Information for Families 2016.
Nagle College Vision and Mission
2013 – 2017

Vision Statement

“I have come that they may have life, and have it to the full.”  
John 10:10

Inspired by the life of Christ, our Presentation Heritage and the Salesian Charism, Nagle College is a Catholic community that welcomes, builds strong relationships, evangelizes and prepares young people for life.

Mission Statement

So that all members of the Nagle College community can live out the College motto “Let your light shine”, we will:

• Develop a safe, nurturing and hope-filled community based on Christ’s message of love, justice and service.

• Provide innovative, inclusive and engaging educational pathways that enable students to develop their potential to become lifelong learners in the 21st century.

• Build a culture that promotes and accepts personal excellence.

• Be people of dignity, respect, compassion, resilience and unconditional love.

• Be conscientious stewards of the environment.

• Continue to build sustainable relationships with faith communities, other educational institutions, and community organisations and businesses.

• Create leadership opportunities and provide formation for all members of the College Community.

• Celebrate the traditions and rituals of our Catholic Story.
COLLEGE CONTACTS:

Principal
Deputy Principal, Curriculum
Deputy Principal, Pastoral
Religious Education/Catholic Identity Coordinator
Business Manager
Principal’s Assistant
Property Manager
Registrar & Promotions
Student Counsellors

Mr Neville Powles
Mr Geoff Neeson
Mrs Sharon Buurman
Mrs Rosie Colvin
Mr Stephen Brill
Mrs Sharon McAuliffe
Mr Peter Roderick
Ms Rhonda Lawrance
Ms Jo Aquila, Ms Anne Daffy and
Ms Terri McNeill

Learning and Teaching Coordinator
School Organisation Coordinator
Curriculum Leader Senior School
Curriculum Leader Junior School
Applied Learning Coordinator

Ms Elaine Vertriest
Mr Chris Kool
Mrs Geraldine Greenland
Mrs Wilma Collier
Mrs Tina Sonka

Learning Area Coaches:

Arts:   Performing Arts
        Visual Arts

English
Health and Physical Education
Humanities
Languages
Mathematics
Science
Technology

Mrs Maureen Plunkett
Mrs Sally Bailey/Mrs Dionne Rettino -Term 1
Mrs Sharon Paterson
Mr Nigel Carr
Mr Tom Sherring
Mrs Katherine Brown
Mr Chris King and Mr Benjamin Zhang
Miss Jacinta Preston
Mrs Hilary Arnold

Junior RE Coordinator
Music Program Coordinator
Sport Coordinator
Support, Enhancement and Extension Coordinator
Learning Pathways Coordinator
ICT Coordinator
Learning Centre Coordinator
Camps Coordinator
Koorie Liaison Officer

Mrs Josie Boland
Mr Andrew Long
Mr Graham Readett
Mrs Heather Moir
Mrs Helen Lightfoot
Mr Paul Mylnarz
Mrs Julie Henley
Mr Jeff Hannington
Mrs Tania Holmes
NAGLE COLLEGE PATRON and HOUSES:

Nagle College is named after our patron, Nano Nagle. Nano (Eleanor) Nagle was a woman of tremendous faith and commitment to the education of the poor in Ireland when there were no schools or opportunities for them. Our school motto “Let Your Light Shine” was something Nano lived and encouraged others to live. Nano Nagle was the founder of the Presentation Order of Nuns. It was the Presentation Sisters who founded Nagle College in Bairnsdale in 1958. The Salesian Society commenced their involvement with the College in 1990. Today the College continues to live out its mission according to the principles of St John Bosco, founder of the Salesian Order.

House Name: **Avila**  
Colour: **Yellow**  
Coordinator: **Mrs Elizabeth Warden**  
Description: St Teresa of Avila was a woman of prayer and contemplation, who used her wisdom and gifts to guide people and leaders. “I Came, I Saw, I Conquered” (Veni, Vidi, Vici), the Avila House motto, is something Teresa achieved through prayer and her relationship with God. St Teresa founded the Discalced Carmelite Order of Nuns.

House Name: **Bosco**  
Colour: **White**  
Coordinator: **Mr Mal Hudson**  
Description: Don Bosco was an Italian priest who was a creative and dynamic educator, particularly of young people who were not given opportunities to study and learn. “As One We Have No Fear” (Virtus et Unitas), is the Bosco House motto and reminds us of the importance Don Bosco placed on relationships with people. Don Bosco founded the Salesian Order, the Order that is currently supporting and guiding us at Nagle College.

House Name: **Chisholm**  
Colour: **Maroon**  
Coordinator: **Mrs Gillian Mason**  
Description: Caroline Chisholm was an English woman who dedicated her life to the care of migrant people coming to Australia and was a great promoter of migrant women. The Chisholm House motto “Come with Confidence” (Cum Confidentia) highlights Caroline Chisholm’s faith and confidence that much good can be achieved when helping others. Caroline helped approximately 11,000 migrants.

House Name: **MacKillop**  
Colour: **Orange**  
Coordinator: **Mrs Stephanie Veness**  
Description: Mary MacKillop was born in Fitzroy, Victoria in 1842. Mary gave her life to the care and education of poor and isolated Australian families. The MacKillop House motto “Together as One” (Ad Unum Omnes) reminds us of the importance of working together and supporting one another. Mary founded the Josephite Order of Nuns, an Order that endeavours to help children in both urban and rural areas. St Mary MacKillop became Australia’s first saint in October 2010.

House Name: **Newman**  
Colour: **Red**  
Coordinator: **Ms Jacinta Preston**  
Description: Cardinal John Newman was a scholar and leader of the church in England who gave instruction and led social action. “Second to None” (Nulli Secundus), the Newman House motto, should encourage us to always be the best we can and use our own special gifts creatively.

House Name: **Polding**  
Colour: **Blue**  
Coordinators: **Mrs Amanda Banks**  
Description: John Polding was the first Australian Bishop and worked tirelessly for the good of the church and its people. The Polding House motto “Lift up your Hearts” (Sursum Corda) comes from the scriptures. As the first bishop in a new country John Polding constantly worked to lift the spirits and hearts of his people.

House Name: **Xavier**  
Colour: **Green**  
Coordinator: **Mr Timmy Saik**  
Description: St Francis Xavier joined the Society of Jesus (Jesuits) and worked tirelessly as a missionary throughout Asia, bringing the message of Jesus to the newly discovered nations and peoples of the east. “Seize the Day” (Carpe Diem) is the Xavier House motto. Each day is special and given to us to make the most of and live well.
# RIGHTS AND RESPONSIBILITIES

<table>
<thead>
<tr>
<th>Rights</th>
<th>Responsibilities</th>
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<tbody>
<tr>
<td>To be happy at school, to be treated fairly with understanding and respect.</td>
<td>⇒ It is my responsibility to treat others with respect and understanding.</td>
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<tr>
<td></td>
<td>⇒ I must be polite in the way I speak to and approach others.</td>
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<tr>
<td>To be safe.</td>
<td>⇒ I must not threaten the safety or well-being of others.</td>
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<tr>
<td>To be protected against threats to my health.</td>
<td>⇒ I have the responsibility to protect my health - not to smoke, take drugs or alcoholic drinks, nor to encourage other students to do so.</td>
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<tr>
<td>That my property be safe.</td>
<td>⇒ I will use commonsense in the care of my own property and that of others.</td>
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<tr>
<td>To learn all I can.</td>
<td>⇒ I must be well behaved in class and not disturb the learning of other students.</td>
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<td></td>
<td>⇒ I must keep up-to-date with my classwork, homework and study.</td>
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<td>⇒ I must try my hardest at all times.</td>
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<td>⇒ I must attend school regularly and be punctual.</td>
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<tr>
<td>To express my opinions and beliefs in a courteous manner.</td>
<td>⇒ I must present my ideas in an acceptable way and listen to the ideas of others.</td>
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<tr>
<td>To have a clean and well maintained school.</td>
<td>⇒ I will care for the school environment; buildings, rooms and grounds.</td>
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<td>⇒ I will not litter.</td>
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<td>⇒ I will keep the school clean.</td>
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<td>⇒ I will report any acts of vandalism.</td>
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<tr>
<td>To benefit from the good name of the school and to have the respect and support of our local communities.</td>
<td>⇒ I will behave in a manner that will bring credit to our school.</td>
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<td></td>
<td>⇒ Everything that I do reflects on the school.</td>
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STUDENT EXPECTATIONS

What is required of you as a student?

One thing you will need to do is to discipline yourself to meet deadlines. This will prevent you from slipping behind in your work schedule. It is a useful thing to learn now because you will have to do it all the time when you get a job. Here are a few things to consider.

1. Honesty with yourself. Assess your commitments to school, to your family, to sport and to work. Ensure that neither your family nor your school work suffer when you set your priorities.

2. Planning in advance. You will have Course Work Assessments for all subjects. These will be due at set times throughout the year. You will have advanced notice of the due dates and it will be necessary to plan your work so that it is submitted on time.

3. Meeting deadlines. There is very little flexibility for deadlines if students are to complete all the set work. When you fall behind in one subject you tend to fall behind across the board. In Units 3 & 4 the deadlines for the Outcomes/Course Work Assessments are set either by the College or by the VCAA and cannot be altered. They must be met! It is very important to develop the habit of working consistently to complete all the set work.

4. Use the time that is available at school to complete the work set. There is often time in class and study periods that can be used to complete work requirements.

5. If you have a difficulty, ask for additional assistance. Often what starts out as a problem becomes almost insurmountable because the student is reluctant to ask for assistance. Staff members are there to help you and are prepared to give assistance. Sometimes this may mean you have to see a staff member in your own time, e.g. recess, lunch time or after school.

6. Be realistic when you set your own goals. Completing VCE successfully will require self-discipline and some hard work. You must commence in the knowledge that you are required to devote a considerable amount of time at home to your work. We believe you are being unrealistic if you think you can achieve your goals without doing this.

Decisions you make every year may have an important impact on your career and your life. Within a Catholic environment, we assist you to set your goals and achieve them. We must work together to make your goals a reality.

Attendance

All students are required to attend school on all designated school days, including camps, retreats and sporting carnivals. It is a legal requirement that all student absences be explained. Parents are asked to contact the College by phone, email, written note or via the Nagle College website. Parents are asked to contact the Student Services as early as possible on the day of absence to report their student’s non-attendance. If the College has not been advised by the end of Period 1 on the day of absence, then a generic SMS is generated from Student Services advising your child’s non-attendance.
Students are also required to attend special events outside school hours such as House events and Presentation Night unless there are very special circumstances preventing their attendance. In such instances prior written notification from a parent or guardian to the relevant House Coordinator or in the case of Presentation Night, the Principal, is required.

Students are required to remain within the College at all times during the school day (8.45 am - 3.25 pm) unless participating in an organised school excursion or when withdrawn under special circumstances by a parent or person with parental responsibility. **Students are not permitted to depart from the school grounds during the day without the express permission of the House Coordinator or Deputy Principal – Pastoral.** For the protection of parents, staff and students, the following procedures must be followed:

1. Parents/person with parental responsibility provides a written request in a sealed envelope explaining the reason for departure.
2. The request is presented to the relevant House Coordinator for approval at the earliest possible opportunity. Ideally, this should be done prior to or during the morning pastoral session.
3. The student should report to Student Reception at the appropriate time, presenting the signed authorization to the staff member on duty.
4. The parent or person with parental responsibility will collect the student from Student Reception, and sign the departure register.
5. In general, no student will be allowed to leave the school without being collected personally from the Student Reception.
6. Students are not able leave the College with any person who is not the parent/person with parental responsibility of the child or a nominated emergency contact. If parents require a person who is not a listed contact to accompany the child from the College they must provide written consent (this note should be presented to the Student Reception Staff). The person who collects the student will need to produce identification to confirm their identity. This will be recorded by Student Reception staff. In the absence of consent from the parent/person with parental responsibility the child will not be allowed to depart the College.
7. Year 12 students may go home if they have no more scheduled classes for the rest of the day. Year 12 Students who wish to take up this option must complete the relevant paperwork before they can do so. Full details on the Year 12 Study Periods are provided on Page 13 under Senior Study Blocks.

Students, either arriving at school any time after the commencement of the school day (8.45 am) or returning to the College during the day after an outing, must report to Student Reception accompanied by a parent/person with parental responsibility or produce a signed note, so that the attendance rolls can be amended.

Students are required to attend all time-tabled classes, for which they should arrive punctually. Students who deliberately ‘wag’ classes or are consistently late will be followed up by their House Coordinator.

Students are not to leave the classroom during class-time without permission. A teacher may issue a student with permission to go to the Francis De Sales Learning Centre, Information Technology areas, toilet or Sick Bay by signing the student’s diary. Where possible, toilet should be attended to during breaks.
Student Management

In line with other Salesian schools around the world, the disciplinary ethos of Nagle College is based on “The Preventive System of Education” established by Don Bosco. This system is based on reason, religion and loving kindness. It aims to assist each individual achieve their potential and involves counselling the student, correcting the student and implementing appropriate consequences.

Nagle College’s motto ‘Let your light shine’ seeks to promote a respectful, secure and healthy environment in which students are encouraged to be their best. Effective Pastoral Care means guiding students by providing genuine opportunities for them to learn and grow. They come to school to work and their work is learning.

As a Catholic school in the Salesian Tradition our pastoral care is underpinned by the Preventive System of Don Bosco.

We aim to create an environment which is supportive of individuals and group; is conducive to worthwhile learning; enhances a sense of belonging and demonstrates a caring concern for the well-being of all students and staff. This involves students understanding, respecting and upholding the rights of each member of the College community. Every member of the College community has a right to be treated with dignity and respect.

The Staged Student Management Process – Good Standing aims to foster responsibility for actions, and to both change and heal unhelpful behaviours. This process aims to promote self-discipline and good decision making among students. Behavioural incidents are entered onto the student’s behavioural tracking file.

General Behaviour
It is an expectation of the College that all students will display respect and courtesy towards all other members of the Nagle College community and towards visitors to the College.

Courtesy is expressed in the personal presentation of the students, the manner in which they address each other and their teachers, and the manner in which they help maintain the College grounds, buildings, furnishings and environs.

Alcohol / Controlled Substances / Smoking
In accordance with the Nagle College Drug and Illicit Substances Policy, Students are not permitted to bring illicit or unsanctioned products into the College or to any College event. Consumption of any of these items, either on the College premises or outside the College whilst in school uniform, is not permitted under any circumstances. In certain circumstances breaches of this policy will be reported to Victoria Police or other external authorities.

Bags
All students must use the Nagle College Backpack. Non-Nagle backpacks are not to be used to carry gear to or from sport sessions. Bags must be left in student lockers and are not to be carried around the school during the day or taken to classrooms. Bags must not be left outside the Francis De Sales Learning Centre.

Exception: In Session 4 students who have classes in the Technology workshops, PE or the portables may take their bags with them. Students may also take their bags to the change rooms when they have sport sessions.
Bell Times

<table>
<thead>
<tr>
<th>Time</th>
<th>Description</th>
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<tbody>
<tr>
<td>8.43am</td>
<td>Warning Bell</td>
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<tr>
<td>8.48 – 9.00 am</td>
<td>Pastoral</td>
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<tr>
<td><strong>Session 1</strong></td>
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<tr>
<td>9.00 – 9.39 am</td>
<td>Period 1</td>
</tr>
<tr>
<td>9.39 – 10.18 am</td>
<td>Period 2</td>
</tr>
<tr>
<td>10.18 – 10.38 am</td>
<td>Recess</td>
</tr>
<tr>
<td>10.33 am</td>
<td>Warning Bell</td>
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<tr>
<td><strong>Session 2</strong></td>
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<tr>
<td>10.38 – 11.17 am</td>
<td>Period 3</td>
</tr>
<tr>
<td>11.17 – 11.56 am</td>
<td>Period 4</td>
</tr>
<tr>
<td>11.56 – 11.59 am</td>
<td>Change</td>
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<tr>
<td>11.59 – 12.38 pm</td>
<td>Period 5</td>
</tr>
<tr>
<td>12.38 – 1.16 pm</td>
<td>Period 6</td>
</tr>
<tr>
<td>1.16 – 1.17 pm</td>
<td>GAP time</td>
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<tr>
<td>1.17 – 2.02 pm</td>
<td>Lunch</td>
</tr>
<tr>
<td>1.57 pm</td>
<td>Warning Bell</td>
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<tr>
<td><strong>Session 4</strong></td>
<td></td>
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<tr>
<td>2.02 – 2.41 pm</td>
<td>Period 7</td>
</tr>
<tr>
<td>2.41 – 3.20 pm</td>
<td>Period 8</td>
</tr>
<tr>
<td><strong>Final Bell</strong></td>
<td>3.25 pm</td>
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Bike Rack Area
This is a secured area where students can leave bicycles. In the morning students are to enter from the southern end and exit on foot from the northern end. In the afternoon students are to enter from the northern end and exit from the southern end.

Bus Travelers
Bus transport is provided for students living beyond the town boundaries. The Ministry of Transport sets specific guidelines in relation to eligibility to travel, and behaviour on buses. Students who do not abide by these guidelines may have their travel privilege withdrawn.

A shuttle service is provided for eligible travelers to transfer from the bus terminal to the College. Students must transfer immediately to the shuttle bus at the head of the departure line. If Students are travelling from outlying areas and their bus continues through to Nagle, they are not permitted to change buses at the bus exchange. Students are allocated a specific bus for the afternoon shuttle.

Town students may not use the Government bus system and are not permitted to travel on shuttle buses but may utilise the user-pay town service that is provided.

Students travelling on buses:
- Must observe the Vic-Roads regulations with regard to the use of school buses.
- Must behave in a suitable manner when travelling and display courtesy towards the bus driver.
- May only travel on their allocated bus. **Temporary Bus passes will not be issued.**

Canteen
The Canteen opens daily for staff and students between the following times only:

**Breakfast:** 8.20 – 8.40 am  **Recess:** 10.20 – 10.35 am  **Lunch:** 1.15 – 1.55 pm

Lunch orders must be lodged at the Canteen by the end of recess each day.
Car Drivers / Motor Cyclists:
Year 12 students may drive a car/motor cycle to school but must abide by the following guidelines:

- The student must apply to the College for permission to drive to school and park in the Nagle College Car Park.
- A permit will be issued when students give details of their car/motor bicycle to Student Reception (registration, make and colour of vehicle). This permit will allocate parking in the designated area. This permit must be visibly displayed on the vehicle at all times.
- Students are not permitted to use any other parking areas.
- Students must abide by all College speed regulations.
- Students must not depart the College grounds during school hours, unless they have been granted permission to do so.
- Students must not use vehicles during recess and lunchtime.
- Students may not use their vehicle for school excursions nor for the transport of other students.

Communications
Students should take particular care to ensure that all school communications reach their parents. Newsletters, Notices and Letters are important documents in school/home communications. The Fortnightly Newsletter is emailed home on Thursdays with limited hard copies available from Reception and Student Reception. Copies of the Newsletter are always available on the College Website. The Nagle News is produced once per term and is distributed one per family with the school reports at the end of each term. A College Yearbook is produced each year and is distributed one per family at the end of February of the following year. Extra copies of the College Yearbook may be purchased from the Finance Office.

Computer Network System
Nagle College provides a computer network to support students in their education. The overriding principle governing the way students use the computer network is that all computing activities (desktop and laptop) are required to have a direct link with the student’s academic work.

Do
- Tell your teacher or computer support staff if your computer is not working
- Change your password often
- Use the computer for schoolwork only
- Tell your teacher or computer support personnel if someone is harassing you
- Keep your home directory, H:\ and network account secure.
- Keep your password private and do not leaving your logged on computer unattended.
- Keep your home directory and email box clean by deleting no longer required files and only storing files that relate directly to your school work.

Don’t
- Attempt to fix computer faults yourself
- Use a computer that is logged on as another user
- Tell anyone your computer password
- Use the computer to bully or harass
- Access websites not related to your schoolwork
- Logon to the computer using another person’s account details
- Load or run files that install or customize any software.
- Run programs that are not related to your schoolwork (eg. games)

Nagle College has a very strict policy regarding the use of its computer systems, particularly in relation to the Internet. Aspects relating to what is and is not permitted can change. As a result, this list is not exhaustive. Nagle College reserves the right to change this list at any time and without notice. These guidelines are a summary of the Computer Use Policy. They should also be read in conjunction with the complete ‘Computer Use Policy’ and the new ‘Student Laptop Policy’. Students
are encouraged to ask questions if they are unsure about something that they wish to do with the computers at the College.

Cyclists
- Must wear a helmet in accordance with Vic-Roads regulations and observe all other rules pertaining to cyclists when travelling on the roads.
- Must use the designated bicycle tracks at either end of Greene Street when travelling to or from school.

Extreme/Inclement Weather Procedures
These will be announced to staff and students to indicate that:
- Students are permitted in the corridors of some buildings
- Food may be consumed in corridors
- Students are expected to leave corridors in a clean and tidy manner.

Homework

Rationale
Homework is an integral part of Nagle College's approach to helping all pupils maximise their achievements and to develop a life-long habit of independent learning.

Homework can support and complement the learning process beyond the classroom. Homework can develop positive study techniques and encourage students to be responsible for their own learning.

Setting regular and consistent homework assists students to establish a study routine. Homework is an opportunity for parents to engage in their child's learning. This can strengthen the relationships between students, parents and teachers.

Overall Policy Statement
Students are expected to complete, to a satisfactory standard, and submit by due dates, all tasks set down within courses of study. It is expected that students will need to complete some outcomes, assessment tasks and other components of their study program at home, in their own time.

There is an expectation that homework will be set regularly across the curriculum. The amount will vary with age, ability and the individual needs of students. It will provide opportunities to extend and complement work in the classroom.

Parents are encouraged to help their children establish regular study habits and to provide suitable physical conditions to complete homework.

Aims and Purposes
1. To develop students' study and research skills
2. To encourage students to be organised and self-motivated in their work
3. To encourage students to work on their own
4. To develop self-discipline
5. To extend, complement and revise work completed in class as well as prepare for future lessons.
6. To encourage and develop reading and study habits
7. To exploit materials and resources not readily available in the classroom.

Student’s Responsibility
1. To know what the homework is before leaving the classroom
2. To make a written note of the homework in the Student Diary for later reference
3. To complete and hand in the homework on time
4. To seek help when ‘stuck’ on a problem with homework
To do his/her own work
To use time wisely
To recognise that for some students certain homework will take more time and effort than the same homework will take for other students
To catch up on any work missed due to absences from class
To know that a student always has homework – sometimes formal homework; sometimes less formal and practice work; sometimes material to read; sometimes getting ready for a test; and sometimes general study and review of the material presented in a class.

Homework / Study Centre
Nagle College operates a Homework/Study Centre in the Francis De Sales Learning Centre after school. This initiative ensures that all students have equitable access to resources, staff help and the Internet for their academic development.

We have become aware that not all students (especially rural students on dial-up internet) have adequate Internet access from their homes, nor do all students have access to a computer, scanner or printer from their homes. Furthermore many students require extra assistance, especially with assignment work. By providing these resources here at school we hope to alleviate some of the pressures on busy home lives.

Late Bus
To meet the needs of students who need to stay after school for any activity (eg sport practice, music rehearsals, homework, tutoring, etc) the College provides a late bus free of charge. This bus leaves from Presentation Hall at 4:55 pm Monday to Thursday and terminates in Bairnsdale, on the highway in front of Coles. There is no charge for using this bus. From here students are able to be collected by parents, or make use of the buses to Paynesville or Lakes Entrance (at their own cost).

Late Work – Senior Students
The College endeavours to help students submit work on time, or provide the opportunity for the student to catch up on late work after school. However, with the various demands being made on students, part-time work, sporting commitments, etc, it is not uncommon for some students to become disorganised and submit work late. This creates concerns for students and teachers:

a) The student, under these circumstances, usually does not produce his/her best standard of work;
b) Authentication becomes difficult for teachers who then have to arrange other forms of assessment to satisfy themselves that the work has, in fact, been completed by the student;
c) Students can become overwhelmed with the workload at the end of semester and fail to meet all the requirements of a unit.

• Dates for School Assessed Course Work and School Assessed Tasks will be made available to both students and their families at the beginning of each semester.

• A student is able to request an extension of time, through the appropriate forms, should particular circumstances arise making it difficult for the work to be submitted by the due date.

• Families should also refer to the Student Wellbeing Attendance Guidelines available on the Nagle College website.

Francis De Sales Learning Centre
The Francis De Sales Learning Centre is available for student use from 8.00 am to 4.30 pm Monday to Friday, including recess and from 1:30 pm at lunchtime, throughout the school year.

All students are issued with a Francis De Sales Learning Centre Card when they enrol and a new card in Year 10. They are required to have this card with them at all times for entry to the Francis De Sales Learning Centre during class time, and for scanning, photocopying and borrowing books. If a Francis
De Sales Learning Centre Card gets damaged or is lost students are expected to replace it at their own cost, for they must have a card at all times. Students are not permitted to bring food or bags into the Francis De Sales Learning Centre.

**Locker Areas**
Lockers are to be used for storage of books and bags. Students should not go to lockers during class time. Students may access their lockers at any time before and after school, during recess and lunchtimes, and between sessions 2 and 3.

All locker areas are to be free of student games and are not places for students to congregate during recess and lunchtimes.

**Locks**
All students must use a College lock to secure their locker. Students are allocated a College lock on commencement at the College. If a lock becomes damaged this must immediately be reported to Student Reception. Lost locks will be replaced at the parents’ expense. The College does not accept liability for any items that are reported missing from lockers.

**Maths Aid**
Maths Aid for all Year levels and abilities takes place in the Mathematics Wing each Monday afternoon from 3.30 to 4.30 pm. Maths Aid provides students with the opportunity to work on their Mathematics under the guidance of a Mathematics teacher in a study environment. Students who stay for Maths Aid are able to access the free bus to transport them into the Bairnsdale Township at 4:55 pm.

**Mobile Phones**
Students at Nagle College are able to use their mobile phones at school with some restrictions. Phones can be used before and after school and at recess and lunchtime. Student mobile phones are not to be visible or used in class.

Inability to follow these requirements will incur the following consequences:
- First offence - teacher takes the phone and places on teacher desk. If student argues or repeats offence phone is to be confiscated and returned at the end of the day
- Second offence – phone confiscated and returned at the end of the week
- Third offence – phone confiscated and returned after four weeks

**Valuables**
Valuables should not be stored in lockers. Students who bring valuables to school do so at their own risk.

**MP3s and iPods**
These can be used to or from school, however students are not permitted to use these at school unless directed to do so by a teacher. Year 12 students are permitted to use MP3s and iPods only in their designated study areas. Responsibility will not be taken by the College for the safety of these items.

**Out Of Bounds**
For the safety of students, a number of areas are out of bounds at all times. These areas include:
- The perimeter of the grounds
- The front entrance to the school and around the Chapel
- ANZAC Memorial Garden
- Lawn area between Home Economics and the Hothouse
• Hill area east (beyond the last seat)
• Behind the east end of the Junior Wing
• All carparks
• The area behind the Hall and the Technology workshops
• Corridors – these are for access and movement only. Students are not permitted to sit, eat or congregate in corridors at recess or lunchtimes, unless directed (see Inclement Weather Procedures).

Prohibited Items
Students are not permitted to bring the following items to school:
• Chewing / Bubble Gum
• White Out (correction fluid)
• Permanent Marker Pens
• Laser pointers
• Alcohol
• Cigarettes
• Illicit substances
• Weapons.

Senior Study Blocks
All Year 10, 11 and 12 students must go to the designated study area in their study blocks.

Year 12 Study Periods
The following arrangements have been put in place for Year 12 students who have no more scheduled classes for the rest of the day and wish to go home to study:

1. Students must have completed the form applying to leave the College early, and been granted approval.
2. This form must be signed by parents.
3. These students must sign out when they leave – their parents do not need to counter sign.
4. These students may leave school at lunchtime (if they remain after lunch they must remain until 3.20 pm).
5. Students must observe the usual school rules about travelling to and from school.

Note: These arrangements only apply when the student has no further scheduled classes for the day.
• Students who have a study period at the start of the day must be at school for morning pastoral. This does not apply to Year 10 and 11 students who may have a study period at the end of the day – they must remain at school.

Smoking Policy
Nagle College is a “Smoke Free Area” for students, staff and visitors at all times.

Sport and Physical Education
• Sport/Physical Education is compulsory from Years 7-11 at Nagle College
• All students must report to their sport teacher at the beginning of the sport session
• Students unable to participate in Sport are required to present a note explaining the reason
• All students must wear correct Nagle Sports Uniform
• Students must change out of their sports uniform at the end of the sport session (this includes lunchtime sport) except when they have sport in Session 4 they may wear their sports uniform home
• Students are not permitted to arrive at the College in their sports uniform.
Student Wellbeing and Medication Procedures

(a) First Aid
The First Aid room at Student Reception is attended by a First Aid trained staff member who will assist students with illness or injury, and supervise access to student medication.

- Students reporting to First Aid must first obtain permission from their class teacher; this is to be filled out in the Student Diary
- The staff member will determine the course of action to be followed in each instance
- Students are not permitted to admit themselves to First Aid
- Students are not permitted to telephone their parents to request that they be picked up from the College. The First Aid staff will assess the situation and make this determination.
- Under certain circumstances a student will be issued with a “Green Card” which will allow the student direct access to Student Services or Student Reception at the student’s discretion.

(b) Medication
Medication should not be stored in lockers or carried around in students’ bags. Any student requiring medication should leave it at Student Reception, together with instructions regarding dispensing. Medication must be labelled with the student’s name and be within its use by date.

All students requiring medication need to have their parent/guardian complete the appropriate medical forms which can be collected from Student Reception. All medication is then stored in a locked cupboard in Student Reception. Medication must be labelled with the student’s name and in its original packaging. No medication will be given to a student without written consent from a parent or guardian.

Student Reception does not supply paracetemol, lotions or throat lozenges. Lozenges may be purchased from the Canteen.

Uniform
It is an expectation that students wear their uniform correctly at all times. The term “uniform” refers to all aspects of clothing, jewellery and general appearance.

Reasons for College Uniform
a) To build a sense of identity and pride in the community - a sense of belonging.
b) To reduce costs, in the long term, for parents (ie students not having to compete with each other in fashions)
c) To minimize class distinction (ie family's financial situation)
d) Training for workforce. Employers are increasingly more concerned with the "whole person" rather than their qualifications only.

Students are expected to strictly adhere to the uniform requirements. Alternative colours and/or styles of uniform are not permitted. Students wearing incorrect uniform must present a letter of explanation from a parent or guardian to the relevant House Coordinator. Students who do not have a letter of explanation for wearing an incorrect item of uniform will be issued with a ‘bluey’. A ‘bluey’ is a uniform or appearance infringement that will result in disciplinary action for the student.

It is an expectation that all students will wear the uniform correctly sized and in good condition. Personal presentation is regarded as an important component of self-discipline and is given great emphasis. The Uniform Policy is enforceable outside of school hours whenever the student elects to wear their uniform in public.

The College uniform can only be purchased through Nick’s, Main Street, Bairnsdale (our official uniform stockist), or through the Nagle College Second Hand Uniform Shop. This uniform shop
operates the second Tuesday of each month during school terms, from 1.00 to 4.00 pm. The Uniform Shop is run by volunteer members of the Parents and Friends Association.

**Use of the School Buildings (Non-Class Time)**

Students have access to the school buildings under the following conditions:

- Classrooms are out of bounds to students during non-class time, whether or not the classroom door is locked, except where activities are taking place in them under the direct supervision of a staff member.
- Students may not use the televisions, DVD players or computer facilities in any classroom during recess, lunchtime or when a classroom is not in use unless under the direct supervision of a teacher.
- Except on days declared “wet weather days” or “extreme / inclement weather conditions”, food and drinks should not be consumed inside the classrooms or the corridors.

It is an expectation that the students using them will maintain all classrooms in a clean, tidy manner. At the end of each class, furniture should be left in its correct place and the floor free of rubbish.

**Visitors**

On arrival at the College all visitors must report to Reception to obtain a ‘Visitor Pass’.

**GENERAL SCHOOL UNIFORM REGULATIONS**

It is an expectation that students wear their uniform correctly at all times. The term ‘Uniform’ refers to all aspects of clothing, jewellery and general appearance.

During Terms 1 and 4 the summer uniform is to be worn. Winter uniform only is worn during Terms 2 and 3. Skirts and dresses are to be worn to the knee. No other visible items of clothing will be permitted.

*The Nagle College Blazer is a compulsory item for all senior students [Years 10 to 12]. All senior students are expected to wear the Nagle College blazer to and from school as part of the winter uniform; students are to wear their blazer to Pastoral each morning during Term 2 and 3. The Nagle Blazer is also to be worn at all official College functions throughout the year such as Masses, Assemblies, School Photos and Presentation Night unless advised otherwise by the Principal. Wearing of the Nagle College Blazer during Terms 1 and 3 (summer uniform) remains optional.*

*Year 12 students are able to wear their Nagle College Year 12 Jacket in place of their blazer with the one exception that the blazer must still be worn to all formal College events.*

*The Nagle College Blazer remains an optional item for all Junior students.*

**College Bag:**

All students are expected to use the Nagle College backpack to carry books and personal requisites to and from school. Bags are to be kept clean and in good repair at all times. Non-Nagle back packs must not be used.

**Sport Uniform Requirements:**

- Nagle College House Sport Shirt in appropriate House colour (to be worn to all sport events)
- Boys black shorts with Nagle College emblem *[compulsory, two options available]*
- Girls black shorts with Nagle College emblem *[compulsory, three options available]*
- White sport socks
- Joggers/sports shoes with non-marking soles
- Nagle College Rugby jumper *[optional]*
- Black track pants with Nagle College emblem [optional]
- Black ‘Speedo’ style bathers for boys and girls.

General Appearance:

**Hair:** For health and safety reasons, students’ hair should be clean well-groomed and off the face. Students (boys and girls) with shoulder length or longer hair must have their hair tied back at all times. Hairbands, ribbons and/or hair ties are to be black only. No other form of decoration (e.g. beads) should be worn in the hair. Students are not permitted to dye their hair unnatural colours nor are they permitted to have extremes of fashion. The College reserves the right to adjudicate on both the state of cleanliness and on the style of a student’s hair and, if necessary, request that alterations be made. Boys are to be clean shaven.

**Jewellery:** Students, male and female, may wear one plain silver or gold stud or small sleeper in the lobe of each ear. No other styles of earrings or visible piercings are permitted. Please refer to the photos for clarification of acceptable earrings. Students are permitted to wear a small religious pendant or crucifix around the neck. Students may wear a wristwatch and a medical bracelet or pendant if required. No other jewellery is permitted and will be confiscated if worn.

**Tattoos:** Tattoos are not to be visible when students are wearing the Nagle College uniform.

**Make up:** Students are not permitted to wear make-up or nail polish during school hours or whilst wearing school uniform outside school hours.

**Footwear:** Black leather lace up school shoes (for girls and boys), or leather dress shoes (for boys) are to be worn during school hours and whenever the School Uniform is worn. All shoes must be of an approved style. Footwear should be polished regularly and be well maintained. Basketball boots, skate shoes or other types of sports or casual shoes are not permitted.

The T-Bar shoes for girls are not approved Nagle College footwear.

**Hats:** Nagle College has a ‘Sun Awareness Policy’, which is aimed at educating students to the dangers of prolonged sun exposure. In line with this policy a black hat in the style approved by the College and available from Nick’s Clothing, is compulsory for all sport classes for all levels. The wearing of hats is compulsory at all times when students are outside of the buildings during Terms 1 and 4.

*Sunglasses and protective sunscreen are encouraged at all times.*

*All items of uniform should be clearly marked with the student’s name and pastoral group.*

**Stockist:**

Nagle College has a ‘Sun Awareness Policy’, which is aimed at educating students to the dangers of prolonged sun exposure. In line with this policy a black hat in the style approved by the College and available from Nick’s Clothing, is compulsory for all sport classes for all levels. The wearing of hats is compulsory at all times when students are outside of the buildings during Terms 1 and 4.

Sunglasses and protective sunscreen are encouraged at all times.

All items of uniform should be clearly marked with the student’s name and pastoral group.

Stockist: Nick’s Clothing, 93 Main Street, Bairnsdale
T: 5152 1333 | W: www.nicksbairnsdale.com.au

Nagle College Second Hand Uniform Shop
Second Tuesday of each month; 1—4 pm.
For details phone Nagle Reception 51 52 6122
UNIFORM REQUIREMENTS

Junior Girls’ Uniform:
- Nagle check dress \textit{[summer only]}
- Nagle gold shirt \textit{[winter only]}
- Nagle jumper
- Long or anklet white socks \textit{[summer or winter]}
- Nagle tartan skirt \textit{[winter only]}
- Nagle gold shirt \textit{[winter only]}
- Nagle College Tie \textit{[winter only]}
- Nagle jumper
- Long or anklet white socks \textit{[summer or winter]}
- Black tights \textit{[winter only]}
- Nagle College Blazer \textit{[optional]}
- Black leather lace-up school shoes
- Gloves/scarf—black only \textit{[optional in winter only]}

Senior Girls’ Uniform:
- Nagle check dress \textit{[summer option only]}
- Nagle summer white shirt \textit{[summer option only]}
- Nagle College tie \textit{[winter only]}
- Long or anklet white socks
- Black leather lace-up school shoes
- Gloves/scarf—black only \textit{[optional in winter only]}
- Nagle College Blazer \textit{[compulsory]}

Junior Boys’ Uniform:
- Grey school slacks \textit{[summer or winter]}
- School grey dress shorts \textit{[summer or winter]}
- Nagle College tie \textit{[winter only]}
- Black leather lace up school shoes
- Nagle College Blazer \textit{[optional]}

Senior Boys’ Uniform:
- Grey school slacks \textit{[summer or winter]}
- School grey dress shorts \textit{[summer or winter]}
- Nagle College tie \textit{[winter only]}
- Nagle College Blazer \textit{[compulsory]}
- Black leather lace-up school shoes
- Grey socks
Prayers for School

Prayer for Nano Nagle
Dear Lord, Nano Nagle was a woman who, in her simplicity, dared to let herself be guided by the Spirit of God. And when He led her from the warmth of what was safe and comfortable, she followed with laughter in her heart. Nano gave up a life of wealth and comfort to share with the poor, to be poor and to lift up the poor. Nano cared for the old and the sick, visiting them and comforting them. Nano forgave people who were harsh to her. In spite of all difficulties, Nano set her heart on God and on making known His saving love. Show us the way to follow Nano’s example and to live her motto “Let Your Light Shine”. Amen.

Prayer for Nagle College
Lord, bless our school and all who are part of it. Guide our students in their learning and open their minds to accept your truth. Lead your educators, Lord, our teachers, administrators, cleaners, gardeners and counsellors to do your will in the Nagle Family. Bless all families within the school, may your loving touch give joy to all. Be with our past and future students; and help us all to see your light. We ask this through Christ our Lord, amen. Don Bosco, pray for us. Nano Nagle, pray for us. Mary MacKillop, pray for us.

Prayer for Gippsland
Lord Jesus, bless our Gippsland. Bless us in our mountains and valleys, plains, rivers and seas. Bless us in our natural resources. Bless us in our cities and towns. Lord Jesus, teach us communion with our local community: to know, love and serve our families and friends, to know, love and serve those who are poor, to know, love and serve those who wait for you. Lord Jesus, in this ever-changing land, grace us to listen to your Word, grace us to wonder at your presence, and grace us to welcome you into our midst. Amen.  

(Fr Mark Godridge, Diocese of Sale)

Teach Me to Listen
Teach me to listen, God, to those nearest me; my family, my friends, my teachers. Help me to be aware no matter what words I hear, the message is ‘Accept the person I am. Listen to me’. Teach me to listen God to those far from me; the whisper of the hopeless, the plea of the forgotten, the cry of the anguished. Teach me to listen, God, to myself. Help me to be less afraid, to trust the voice inside the deepest part of me. Teach me to listen, God, for your voice; in busyness and boredom, in certainty and in doubt, in noise and in silence. Amen.

Protect our Environment
Dear God, please help those who live on your beautiful earth to be wise with the way we use it. Help us to be aware of the need to protect the environment for generations to come. As we look around and see the wonders of the world you have made, help us to appreciate its beauty and uniqueness. Help us to enjoy the world, but leave it unspoiled for others to enjoy also. Please keep us mindful of the many blessings that are ours to enjoy. Amen.

Our Father
Our Father who art in heaven, hallowed be thy name. Thy Kingdom come, thy will be done, on earth as it is in heaven. Give us this day our daily bread, and forgive us our trespasses as we forgive those who trespass against us, and lead us not into temptation but deliver us from evil. Amen.

Hail Mary
Hail Mary, full of grace, the Lord is with you. Blessed are you among women, and blessed is the fruit of your womb, Jesus. Holy Mary, Mother of God, pray for us sinners now and at the hour of our death. Amen.

Glory Be
Glory be to the Father, and to the Son, and to the Holy Spirit. As it was in the beginning is now and ever shall be, world without end. Amen.

Sign of the Cross
In the name of the Father, and of the Son, and of the Holy Spirit. Amen.
## IMPORTANT COMMUNITY SERVICE CONTACTS

<table>
<thead>
<tr>
<th>Business</th>
<th>Website</th>
<th>Telephone</th>
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<tbody>
<tr>
<td>Bairnsdale Community Health</td>
<td></td>
<td>5152 0222</td>
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<tr>
<td>Bairnsdale Medical Group</td>
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<td>5152 4123 / 4124</td>
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<tr>
<td>Centre Against Sexual Assault</td>
<td><a href="http://www.casa.org.au">www.casa.org.au</a></td>
<td>1800 806 292</td>
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<tr>
<td>Centrelink (Youth &amp; Student Services)</td>
<td><a href="http://www.centrelink.gov.au">www.centrelink.gov.au</a></td>
<td>13 24 90</td>
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<tr>
<td>Distance Education Centre Victoria</td>
<td><a href="http://www.distance.vic.edu.au">www.distance.vic.edu.au</a></td>
<td>1800 133 511</td>
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<tr>
<td>Federation Training</td>
<td><a href="http://www.federationtraining.edu.au">www.federationtraining.edu.au</a></td>
<td>1300 133 717</td>
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<tr>
<td>Emergencies: Police, Ambulance, Fire Brigade</td>
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<tr>
<td>Family Drug &amp; Alcohol Support</td>
<td><a href="http://www.fds.org.au">www.fds.org.au</a></td>
<td>1300 368 186</td>
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<tr>
<td>Gippsland Lakes Community Health</td>
<td></td>
<td>5152 0052</td>
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<tr>
<td>Office of the Child Safety Commissioner</td>
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<td>Lakes Entrance Community Health Centre</td>
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<td>5155 8300</td>
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<tr>
<td>Lifeline</td>
<td><a href="http://www.lifeline.org.au">www.lifeline.org.au</a></td>
<td>13 11 14</td>
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<tr>
<td>MacLeod Street Medical Group</td>
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<td>5152 5145</td>
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<tr>
<td>My Future</td>
<td><a href="http://www.myfuture.edu.au">www.myfuture.edu.au</a></td>
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<tr>
<td>Omeo Medical Centre</td>
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<td>5159 0140</td>
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<tr>
<td>Orbost Community Health</td>
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<td>5154 6666</td>
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<tr>
<td>Reachout</td>
<td><a href="http://www.au.reachout.com">www.au.reachout.com</a></td>
<td></td>
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<tr>
<td>Eastwood Medical Centre</td>
<td></td>
<td>51 52 7135</td>
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<tr>
<td>Victorian Tertiary Admissions Centre</td>
<td><a href="http://www.vtac.edu.au">www.vtac.edu.au</a></td>
<td>1300 364 133</td>
</tr>
<tr>
<td>Youth Beyond Blue</td>
<td><a href="http://www.youthbeyondblue.com">www.youthbeyondblue.com</a></td>
<td>1300 224 636</td>
</tr>
<tr>
<td>Youth Line</td>
<td></td>
<td>1800 350 670</td>
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</tbody>
</table>
NAGLE SCHOOL SONG:

Nagle College is our school
Good spirit is the golden rule
We’ll try; success will come.
In maths or science or out of school,
In squash or aths or in the pool
The challenge we will face.

Chorus: Nagle, Nagle, Luceat Lux Vestra
Teaching truth of life to all who seek it
Nagle, Nagle, a powerful beam that guides us,
Let your light shine on.

Life is free and easy going
Family spirit always showing
Nagle leads the way.
Show yourself to those around you
Friendship here can still be found true
Loyal your whole life through.

Chorus

The key for us is inspiration
Love of life and dedication
Nagle leads the way.
We’ll take life in our stride
Face the world with arms held wide
And show that we’re the best.

Chorus

ADVANCE AUSTRALIA FAIR

Australians all let us rejoice
For we are young and free.
We’ve golden soil and wealth for toil
Our home is girt by sea.
Our land abounds in nature’s gifts
Of beauty rich and rare
In hist’ry’s page, let every stage
Advance Australia Fair.
In joyful strains then let us sing
Advance Australia Fair.

Beneath our radiant Southern Cross
We’ll toil with hearts and hands;
To make this Commonwealth of ours
Renowned of all the lands;
For those who’ve come across the seas
We’ve boundless plains to share;
With courage let us all combine
To Advance Australia Fair.
In joyful strains then let us sing,
Advance Australia Fair.

E: nagle@nagle.vic.edu.au | W: www.nagle.vic.edu.au
Student Reception: D: (03) 5152 9907 | E: student.reception@nagle.vic.edu.au
Student Services (Absences): D: (03) 5152 9957 | E: sservices@nagle.vic.edu.au
Office Hours: Monday to Friday 8.15 am to 4.15 pm
Last day of Term 8.15 to 3.00 pm (office remains open during Term holidays)