; Art; Business Education; Design & Technology; Introduction to Catering; Japanese; Multi-Media & IT Studies; Performing Arts A (Dance and Drama) and Performing Arts B (Music and Theatre).

In Year 9, the curriculum is divided into CORE subjects which all students study – Religious Education, Core Studies A (Mathematics and Science) and Core Studies B (English, History and Geography) – and ELECTIVE subjects. Four subjects are chosen from the list of elective subjects towards the end of Year 8 for further study in Year 9.

Year 10 is a year of transition into the Senior Phase of Learning. While students will continue and complete core learning outcomes with a focus on “filling gaps” and “building bridges” toward future studies and work, they will also be registered with the Queensland Curriculum and Assessment Authority (QCAA). Registration with the QCAA results in the opening of a “learning account” where students will bank learning credits towards the achievement of a minimum quantity of learning at a minimum standard. For most students this will be in the attainment of a Queensland Certificate of Education (QCE) at the end of Year 12.

In Year 10 the core subjects Religious Education, English, Mathematics, Science, History and Geography will be treated as discrete subject areas. While classes are not organised into ability groupings, some choice is available in the core subject areas of English, Mathematics, Science, History and Geography to allow students to make the necessary transitions into relevant senior subjects. A broad range of elective semester modules are also available in Year 10 to allow students to further tailor their course to their needs.

PASTORAL CARE

Pastoral Care at Shalom College is based on a House system. There are eight Houses: Adams, Chisholm, Hogan, Lingiari, MacKillop, McAuley, Rice and Walsh. On entry to the College each student is assigned to a House and will remain in that House for the duration of their time at Shalom.

The vision for the House system at Shalom aims to:

- have a strong presence in the life of each student
- facilitate a closer mentoring and longitudinal tracking of each student
- build quality relationships and experiences
- have strong communication and involvement with families
- provide leadership opportunities within the House
- develop House areas and House spirit
- offer greater opportunities in spiritual formation and service opportunities
- offer greater involvement in inter-house activities
- promote a learning environment with 'academic care' and 'pastoral care'

House Coordinators are the facilitators of the vision in their respective Houses. They work with the Pastoral Care teachers to bring life to the House system.

Students will be placed in a vertical pastoral care group. Students from Years 7 through to Year 12 will be in each pastoral care group. Students will remain in that pastoral care group, along with their Pastoral Care teacher for the five years they are at the College. This allows for quality relationships to be developed. As students move through the years in that pastoral care group they will be given greater leadership opportunities.

Students will meet in their pastoral care groups each day. The Pastoral Care teacher will take a special interest in the students in his/her group.

GENERAL INFORMATION FOR PARENTS

ATTENDANCE

Attendance rolls are marked daily. To avoid unauthorized absences it is imperative that parents provide students with notes explaining any absence from school. The student takes the note to the pastoral care teacher on the first day back. The student's name and the date should be on the note. While a telephone call from parents on the day of the absence is appreciated as a courtesy, a notification in writing is still required.

Whenever students are required to leave the school grounds during the day, for whatever reason, a Leave Pass must be obtained from the Office well before departure. A note from parents is needed. The leave pass must be signed by the House Coordinator, prior to the student signing out at the Office. Students should be collected by parents and **must be signed out**.

Lateness to school should be minimized as it disrupts the child's education and that of others. If late, a note from parents is needed. Students must collect a late slip from the Office and then report to the House Coordinator to present the slip and note before going to class. The late slip is finally presented to the class teacher.

CO-CURRICULAR ACTIVITIES

Many activities are available at Shalom. Meetings will be included in the daily notices.

Sporting activities

athletics	netball	tennis
Australian rules football	rugby union	rowing
basketball	soccer	surfing
cricket	softball	rugby league
cross country	swimming	touch football
equestrian	table tennis	volleyball
golf	ten-pin bowling	

Other activities include:

Opti-Minds

St Vincent de Paul

Edmund Rice Society

community activities eg Red Shield Appeal, Relay for Life etc

academic competitions eg Australian Mathematics Competition, Science and Engineering Challenge etc

instrumental music

debating & public speaking

school musicals & performance

COMMUNICATION WITH THE COLLEGE

Parents are welcome to contact the College staff at anytime during the business hours. To talk with a teacher, parents may ring the College office and ask to speak to the particular teacher or leave a message for the teacher to return the call. As an alternative, parents may write a note in the Record Book. The Record Book may also be used to request return telephone contact by College staff. College staff are also able to be contacted by parents via email.

All routine notes, enquiries and concerns about a particular student should be directed to the Pastoral Care teacher or House Coordinator in the first instance.

COMPUTING – INFORMATION & COMMUNICATION TECHNOLOGY (ICT)

The College has extensive ICT facilities for student use, including its own intranet services, a Learning Management System and a College website (www.shalomcollege.com). The use of ICTs is integrated with all subjects. Access to ICTs (including internet access) at home is advisable for assignments, research etc. All Year 7 and 8 students will be required to supply their own Apple iPad Air/Air2/Pro/5th Gen (minimum 16Gb Wi-Fi & recommended) or iPad Mini 2/3/4 with the apps “Pages”, “Numbers” and “Keynote” installed. Higher specification and later models of these devices will be acceptable. It is expected that this device will be maintained until the end of Year 9.

Parents of students in Years 10 to 12 are asked to contribute financially each year for the use of a College provided laptop. The student will then take the device with them as they leave the College at the end of Year 12. Further information about the laptop program can be obtained from the College Finance Office.

The College maintains a website along with local intranet services which include parent and student portals. Students are given a login and password at the beginning of the year and have access to document storage, software applications, assessment calendars and links to other services. Logging into the Parent Lounge will give parents access to a range of services including: assessment calendars, scheduled parent/teacher interview appointments and information about student progress. A password is required by parents to access the portal. Passwords can be retrieved from the College Office. Parents will need to have a preferred email address registered with the College.

COUNSELLING

The College Counsellor is available to assist students with personal, school, family or other problems. The Counsellor may meet also with parents to address situations which hinder personal growth or student learning. Appointments may be arranged through the Pastoral Care teacher, House Coordinator or the Student Services Reception Desk.

DETENTION

For some infringements, a detention may be given. This could be at lunchtime (20 minutes), after school, or on Saturday morning. Parents will be expected to arrange transport home if a student is given an after-school detention.

FEES & EXPENSES 2018

Federal and State governments acknowledge the right of parents to choose the school which best suits their children's needs for educational, religious, cultural or other reasons. However, in comparison with funds spent on students in government schools, government funds committed to non-government schools remain limited. Your contribution through school fees is essential to the continued operation of the College.

PER STUDENT	JUNIOR SCHOOL		SENIOR SCHOOL	
	YEARS 7-9	YEAR 10	YEARS 11-12	
TUITION FEES	\$ 2120	\$ 2120	\$ 2600	Family discounts apply on Tuition Fees only. See below for more details.
LEVIES	\$ 1385	\$ 1385	\$ 1445	** See below for more details on Levies.
LAPTOP		\$ 400 (incl. GST)	Yr 11 - \$400 (inc GST) Yr 12 - \$391 (inc GST)	Students in Yr 10 contribute \$400 per year for three years towards the purchase price of a college provided laptop. The student then takes the device with them as they leave the college. Students in Yr 11 have contributed \$400 in 2017 and will be asked to contribute \$400 per year in 2018 and 2019 to enable them to take the device with them as they leave in November 2019. Students in Yr 12 have contributed \$391 in 2016 and 2017 and will be asked to contribute \$391 again in 2018 to enable them to take the device with them as they leave in November 2018.

PER FAMILY

ADMINISTRATION LEVY	\$ 40	This levy is discounted if accounts are paid by the due date. If accounts are not paid within 14 days, this levy is to cover recovery costs.
BUILDING LEVY – DIOCESAN SECONDARY COLLEGES	\$ 485	Each family will be charged a building levy of \$121.25 per term in conjunction with normal school fee billings except where families have children attending diocesan catholic primary schools. This is a compulsory diocesan levy. As this amount forms a collectable part of school fees no tax deduction is possible. This levy will assist in meeting the cost of servicing our capital debt and the cost of construction of further facilities at Shalom. Families with children enrolled at diocesan catholic primary schools will be charged a school Building Levy at the primary school.
PARENTS & FRIENDS LEVY	\$ 60	Each family will be charged \$15 per term to support the work of the Shalom College P&F Association and is in lieu of all other major P&F fundraising.

** Levies include:

- School Based Levies - General administration expenses pertaining directly to students - curriculum resources, library resources.
- Specific Purpose Levies - Cost of photocopying of subject materials, providing materials for student use in practical subjects such as manual arts/art/photography, ingredients used in hospitality, entry fees to pool and other PE venues, local bus costs for excursions, calculator hire, Student Record Book, Calendar, Magazine, ID cards, subscriptions, affiliations to sporting bodies.
- Camps and Retreats
- Information Processing & Communication Levy - Technology software use throughout the curriculum involving access to school electronic data and the internet.
- Sport – Costs relating to school carnivals (swimming/cross country/athletics) and other intra-school sporting activities.

Other Charges – Separate charges will appear on term fee accounts for items such as workbooks issued to students, excursions outside of the local area, Instrumental Music lessons, Certificate courses.

Print Charge – A \$20 print charge is included in each students' fees to cover the printing cost from computers. If this credit is used, students will be required to contribute a further amount towards their printing account.

For Catholic schools to operate effectively and provide high quality education, a reasonable fee structure is essential to meet the shortfall between the basic costs of running a school and the amount funded by governments. Catholic Education strives to keep fees as low as possible. To ensure that all families who seek a Catholic education for their children is attainable, the following discounts may apply:

1. Family Discount

Families with more than one child in the same or other primary or secondary Catholic schools in the Rockhampton Diocese, receive fee discounts for the second, third and subsequent children. This information is collected at the beginning of each school year or at the time of enrolment and the discount is automatically applied.

Family Discount Structure (on tuition fees only):

<i>Students in Diocesan School</i>	One	Two	Three	Four or more
<i>Discount Percentage</i>	0%	12.5%	35%	50%

2. Concession Card Discount

In 2017 Catholic Education is introducing a means-tested concession card discount. Parents/Carers with an eligible means-tested Australian government health care or pensioner concession card will automatically receive a 70% discount to tuition fees (does not apply to school levies). Card holders are required to advise the school of their concession card at enrolment or when the card is gained. Once the card is sighted by the school's administration, tuition fees for future terms will be adjusted. This initiative is intended to assist those families who genuinely do not have the financial capacity to pay tuition fees in full.

Our Catholic Education policy on school fees states that, *"no student should be excluded from a Catholic school because of the inability of their parents/carers/guardians to pay the prescribed fee – in whole or in part"*. New or existing parents who are experiencing financial hardship and, may or may not hold a concession card, are encouraged to discuss possible fee discounts directly with the Principal who will treat the situation confidentially.

PAYMENT OF TERM ACCOUNTS

Fees and levies are billed by the term, i.e. four equal amounts charged at the beginning of each term and are payable within 14 days to secure a \$10 per term early payment discount. Some families may prefer an alternative to paying the term's fees within 14 days. Any of the following options is acceptable.

1. For the term within 14 days
2. For the year (in advance only)
3. By Cash, Cheque, EFTPOS or Credit Card
4. BPAY (Biller Code and Reference Number will be found on Statements received.)
5. By Automatic Master/Visa Card deductions monthly – this is available by signing a yearly authorisation stating the date and amount you wish to be charged to your credit card. **Families are asked to contact the Finance Office at the end of each school year in order to review their payments and bring them in line with the following year's schedule of fees and levies.**
6. By Electronic Funds Transfer (Direct Debit) to the Shalom bank account. We can set this up for you through the Diocesan Office at no charge. Transfers can be weekly, fortnightly or monthly for twelve months of the year. **Families are asked to contact the Finance Office at the end of each school year in order to review their payments and bring them in line with the following year's schedule of fees and levies.**
7. By Electronic Funds Transfer via the Internet.
8. By Centrepay - Shalom College is registered with Centrepay

HOMEWORK

Homework is a valuable and integral part of academic life at Shalom College. It is our policy that a certain amount of time should be spent each evening and at weekends on written assignments and on home study - usually consolidating work taught at school. Study is just as important as written homework. A student who does not develop good study habits will fall behind in classwork.

Specifically, homework develops young people as self-managing learners by improving learning outcomes, developing a strong work ethic and encouraging self-discipline. It generally falls into three categories:

- Set or written homework (usually revision)
- Preparatory homework (reading, organization or collection of resources for the next lesson)
- Independent homework (assignment work, student initiated study or self-extension)

All students at Shalom College from Years 7 to 12 should receive set homework in most subjects on a daily basis. When set or written homework is not assigned students are expected to automatically allocate time to preparatory and/or independent homework.

Appropriate time allocations over at least five nights per week are:

- Year 7 - ½ to 1 hour per night
- Year 8 - 1 to 1½ hours per night
- Years 9 & 10 - 1½ to 2 hours per night
- Years 11 & 12 - 2 to 3 hours per night

It is worth noting that with our timetable students have only four subject contacts each school day. As set homework for the day may be completed relatively quickly students are expected to do more independent homework to meet the appropriate time allocations if they are to achieve to their full potential.

All students are required to use their Record Book (see below) for the recording and monitoring of homework. In addition, students will prepare a Homework / Study Plan to be included in the Record Book. This will be an opportunity to develop a plan that reconciles the demands of family and lifestyle with the study and homework needs of the student. Blank Homework / Study Plan forms will be distributed to students at school in their Pastoral Care groups where they will also be taught how to prepare and use their plans. Parental assistance by routinely monitoring homework through the Record Book and providing an appropriate time and environment for its completion is invaluable.

Parents who have any concerns about their child's ability to establish and maintain an effective pattern of homework are encouraged to consult the class teacher, House Coordinator or Assistant Principal (Curriculum).

ILLNESS & ACCIDENTS

A sick room is available at school but is used for short term stays where possible. Parents are requested to collect their child if illness persists. If a student is injured, first aid is administered by a trained College staff member and parents will be advised.

In the case of a serious accident at school, parents will be contacted. If they are not contactable, the QAS may be called to transport the student to the hospital or family doctor. The College has general ambulance cover but not accident insurance.

INSTRUMENTAL MUSIC

This program allows students to have individual or group instruction in the areas of strings, woodwind, brass and vocal. Students in the instrumental program are required to participate in the ensemble relevant to their instrument.

Students participating in the woodwind, brass or strings program may hire instruments from the College or use their own. The instrument is hired for twelve months after which parents should purchase an instrument.

Tuition for all programs will be either during or after school. Payment for lessons for most instruments will be included in term fees. Enquiries should be directed to the Instrumental Music Coordinator.

LEARNING ENHANCEMENT

The College has learning enhancement teachers, teacher aides and a counsellor. The former assist teachers in providing extra help in literacy and numeracy skills for those students experiencing most difficulty. The learning enhancement teachers also arrange appropriate resources and diagnostic testing and offers advice to teachers and parents on meeting learning difficulties.

To concentrate and target learning enhancement resources, a learning support class dedicated to students with significant learning needs will be established in Years 7, 8 and 9. Places in these classes will be by invitation and based on measured need.

LOST PROPERTY

All personal property (clothing, books, etc.) must be labelled with the student's name. Lost property may be claimed from the House Coordinator or the College office staff.

Students are warned against bringing large sums of money to school. Should it be necessary to bring money or valuable items, they should be left in care at the general office.

Personal electronic devices or jewellery should not be brought or worn to school.

Each student is assigned a locker. Students must have a lock for their locker. A spare key is to be given to the Pastoral Care teacher for safe keeping. Lockers are secured overnight.

MOBILE PHONES

While students may bring a mobile phone to school, it must be used in line with the College *Responsible use of ICTs* policy and cannot be used without permission and supervision. Phones must be carried switched off and kept in the skirt or trouser pocket rather than the blouse or shirt pocket. Students who believe they have a need to access their mobile phone must consult a teacher.

Mobile phones that are used inappropriately will be confiscated for collection by parents from the office after 3pm. Parents wishing to contact their son/daughter may contact the College office. The message will be given to the student.

NEWSLETTER

The College produces a weekly newsletter to keep parents in touch with what is happening. The newsletter is emailed to all families with an email address registered with the College. It is also available on the College website. A paper copy is also available for collection from the College office where families have neither a registered email nor internet access.

OUTDOOR EDUCATION

The College operates an Outdoor Education Centre, “Chaverim”, at South Bingera. Early in the year, each Year 7 and 8 class will spend three days at the Centre engaged in outdoor activities to meet challenges, encourage initiative and to promote friendships and co-operation with teachers and other students. The Centre is also used for Science and SOSE classes. Outdoor education is an integral part of the Year 10 program as well. Attendance at these camps is compulsory.

RECORD BOOK

Each student is provided with a Record Book on the first day of school. This book should be used to record all homework set and the time taken. It is signed each week by the Pastoral Care teacher and by a parent.

The Record Book is used also for parents and teachers to comment on work set or other matters. It also contains other information for both parents and students. Parents are advised to read the information contained in the Record Book. It is taken to every class and must be produced when required by the teacher.

REPORTING & ASSESSMENT

Assessment will be carried out throughout the year. Interim reports will be issued at the end of Term I. Reports indicating students' academic progress will be issued at the end of Semesters 1 and 2.

An interview with parents, student and the Core Studies teachers may be scheduled at the end of Term I and beginning of Term IV. Formal interviews with other teachers are available in Term II. Interviews are seen as an integral part of the assessment and reporting process. Requests for interviews outside the scheduled and formal interview sessions are always welcome and are available at any time the need arises.

Examinations

Examinations are a major means of determining academic progress. Attendance at examinations as scheduled is therefore compulsory for all students. It should be noted that this applies not only to written tests, but also to drama assessment, oral presentations, speeches, debates and all other forms of practical examination.

It is not possible for an individual student to take the same written test before the remainder of the class because of anticipated absence on the scheduled date, or to request a deferral to allow time to cover work missed through absence. The College, however, may exempt a particular student from an examination or offer an alternate assessment task if the circumstances are considered serious enough to warrant this.

If a student is unable to attend a particular examination as scheduled, there are set procedures which are followed. No results will be awarded unless a satisfactory explanation is provided for failure to observe any of the stipulated procedures.

1. If it is known in advance that a student will be absent on the day of an examination, for a serious reason, the matter must be discussed as early as possible with the Assistant Principal (Curriculum).
2. If there has not been a prior explanation for absence on the day of an examination a parent or guardian is required to contact the College office before 10:00am on that day.
3. Unless exemption from the examination has been granted, the student must report to the teacher of the class on his or her first day back at school. A medical certificate or letter from a parent or guardian explaining the absence must be provided at this time.

Assignments

1. All assignments must be submitted to the teacher of the class no later than the due date and time. Students are advised to treat these as absolute deadlines only and to aim at an earlier submission of each assignment.
2. Late assignments may not receive credit. Where no credit is given a supplementary task will be required. Students are required to submit all assignments.
3. An extension of time may be granted but only in exceptional circumstances and only if a "Request for Extension" form has been received from the subject teacher before the due date. Approval may be granted by the Assistant Principal (Curriculum) after processing the form.

RESOURCE CENTRE AND PHOTOCOPYING FACILITIES

Photocopying facilities are available in the Resource Centre for students - 10 cents per page.

Full borrowing facilities exist for students. ID cards are required for Resource Centre borrowing. A fine is imposed on over-due articles.

The Resource Centre also allows students use of computers for research and for assignment preparation. The conditions of this access will be explained to students.

STUDENT PROTECTION

At Shalom College, we aim to provide a holistic education infused with the values of the Gospel. Central to our mission is the creation of 'right relationships' which are characterised by respect, dignity, justice, compassion and restorative practice. In order to offer opportunities for students to develop to their full potential, we need to provide a safe and secure learning environment where students are confident they are protected from harm or the threat of harm. Specific policies, strategies, and processes are in place in Catholic schools so that a safe and nurturing learning environment is provided for all students at all times. A copy of these processes can be located on our College website.

TEXT BOOK HIRE SCHEME

Students are responsible for all books provided free by the College. If lost or damaged, parents will be sent an account to provide replacement books. The College will receive a textbook allowance on behalf of each Year 7 and 8 Student. This allowance is paid directly to the school and covers all textbooks supplied to each student.

Textbooks are available for collection from Book Hire prior to the College closing for 2017 and prior to school commencing in 2018. Dates and times are as follows:-

Monday 4/12/2017 – Thursday 7/12./017	7.30am to 4pm
Monday 8/1/2018 – Friday 19/1/2018	7.30am to 4pm

Mrs Krystine Rehbein can be contacted for textbook enquiries.

TIMETABLE

The College operates on a 9+1day timetable where regular class days are numbered from I to IX. The tenth day is used to make up for school days lost due to public holidays, student-free days etc. The College calendar will indicate the days of the cycle.

Students will need to be aware of the timetable to ensure that the correct books and other materials are brought to school.

All students are required to be at school by the first bell at 8:30am. Classes commence at 8:40am and finish at 3:00pm each day.

TRANSPORT

Some free bus transportation is provided by the government if a student lives more than 4.8km from the nearest State high school. Currently, weekly bus fares in excess of \$20.00 per family (\$15.00 with a concession card) may attract a Government subsidy. More information is available from the College office. For details of bus routes and fares contact the appropriate provider.

Buses depart from the school after the conclusion of classes each afternoon.

If a student rides a bicycle, the importance of observing the road rules should be stressed, as well as the constant need for caution and commonsense. The wearing of a helmet is compulsory by law.

Students travelling by car are set down in the allocated area of the Markets car park. Students travelling as a passenger with a student driver must have written parental consent.

The College has two buses which are used for transport of students for excursions. Both College buses are equipped with seat belts.

TUCKSHOP

The tuckshop is open everyday but relies on parents to volunteer to assist. Healthy hot food is prepared each day. Parents also assist at the markets tuckshop on Sunday mornings.

TUTORING

Tutoring is offered in some subjects across a range of year levels before and after school on most days of the week. Subject teachers will advise of the timings and nature of these sessions. Tutoring offered at Shalom College is free of charge.

UNIFORM & GROOMING

Uniform Code

1. The correct uniform is to be worn between home and school and on other occasions as required.
2. Students must be neatly and appropriately dressed.
3. All items must be clearly and permanently marked.
4. School shoes must be cleaned and polished.
5. Sports shoes are not worn with the regular day uniform.
6. Sports uniform is only worn when having sport or physical education.

Girls' Day Uniform

- Dress** Years 7 to 9: A-Line check dress worn below the knee; Years 10 to 12: White blouse, tie and skirt worn below the knee
- Socks** Short white socks with blue bands. Socks must be worn with blue bands above the ankle.
- Stockings** Blue stockings (optional in winter terms).
- Shoes** Plain black traditional leather college lace-up style.



Decorative features - buckles, brogues etc are not permitted. Black leather sneakers or joggers are not acceptable nor are suede or other fashion shoes.

- Hat** Navy panama 'Anna' hat.
- Pullover** Red v-neck pullover with the school crest.
- Blazer/Jacket** College blazer or jacket is optional for all students.

Boys' Day Uniform

- Long Trousers** College grey long trousers with a plain leather black belt.
- Shirts** Blue shirt with school crest on pocket.
- Tie** Navy tie with crest. (Terms II and III)
- Socks** Short plain black socks.
- Shoes** Plain black traditional leather college lace-up style.



Decorative features - buckles, brogues etc are not permitted. Black leather sneakers or joggers are not acceptable nor are suede or any other fashion shoes.

- Hat** Navy wide brimmed hat with school crest.
- Pullover** Red v-neck pullover with the school crest.
- Blazer/Jacket** College blazer or jacket is optional for all students.

Sports Uniform (Boys and Girls)

Shorts	Black College sports shorts. Shorts are an alternative to the girls' skirt.
Shirt	House polo shirt.
Shoes	Low cut gym shoes.
Socks	College sports socks
Cap or hat	Only the College black sports cap, College 'bucket' hat or day uniform hat may be worn with the sports uniform. The sports cap or 'bucket' hat may not be worn with the day uniform.
College Tracksuit	The tracksuit may be worn in winter whenever students wear sports uniform and at sporting activities. Note: While the tracksuit is an optional purchase, no tracksuit or trackpants other than the College tracksuit is to be worn.

Personal Grooming

Shalom students are expected to be well presented at all times, as they would be in any other organisation or the workplace. Any student whose appearance does not meet College expectations will be asked to immediately rectify the situation. This may involve time out of class.

Boys

HAIR

- cut/style should be conservative and well above the collar in length
- three blade cut is the shortest that is allowed
- needs to be natural in colour
- needs to be neat and tidy
- if boys are undertaking subjects in the Manual Arts area where they are working with machinery, the hair **MUST** be short around the face – no fringe – for safety reasons
- sideburns should be no longer than earlobes
- extreme contrast in length is not permitted, e.g. long on top with very short sides
- undercuts are not permitted

JEWELLERY

- piercings are **NOT** permitted
- clear studs are not permitted

SHOES

- black college lace-up shoes
- black leather sandshoe styles are not permitted

SHAVING

- Need to be clean shaven

TIES

- Top button needs to be done up at all times when wearing ties
- Year 12 students wear their ties all year round
- Years 7-11 wear a tie in Terms 2 and 3

Girls

JEWELLERY

- a Christian cross may be worn (not a decorative cross)
- one set of earrings in ear lobe: plain silver or gold studs (no more than ½ cm in diameter); gold or silver sleepers
- coloured stones, pearls etc. are not permitted
- rings, bracelets and necklaces are not permitted
- **NO** Piercings permitted, including the wearing of clear studs

MAKEUP

- Years 7 – 9 makeup not permitted
- Years 10 – 12 light coverage (foundation or powder)
- Years 7-12 mascara, blush and lip gloss is not permitted

HAIR

- should be neat and tidy
- long hair (once on collar) must be tied back with either red, black or white ribbons (coloured ribbons must be plain)
- loose hair should be pinned back
- colour should be natural in tone (this includes foils)
- extreme contrasts are not acceptable

NAILS

- acrylic or gel nails are not permitted
- nail polish must not be worn

HATS

- to be worn at all times when not in a classroom: before school; between classes; during break times and when waiting for buses or parents; walking to and from school

SHOES

- black College lace-up style
- black leather 'dance style' shoes are not permitted

Uniform Shop

Uniform Shop Hours during term time: Monday to Wednesday from 8am – 12 Noon and Thursday from 1.30pm – 5.30pm.

To allow for the collection and payment of uniforms that have already been ordered, the Uniform Shop will operate on an **appointment only basis** for the following days in December and January.

Monday 27 November 2017 – Friday 1 December 2017	8am – 5pm
Monday 4 December 2017 – Wednesday 6 December 2017	8am – 5pm
Thursday 7 December 2017	8am – 12 Noon
Monday 8 January 2018 – Friday 12 January 2018	8am – 5pm

Year 7 students should have their uniforms by Friday 12 January 2018.

Remaining year levels may organize their uniforms from Monday 15 January 2018 without an appointment.

Methods of Payment

- Credit card and EFTPOS facilities
- Cash
- Cheque
- Lay-by

No credit is given without prior arrangements. Most stationery lines may be purchased through the Uniform Shop. Second-hand clothing may also be available.

“HOW CAN I BEST HELP MY CHILD?”

Your support can help your child as a student in many ways including:

- helping with organisational problems at home
- providing a suitable study environment
- checking the Record Book and on work done
- ensuring deadlines are kept
- checking that correct books are taken home and that uniform and dress regulations are followed
- being aware of school routine and activities
- paying fees, levies, etc. when they are due.
- providing students with all stationery and uniforms, as soon as these are known.
- providing absentee notes or telephone calls explaining any student absence.
- supporting the school's fund raising activities and paying of the school building fund to provide for better education facilities.
- being active in your participation as a parent. These activities include:
 - volunteer assistance at tuckshop
 - Bundy Big Bingo
 - assistance at Sunday Markets, e.g. Tuckshop or BBQ
- attending parent evenings. At parent/teacher evenings opportunity is provided to meet teachers on an informal basis.
- communicating with the school over any problems that may arise (Telephone 4155 8111) and ask to speak to the House Coordinator or the Assistant Principal (Students).
- reading the College newsletter published each Friday on the College website and distributed by email.

TERM DATES – 2018

YEARS 7 & 12 ONLY ATTEND MONDAY, 22 JANUARY 2018

ALL CLASSES COMMENCE TUESDAY, 23 JANUARY 2018

Term I Monday 22 January - Thursday 29 March

Term II Tuesday 17 April - Friday 29 June

Term III Monday 16 July - Friday 21 September

Term IV Monday 8 October - Friday 7 December

YEAR 7 & 8 STATIONERY AND RESOURCE REQUIREMENTS - 2018

GENERAL STATIONERY RESOURCES FOR ALL SUBJECTS

- 1 Apple iPad Air/Air2/Pro/5th Gen (minimum 16Gb Wi-Fi & recommended) or iPad Mini 2/3/4
- 1 USB flash drive (minimum 8GB)
- 3 Ball point pens (1 red, 1 blue, 1 black)
- 1 HB pencil or Pacer® style mechanical pencil
- 1 Vinyl or plastic eraser
- 1 Glue stick
- 1 300mm ruler (not metal)
- 1 Highlighter pen
- 1 Pair of scissors
- 1 Set of coloured pencils
- 1 Pack of 200 sheets lined A4 writing paper
- 1 Pack of 100 A4 sheet protectors

CORE STUDIES (A)*

- 1 Casio Calculator fx-82AU PLUS II
- 3 A4 96page binder exercise books
- 1 graph paper book
- 1 protractor
- 1 drawing compass
- 1 A4 display folder

CORE STUDIES (B)*

- 5 A4 exercise books (128 page)
- 1 exercise book 230mmx175mm (64 page)

ART

- 1 A4 display folder
- 1 black pen, fine (0.4 – 0.6mm) ball tipped (felt or marker pens are not appropriate)
- 2B, 4B and 6B drawing pencils
- 1 smock (to protect uniform)
- 1 x 1550 Imitation Golden Sable Brush Size 4

BUSINESS EDUCATION

- 1 A4 display folder

- 1 A4 96page note book

DESIGN & TECHNOLOGY

- 1 A4 display folder
- 2 2H pencils (or a 2H Pacer®)

INTRODUCTION TO CATERING

- 1 exercise book (at least 32 pages)
- 1 A4 display folder
- Ingredients required for cookery lessons will be advised at the commencement of each term. The Junior Levy will provide most ingredients for cookery consumed at school.

JAPANESE

- 1 A4 96page note book
- 1 Pacer® style mechanical pencil

MULTIMEDIA & IT STUDIES

- 1 set of compact headphones with 3.5mm PC compatible stereo jack

PERFORMING ARTS (Drama & Dance)

- 1 A4 display folder

PERFORMING ARTS (Music)

- 1 A4 display folder

RELIGIOUS EDUCATION

- 1 exercise book (at least 96 pages)

* Note: Core Studies includes the learning areas of Mathematics and Science (Core Studies A) and English, History and Geography (Core Studies B).

