



XAVIER
COLLEGE

Parent Handbook

2026

A CATHOLIC CO-EDUCATIONAL COLLEGE
Educating in the Salesian Tradition



Dear Families

Welcome to another exciting year at Xavier College. This Parent Handbook contains a wealth of information unique to Xavier College and is designed to make your family's transition to Xavier College a very positive one.

The College was opened in 1995 in the tradition of the Salesian Order. The Salesians are a Congregation of the Catholic Church that have been involved in teaching and youth work in every part of the world for over 150 years and pass on to the College their ethos and rich tradition in the education of young people. In keeping with this tradition we are inspired by the example of St John Bosco and strive to be a community committed to the holistic development of each student in an atmosphere of reasonableness and kindness.

We use the Hebrew word RUAH, which means 'Spirit of God', as an acronym to express the core values of the College: Respect, Understanding, Affection and Humour. These values shape a learning environment which is relational, and joyfully celebrates the unique gifts and talents of every student. We are a community of faith that encourages every student to enhance their understanding of the world in which we live, make meaningful contributions to the betterment of society and simply be the best person they can be. I invite you to read the accompanying material and trust that it will act as an important guide for the year ahead.

Mr Mark Flaherty
Principal

College Contact Details

EVANSTON CAMPUS

56 Para Road, Evanston SA

T [08 8526 9600](tel:0885269600)

E office-ev@xavier.catholic.edu.au

GAWLER BELT CAMPUS

1 Kentish Road, Gawler Belt SA

T [08 8521 4500](tel:0885214500)

E office-gb@xavier.catholic.edu.au

TWO WELLS CAMPUS

1 Benjamin Franklin Boulevard, Two Wells SA

T [08 8520 4100](tel:0885204100)

E office-tw@xavier.catholic.edu.au

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College History

Xavier College was born out of a long held dream of parishioners from Gawler and neighbouring Catholic parishes to have a regional Catholic secondary school.

It first began to take shape in 1990 and whilst approval was first given in 1992, it was not until late 1994 that Fr Dennis Handley was appointed as the inaugural Principal, with the task of having a school ready to commence for the beginning of the 1995 school year.

Fr Handley SDB (Salesians of Don Bosco) not only brought with him contemporary educational experience and the rich Salesian charism, but also carried with him the single minded determination to turn ideas into buildings, classrooms, courtyards, playgrounds and ovals. With 83 Year 8 students, the College commenced at Gawler Belt in February 1995 with 5 relocatable classrooms, a science laboratory, a temporary information centre and the first stage of an administration building. The expansion since that time has been remarkable.

The College is entering a new phase with the addition of campuses at Evanston, Two Wells, and Riverlea Park (due to open in 2027). The Gawler Belt Campus caters for students in Years 7 to 12, Evanston for students in Reception to Year 6, and Two Wells Campus for students in Reception to Year 11 (growing to Year 12 in 2027).

Photo: Construction of the first buildings at the Gawler Belt Campus in 1994.



Our Identity

Xavier College is a Catholic Co-educational College conducted in the tradition of the Salesians of Don Bosco. The Salesians are a Congregation of the Church that have been involved in teaching and youth work in every part of the world for over 150 years and pass on to the College their ethos and rich tradition in the education of young people.

In the processes leading up to the establishment of the College, the local Gawler Catholic community, in wishing to signal their strong bond with the Archdiocese of Adelaide, decided to name the College in honour of the Patron of the Archdiocese, St Francis Xavier.

Vision

Xavier College will provide an authentic learning environment in the hope that all members of the College community will be transformed by their experiences into fuller, richer, deeper human beings. They will be inspired to achieve their personal best and to accept the responsibility to make a difference in the world.

As a member of the Xavier College community, what does this mean for me?

It means that we are led by Christian values and the teaching of Saint John Bosco.

It means that we treat all other people in a certain way all the time, and are committed to providing opportunities that support young people with faith and educational development. We will be, 'with the young, for the young.'

We believe we are held together, "One in Christ," as a community by the spirit of God.

How can we live this out?

The Hebrew word RUAH is used to describe the Spirit of God. As Christians, we should be striving to allow God's Spirit to guide our every action.

Don Bosco asked his followers to learn from the young people they served. The needs, hopes, and insecurities of young people should be paramount in the minds and hearts of Salesian educators. This attitude of reverence is rooted in the recognition of God's unfolding presence in every young life.

The Salesian educator serves this inner spirit in the young by growing into the Gospel image of the good shepherd who lays down his life for his sheep.

In adopting this good shepherd role, four relationship skills are vital. These are outlined in the Salesian Charter, which challenges Xavier College to be:

- A home that welcomes
- A parish that evangelises
- A school that prepares for life
- A playground where friends meet and enjoy themselves

Core Values

The College core values are: Respect, Understanding, Affection and Humour.

We capture the essence of these values with the acronym RUAH, which is the Hebrew word meaning 'Spirit of God'. We hope these values underpin the actions and attitudes of every member of the Xavier College community.

Purpose

The motto for the College, "One in Christ", expresses our unity as children of the one God, regardless of our background, race or heritage. We are children of God, blessed by God, gifted by God and given an opportunity to use these gifts for all people.

The College embraces the challenge expressed in the Charter for Salesian schools to be:

A home that welcomes, a parish that evangelises, a school that prepares for life and a playground where friends meet and enjoy themselves.

Visual Identity

The crest of the College is the cornerstone of our visual identity. The 'X' and the 'C' stand for Xavier College, however, could also be seen as the two Greek letters used in the earliest days of the Church to indicate the name of Jesus.

The Rust colour represents the earth, the Gold represents the sun and the Green, the new growth evident after the gift of rain.

The motto for the College, "One in Christ," expresses our unity as children of the one God, regardless of our background, race or heritage. We are children of God, blessed and gifted by God, and given an opportunity to use these gifts for all people.





Salesian Charter

In keeping with the spirit of St John Bosco, whereby, “education is largely a matter of the heart,” that leads young people to, “know that they are loved,” the Salesian school community of today is challenged to be:

- *A home that welcomes*
- *A parish that evangelises*
- *A school that prepares for life*
- *A playground where friends meet and enjoy themselves*

Faithful to the tradition of St John Bosco, the Salesian school community is constantly challenged to re-interpret and re-enliven his educational vision in every generation and circumstance, according to the requirements of the contemporary situation and the needs of young people, to whom he once said: “I have only one wish: that you be happy in this world and the next.”

A home that welcomes

- Being committed to the care and support of all young people, especially the poor and marginalised
- Cultivating relationships based on genuine affection, openness and acceptance of others
- Fostering a spirit of joy and hope, based on the ‘Good News’ of Jesus Christ
- Encouraging an attitude of optimism and a conviction that life is fundamentally worthwhile

A parish that evangelises

- Having a strong and vibrant programme of religious education, liturgical celebration and sacramental encounter
- Addressing the spiritual yearnings of young people and adults
- Giving priority to the faith development and formation of staff
- Providing students with significant experiences of faith in action and apostolic involvement

A school that prepares for life

- Encouraging a passion for life-long learning and a quest for excellence
- Developing a sense of meaning and purpose, which expresses itself in a spirit of service and self-giving
- Proclaiming the challenge of community building, commitment to others and responsible decision-making
- Cultivating resilience, resourcefulness and adaptability as important skills for life

A playground where friends meet and enjoy themselves

- Being present to each other in an active, engaging and constructive manner, in fidelity to the Salesian Preventive System
- Building positive and inclusive relationships between each other
- Having a rich experience of interaction and sharing, especially between students and staff
- Creating occasions for celebration and festivity

College Values

By using RUAH – Respect, Understanding, Affection and Humour – we are helping create the Spirit within Xavier College.

RUAH allows us to give life to the teachings of Jesus in a uniquely Salesian way inspired by St John Bosco.

RUAH enables our community to be “One in Christ.” The Hebrew word RUAH refers to the Spirit of God. We strive to allow God’s Spirit to guide our words and actions.

Respect

Do to others as you would like them to do to you. (Matthew 7:12)

Respect involves acknowledging the dignity of self and others and treating everyone with gentleness and loving-kindness. Mutually respectful relationships build trust, safety and wellbeing.

We show respect for the whole of God’s creation, including people, places and things.

We demonstrate respect by being:

- welcoming
- safe
- polite and courteous
- honest and truthful
- active participants
- good listeners
- punctual and appropriately dressed
- people who care for and take pride in our College, our community and our environment

Understanding

Give me understanding, so that I may know your way and live it with all my heart. (Psalm 119:34)

Understanding involves recognising, developing and celebrating each other’s abilities, talents and circumstances.

We treat ourselves and others with compassion and show empathy to ensure everyone is known, valued and loved.

We use the God-given gift of understanding to enhance our ability to learn, nurture healthy relationships, and promote well-being.

We demonstrate understanding by being:

- accepting of all
- inclusive
- grateful
- forgiving
- generous
- thoughtful
- compassionate
- open minded
- self-aware
- curious, reflective, adventurous and collaborative learners

Affection

Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength ... and love your neighbour as yourself. (Mark 12: 30–31)

Affection involves promoting inclusivity and fostering a welcoming community. Affection enables the safe expression of loving-kindness and encourages the establishment of healthy relationships and friendships.

Affection extends to embracing life as a gift and living life to the full.

We demonstrate affection by being:

- kind
- encouraging
- supportive
- caring
- inclusive
- collaborative
- passionate learners
- respectful communicators
- emotionally aware
- people who treat others as we like to be treated

Humour

This is the day the Lord has made. Let us rejoice and be glad. (Psalm 118:24)

Humour and happiness involve creating a cheerful and optimistic environment where all are able to have fun, laugh appropriately, and experience joy.

Genuine happiness enables us to develop inner-peace and resilience. Being hopeful assists in creating a community that rejoices in being “One in Christ.”

We demonstrate humour and happiness by being:

- cheerful
- hopeful
- playful
- positive
- engaged
- peaceful
- courageous
- friendly
- thankful
- persevering
- inclusive
- people who keep things in perspective

A home that welcomes

College Patron

The College Vision Statement calls us to embrace the heritage and traditions of Saint John Bosco and the Salesian Order. For us as a community in the 21st Century, we are faced with the challenge of maintaining this heritage in a relevant and meaningful way. As part of this challenge the College Patrons serve as a reminder of our past as well as a model for the future.

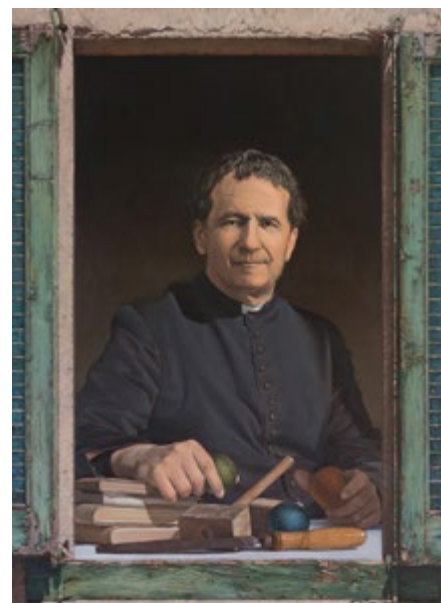
The patron of Xavier College is St John Bosco (1815-1888), founder of the Salesian Order. St John Bosco, or Don (Italian for Father) Bosco as he is more affectionately known, gave his life to working with the abused and neglected young boys and men of Turin and surrounding townships at the height of religious, political and industrial unrest in 19th Century Italy.

Don Bosco's educational and social welfare endeavours were based on reason, religion and loving kindness and were influenced by the life and example of Saint Francis de Sales.

At a time when education and society was strictly authoritarian and repressive, Don Bosco created a model of educational practice based on preventing the young from placing themselves in harm's way as opposed to one that abused or punished young people severely when they made a poor decision. This approach is by developing a strong personal relationship and understanding of the life situation of each student, and being prepared to give of yourself so the student knows you are there to support and pastorally care for them.

By the time of Don Bosco's death, there were 773 Salesians in Europe and South America. Today there are over 17,000 Salesian priests and brothers, 18,000 sisters and tens of thousands of lay people working in every continent continuing the spirit and mission of Don Bosco amongst the young.

Don Bosco was canonized in 1934 by Pope Pius XI and declared Father and Teacher of Youth by Pope John Paul II in 1989.



Saint John Bosco

The Salesian Way of Education

The College Vision Statement calls us to accept and embrace the heritage and traditions of St John Bosco and the Salesian Order. For us, as a community in the 21st Century, we are faced with the challenge of maintaining this heritage in a relevant and meaningful way. As part of this challenge the College Patrons serve as a constant reminder of our past as well as a model for the future.

St John Bosco used the "Preventive System" to contrast his method of education with what he called the 'Repressive System'. He saw this later as the system of how to deal with those who broke the rules; he saw his own as the system of how to prevent rules being broken. In his own words, "This system is based entirely on reason, religion and kindness."

From the outset it presumes that the school is a community where people genuinely relate to each other rather than an institution where people communicate from either side of a common barrier. By creating a friendly school environment, Salesian educators offer their students the time, opportunity and guidance to know themselves better; to understand the purpose for their existence; to help them develop their God-given talents and to prepare them to take their unique place within their families, the Church and society.

House Patrons



St Francis de Sales

St Francis de Sales (1567-1622), lived some 250 years before the birth of John Bosco but the life and work of St Francis served as a constant source of spiritual inspiration for St John Bosco and his work with the boys from the streets of Turin. St Francis was known for his academic prowess as well as being a kindly, loving and patient pastoral and spiritual leader.

de Sales House motto

Inspiring others through loving kindness



Fr Dennis Handley sdb

Fr Dennis Handley sdb (1949-2004), was the founding Principal of Xavier College. It was through the work of Fr Handley that the Salesian tradition was first introduced to the Xavier College community. Through his passion and vision for the youth of the North, Fr Handley was able to establish an excellent Catholic Co-educational College and served as Principal for nine years.

Handley House motto

Living in the Spirit with passion and vision



St Maria Mazzarello

Saint Maria Mazzarello (1837-1881), was co-founder with St John Bosco of the Daughters of Mary Help of Christians - the Salesian Sisters. St Maria, with the other Daughters of Mary Help of Christians mirrored the work being done by St John Bosco and his followers by providing a loving place of refuge and learning for the neglected and abused young women of Ornese, Italy.

Mazzarello House motto

Peacefully serving others with faith and humility



The Venerable Margaret Occhiena

The Venerable Margaret Occhiena (1788-1856), was the mother of John Bosco. With John she helped to create the Salesian Preventive system of Education. Through her work at the Oratory of St Francis de Sales in Turin, Margaret became lovingly known as 'Mamma' Margaret and is considered to be the mother of the Salesian family, who regard her to be the co-founder of the Salesian Family.

Occhiena House motto

Nurturing faith and dreams from the heart



A parish that evangelises

To evangelise means to be an authentic witness, by example, of the love and compassion modelled by Jesus Christ. Evangelisation is an umbrella term which includes many interwoven elements – Proclaiming the Gospel, Witness, Liturgy, Religious Education, Charity, Justice, and Prayer. Each element is an important part of a complex, rich and dynamic reality.

Religious Education

Religious Education is at the core of our curriculum and is compulsory for all students from Reception to Year 12. For students in Reception to Year 6 it will be incorporated into the day to day curriculum of the class. For students in Year 7 to Year 12 it will be conducted in a series of sequential semester units, including SACE Stage 1 and 2 Integrated Learning units. Our students have the opportunity to develop an understanding of their faith not just through the classroom but by being involved with spiritual development opportunities and charitable actions. Our College supports a number of Catholic community initiatives, including Project Compassion, St Vincent de Paul Winter Appeal and Australian Salesian Missions.

Liturgy and Prayer

The celebration of the Eucharist (Communion) takes place throughout the life of the whole school with House, Oratory and class Masses. Prayer is also an integral part of daily life. Students and staff begin each day with a time of prayer in Oratory, setting the tone for the day but also reinforcing the faith values which underpin the foundation of our College. At Xavier College, positive education has been gradually incorporated into our Oratory systems to only further improve our Pastoral Care at the College. Our intention at Xavier College is to use positive education to improve the wellbeing of every student by focusing on individual strengths, developing resilience and ensuring students are engaging in a range of activities among other things.

Faith Formation

Our commitment to the spiritual development of our students can be seen in our faith formation program. The College holds faith formation days in Year 11. These days help our students identify the gifts God has given them through getting to know themselves and searching for God in their lives. The Faith Formation program culminates in a three day Retreat at Victor Harbor for our Year 12 students. This Retreat is a time for personal reflection and is always a highlight of the Year 12 students' year.

Christian Citizenship

St John Bosco challenged all those who worked with him to become honest citizens and good Christians. We accept that challenge in developing our students. The Gospel calls for us to care for those in need. Our College community supports a number of community initiatives, as an outreach to those who need it and as a way to show kindness to the wider community.

A school that prepares for life

Teaching and Learning

Xavier College utilises the Australian National Curriculum and Reporting Authority (ACARA) to plan and program learning that is relevant and engaging in our ever-changing world. The Australian Curriculum sets the expectations for what all young Australians should be taught across the Year Levels.

High quality teaching and learning is paramount across all campuses. We have been fortunate enough to have exceptional teachers at Xavier College. These are people who are not only outstanding educators, but also understand the importance of community.

Literacy and Numeracy are key priorities across the years levels. Our vision is for all students to receive high quality teaching in literacy and numeracy. Our aim is for all students to develop confidence with Literacy skills such as listening, interacting, speaking, reading/viewing, and writing in a range of literacies to prepare all learners to engage with and contribute to a changing world community. Similarly, in Numeracy our aim is for all students to develop productive dispositions to foster a student's ability to be mathematically proficient and apply mathematical skills confidently in their daily lives.

Our teachers will implement high-impact instructional strategies which are derived from cognitive science research and are aimed at taking new learning from working memory to long-term memory. To ensure students have opportunities to develop key capabilities and transfer learning, the College has adopted full participation strategies in all year levels.

Homework

Teachers may require students to carry out certain tasks at home. We set homework which is age appropriate to the age and ability of the students. Besides supporting and reinforcing knowledge and skills, homework can also help develop sound study habits.

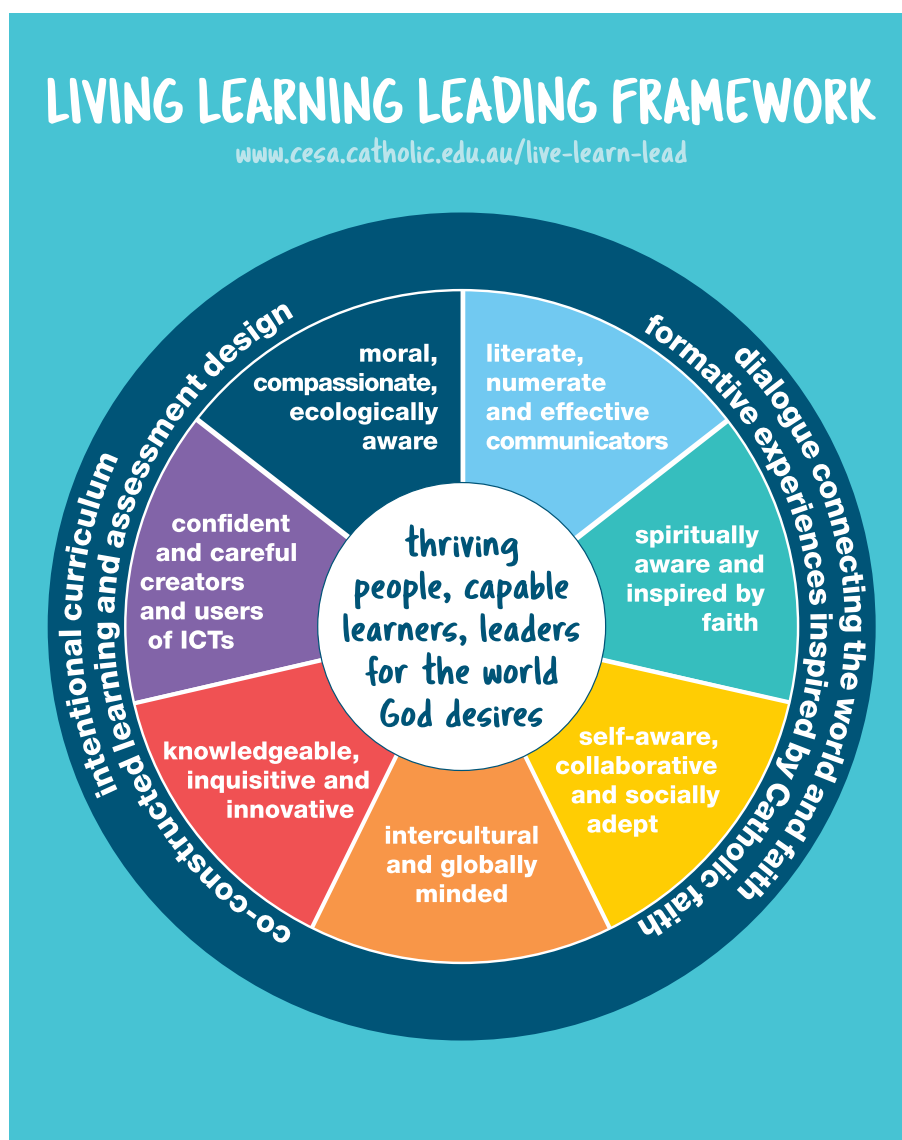
Living Learning, Leading Framework

The Living Learning Leading Framework gives us a foundation for understanding what we do in Catholic Education – who we are, what we value and how we partner with our families to ensure our students thrive.

At the heart of our framework is our commitment to our students and our understanding of all people – we see them as ‘thriving people, capable learners, leaders for the world God desires.’

The Living Learning Leading Framework underpins everything we do, ensuring our students develop the knowledge, skills and attributes they need to thrive in a rapidly changing and complex world.

(Catholic Education South Australia, 2026)



A playground where friends meet and enjoy themselves

The focus on building positive relationships through having fun is at the core of the Salesian education system.

Be Active

The Be Active program allows the Oratory students and their Oratory teacher to participate in a variety of different fun activities together once a week during the year.

Camps and Excursions

Camps and excursions are compulsory and form part of the Curriculum.

Our students participate in camps in Years 5, 7, 9, and 12.

Year 7 students will participate in an orientation camp where they will have the opportunity to strengthen old relationships and make new ones.

In Year 9, students participate in the Rite Journey where they have the opportunity to work collaboratively and challenge themselves in a range of situations that they would not normally be placed in.

The Year 12 Retreat is a time for our students to reflect on themselves as individuals, the relationships they have formed at school and to give thanks and affirm those with whom they have shared their secondary schooling life.

This event is one of the most powerful and enjoyable experiences of a student's time at Xavier College.

House Sport and Inter-House Events

House Sport is a wonderful opportunity for students to engage in a range of sporting activities, against students in their own House for fun and fitness. Houses hold gatherings such as breakfasts, lunches and liturgies. At House assemblies, students' achievement in House Sport is acknowledged and celebrated. Each year a range of annual inter-house events are held. Students gain points for their House team by competing in Athletics and Swimming Carnivals and Cross-Country.

Inter-school Carnivals

Xavier College participates in a variety of inter-school sporting carnivals during the year. Students are encouraged to represent and compete for the school at these events.

Music

There are a number of opportunities for students to be involved in music at Xavier College. Professional instrumental teachers are available to teach a wide variety of instruments. For more information on instrumental tuition, please either collect a hard copy or request a digital copy of an Instrumental Music Handbook from the Front Office of your campus.

College Awards

Xavier Platinum Medal

This platinum Medal is presented to the Year 12 student judged by Senior Leadership staff of the College to have been the outstanding student of the year in all the following areas:

- Achievement of Gold Xavier Medal status
- Dedication to their studies
- Commitment and service to the College Community
- Leadership (formal and informal) within the College Community
- Demonstrated the College values of Respect, Understanding, Affection, and Humour

St John Bosco Medal

The St John Bosco Medal is awarded to the Year 12 student judged by their peers to be the one who has strived to live up to Don Bosco's challenge to be a "Good Christian and Honest Citizen". The nominee must have demonstrated excellence in all aspects of College life:

- Commitment to his/her faith
- Commitment to community service; and
- Commitment to his/her personal academic excellence

The Xavier Medal

The Xavier Medal is an individual student award and is a means of encouraging students to take an active role in their education in all areas of College Life.

The Award covers four aspects of College life: academic, community, sporting, and cultural.

Badges will be presented at three levels: Bronze, Silver and Gold.

The Award can be achieved at both the bronze and silver level without achieving points from all of the four aspects of College life, but students achieving at the highest level will be expected to have gained points across all four aspects. Students and Oratory/Classroom teachers can check the points they have attained in SEQTA via their dashboard.

Students are awarded points based on the activity in which they participate with a higher number of points being awarded to those activities which are most highly prized because of the contribution they make to the life of the College or the demands placed on the personal time of the student.

College DUX

Awarded to the student who achieves the highest ATAR of their graduating class.

Dux of Subject and Effort Awards

The Dux of Subject award recognises the student who leads their subject group by achieving the highest overall A grade for school-based assessment tasks.

This award is presented to one student from each Year 12 subject group and is a measure of both ability and effort.

The Effort award recognises the student who has been observed by the classroom teacher to have demonstrated the most effort and is presented to a student from each Year 12 class group.

Dux of Year Level

Dux of Year level is awarded to the student who has gained the highest academic achievement in their year level.

Principal Merit Award

The Principal Merit Award recognises students who demonstrate academic excellence for the year.

University of Adelaide Principal's Scholarship

School Principals are invited to nominate up to two candidates for the Principals' Scholarships at the University of Adelaide; the Principal will take into account candidates' academic potential as well as their contribution to school life and to the wider community.

Martin Ryan Memorial Award

The award is named in honour of Martin Ryan, a Year 12 student tragically killed in a car accident the morning after he completed his final Year 12 exam. The Ryan Family established this award in Martin's honour of his love of music. It's designed to encourage students to continue with their love of music and nurture their talents beyond their time at Xavier College.

Australian Defence Force Award – Long Tan Award

This award is presented to students who have demonstrated outstanding leadership and teamwork.

Australian Defence Force Award – Future Innovators Award

This award is presented to students who have demonstrated excellence in the fields of STEM.

Senior House Leader Awards

Special Awards are made to recognise student leadership. An award is made to the outstanding senior leader in each House. This award is decided by the House Directors of each House. The criteria used to determine the winners of the House leadership awards include:

- Being actively involved in a variety of House and whole-school activities
- Demonstrating leadership qualities and enthusiasm in numerous facets of school life
- Acting as a positive role model for other students
- Relating well to both staff and students and willingly give of their time

Academic Excellence Award

Awarded to students who meet the grade point average benchmark for each semester.

Student Leadership

The student leadership structure at Xavier College allows students the opportunity to serve others through active participation in a variety of leadership roles. We believe this structure provides opportunities for students to develop skills required to lead others through active service and prepare them for life after schooling.

At Gawler Belt, Evanston, and Two Wells a process for electing student leaders is undertaken. On each campus a set of Campus Captains are elected to represent the student body by a combination of their peers and teachers.

The Campus Captains are supported in the leadership structure by House Captains and Deputy House Captains who are elected by students and teachers from each House.

The House and Deputy House Captains are supported by Oratory leaders who are elected by their Oratory peers and teacher.

All student leaders at Xavier College who lead at the House level or above will be provided with training opportunities throughout their appointment.

The leadership program gives opportunities for students to serve our community by inspiring others.

Student Wellbeing

Preventive System

Salesian Preventive System is the educative method developed by the Salesians upon the pedagogical experience of St John Bosco with poor young people in 19th century Turin. It is based on three pillars: Reason, Religion and Loving-kindness. It is also opposed to what Don Bosco refers to in education as the Repressive System of Education.

Reason

“Reason” emphasises basic human values such as the freedom and dignity of the individual, the primacy of conscience, the goodness of creation and culture, and the worth of work and social living. The implication is that this whole human project will be enhanced and brought to life through the education that students receive.

Religion

Deals with the development of one’s faith with God. Don Bosco believed that every person could not reach their fulfilment without a lived and lively faith in the person of Jesus Christ.

Loving Kindness

That all students are loved and know they are loved. This is the care shown to individuals in attempts to educate and develop the whole person.

A further aspect of loving-kindness is that it requires a deep knowledge and understanding of young people – on an individual and personal level as well as collectively.

Rather than implying something negative - to stop or hinder something - it incorporates the intention of foreseeing and forestalling anything that would give rise to negative experiences. This is more clearly seen when the derivation of ‘preventive’ is understood. It derives from the Latin *praevenire*: ‘to precede’, ‘to anticipate’, ‘to go before with spiritual help’. In this sense its orientation is positive.

Restorative Practices

Restorative Practices is grounded in the principle that when something happens, it can harm and damage relationships. Restorative Practices has been formally implemented at Xavier College and all staff and students are expected to be involved in its process. It complements the Salesian ‘Preventive System’.

Restorative Practices describes a range of informal and formal practices that assist in the development of social literacy at three levels:

1. The informal Preventive and proactive strategies and practices that build and strengthen relationships.
2. Problem solving around day-to-day problems, difficulties and conflicts, and
3. Formal interventions to deal with significant issues of harm, with a focus on repairing relationships when something has happened to damage our Community.

It is only when those who have harmed can take responsibility for what has been done and how that has affected others, that a relationship can be rebuilt and those who are harmed will feel safe enough to discuss how the harm has impacted them.

Rather than stigmatising and excluding students for misbehaviour, we are saying that you are part of our community, we value you, but your behaviour in this instance is not okay. So what do we need to do to include you back into our Community?

Restorative Approach Process

1

Assess Incident

The teacher will speak with student(s).
Please note: if there is any immediate harm or risk to students, victim or perpetrator, students may be removed from the class/school environment.

2

Investigate Incident

The teacher will speak with implicated student(s). This may involve a number of students and staff and take a few days.

- Leads to understanding and action to repair and restore relationships.
- Safety, confidentiality, accuracy of information, and timely follow ups are paramount. Clarifying and ‘re-interviewing’ may be required.
- Depending on the incident, parents and caregivers may be contacted.

3

Resolve Incident

The teacher will speak with student(s) involved based on ‘RP conference’ framework.

- A commitment to an agreed action plan to be established with all key parties.
- Brief documentation of incident recorded in SEQTA.
- Relevant staff, parents, and caregivers are notified, if applicable. Parents and caregivers may be invited in for a meeting.

4

Follow Up

The teacher will check in with the student(s) at a later date to ensure that ‘right relationships’ have been restored, the action plan is being followed, and assess whether further intervention is required.

Positive Education

The College has made a whole school commitment to adopting the strategies used in positive education. Teachers are being trained to use a variety of tools to cultivate positive feelings and positive behaviours. The primary purpose is to help people to become happier and more fulfilled.

Positive education is the scientific study of the conditions and processes that lead to optimal human functioning. (Gable and Haidt, 2005)

At Xavier College, positive education has been gradually incorporated into our systems to further improve our Pastoral Care.

Our intention at Xavier College is to use positive education to improve the wellbeing of every student by focussing on individual strengths, developing resilience and ensuring students are engaging in a range of activities among other things.

Positive Behaviour Interventions and Support (PBIS)

Overview

Xavier College uses the Positive Behavioural Interventions and Supports (PBIS) framework to create a positive, safe, and engaging learning environment. PBIS is a whole-school, evidence-based approach that focuses on teaching and reinforcing positive behaviour, rather than reacting to misbehaviour. It supports academic success, wellbeing, and respectful relationships through consistent expectations and proactive strategies. Our schoolwide values – RUAH (Respect, Understanding, Affection, Humour) – guide how all staff, students, and community members interact.

Key Features of PBIS at Xavier College

- Behaviour expectations and classroom norms are displayed in every learning space
- Procedures for non-classroom settings are clearly outlined
- Students can explain expected behaviours and practise them regularly
- Staff use positive reinforcement, aiming for a 5:1 ratio of positive to corrective feedback
- Data informs all decision-making and interventions
- Families are included in promoting positive behaviour

Guiding Beliefs

Our approach is based on the following beliefs:

1. Treat everyone with kindness and respect.
2. Try our best in everything we do.
3. Listen, speak, and act with love.
4. Build a happy, safe community.
5. Take responsibility for our choices.
6. Reflect and pray with open hearts.
7. Follow the cheerful and honest example of Don Bosco.

Student Counsellors

The College offers personalised one-on-one counselling services at all campuses, providing a warm and supportive space for every student. Our dedicated counsellors collaborate closely with the Heads of Campus, Assistant Heads of Campus, House Directors/Year Level Coordinators and Oratory/Class teachers to ensure that every individual feels cared for, understood, and supported throughout their journey. We are committed to fostering a nurturing environment where every student's unique needs are recognised and valued.

Students from Reception to Year 10 require consent from a parent/caregiver before being referred to the College Counsellor. Students in Years 11 and 12 do not need parent/caregiver permission prior to seeing a College Counsellor, however, parents/caregivers will be notified by the College Counsellor in circumstances that compromise the student's safety or wellbeing. At any time, a member of the Leadership Team may approve referral to a College Counsellor.

If any contact with parents/caregivers is required, it will normally be made by a College Counsellor, Head of Campus, Assistant Head of Campus, House Director and/or Year Level Coordinator.

Student Learning Reception–Year 6

Contacting the College

Teachers can be contacted directly via email. You are encouraged to email or “Direqt” message via SEQTA your child’s class teacher if you require any clarification on classroom activities or to make a time to meet. Teachers are always available to work with families in partnership. At times, your child may forget their lunch or other equipment; to alleviate classroom disruption, please drop items at the Front Office and a staff member will ensure that it is delivered to your child.

Homework

The focus in Junior School is to foster students’ love of reading. This can be done by practicing sight words and listening to parents read to them in the Early Years. As students grow, so will homework grow, to include reading for themselves and activities such as consolidation of times tables. Teachers will work with families to ensure that these activities at home are not time consuming, however, become part of life.

Year	Daily assigned Literacy and Numeracy tasks
R	5 minutes
1	10 minutes
2	12 minutes
3	15 minutes
4	20 minutes
5	25 minutes
6	30-35 minutes

Inclusive Education

We are committed to meeting the needs of all students. Our Inclusive Education program ensures all students can access the curriculum and fully participate in school life through:

- Personalised Plan for Learning (PPL’s)
- Parental involvement
- Providing additional teacher support in class
- Specialist literacy and numeracy programs
- Adjustments to curriculum delivery and assessment for students
- Support for students with learning needs is offered in an inclusive and supportive way by specialist subject teachers within the classroom, ensuring students’ needs are met.

Xavier College places great emphasis on the development of literacy and numeracy skills. Data is used to inform teaching practice to target students at their specific skill level, in order to explicitly teach skills and strategies required to understand and apply knowledge and content. Xavier students also participate in the NAPLAN (National Assessment Program - Literacy and Numeracy) and PAT (Progressive Achievement Tests) testing.

Interviews

Xavier College recognises the importance of the partnership between home and school, thus conduct a number of Parent-Student-Teacher Interviews throughout the year. Such interviews take both a pastoral and academic focus through two types of interviews:

1. Student-Parent-Classroom Teacher (SPOC) (Years R–5/6) Terms 1 and 3
2. Student-Parent-Oratory Teacher (SPOT) (Year 6 Two Wells) Terms 1 and 3
3. Parent Subject Teacher Interviews (Year 6 Two Wells)

Process

Families are required to book interviews online. Full details of how to book online will be provided prior to interview.

Specialist Lessons

The College offers a range of specialist lessons as part of the R - 6 curriculum from a range of subject disciplines such as languages, physical education, and the arts.

Additionally, Xavier College provides extra tuition in the form of numeracy lessons to support students to increase their mathematical confidence as they develop skills important for becoming good problem solvers. The skills developed in their numeracy tuition is transferable to their Mathematics curriculum.

Specialist Music lessons are offered from Reception to Year 6. Students are exposed to a range of musical experiences including music theory and practice as well as performance skills. Students have the opportunity to learn a range of musical instruments from teachers who specialise in a particular instrument.

Student Learning Years 7–12

Reporting

Xavier College reports on student achievement to families in two ways:

- Continuous reporting of student progress throughout each semester occurs via SEQTA.
- A formal communication to parents summarising student achievement against the Australian Curriculum, Assessment, and Reporting Authority (ACARA), or the South Australian Certificate of Education (SACE).

Interviews

Xavier College recognises the importance of the partnership between home and school, thus conducts a number of Parent-Student-Teacher Interviews throughout the year. Such interviews take both a pastoral and academic focus through two types of interviews:

1. Student-Parent-Oratory Teacher (SPOT) Mid-Term 1 and Mid-Term 3
2. Parent-Student-Teacher Terms 1, 2 & 3

Student Hub

At Gawler Belt, the Student Hub is open from 8:15am to 4:30pm and offers the following services:

- Library
- ICT Support
- Inclusive Education support
- Student Counselling
- Aboriginal and Torres Strait Islander student support
- Careers and Transition services

Assessment

Assessment at Xavier College is standards-based. Tasks will assess student work against the ACARA or SACE standards for the subject.

Each task sheet will outline the criteria used to determine achievement at a particular grade and will be made available on the Learning Management System (SEQTA).

Xavier College, in keeping with Legislative requirements, uses a five band A to E grading system for Semester reporting. Grading for individual tasks uses + and – scores within grade bands to allow a finer distinction of grade achievement. Parents will also receive an indication of student effort for each subject area.

Grade band	Level of achievement
A+, A, A-	Excellent
B+, B, B-	Good
C+, C, C-	Satisfactory. Please note that a C does not indicate failure.
D+, D	Partial
E	Minimal

Homework

It is expected that students will spend time on set homework or revision of the day's lessons. In addition to this, students should allocate time for extra study, particularly prior to tests and exams. Homework set will be available via the Learning Management System. Below are the guidelines as to what should be expected at each year level per week.

Year	Semester 1	Semester 2
7	90 minutes of English + 90 minutes of Maths + summative assessment work from any other subject	60 minutes of English + 60 minutes of Maths + 60 minutes of Science + 60 minutes of Humanities + summative assessment work from any other subject
8	60 minutes of English + 60 minutes of Maths + 60 minutes of Science + 60 minutes of Humanities + summative assessment work from any other subject	60 minutes of each subject
9	75 minutes of each subject	75 minutes of each subject
10	90 minutes of each subject	90 minutes of each subject
11	2-3 hours per subject	2-3 hours per subject
12	3+ hours per subject	3+ hours per subject

Inclusive Education

We are committed to meeting the needs of all students. Our Inclusive Education program ensures all students can access the curriculum and fully participate in school life through:

- Personalised Plan for Learning (PPL's)
- Parental involvement
- Providing additional support in class
- Literacy and numeracy programs
- Adjustments to curriculum delivery and assessment for students

Support for students with learning needs is offered in an inclusive and supportive way by teachers or Education Support Officers (ESOs) within the classroom, ensuring students' needs are met.

Xavier College places great importance on the development of literacy and numeracy skills. Data is used to inform teaching practice to target students at their specific skill level, in order to explicitly teach skills and strategies required to understand and apply knowledge and content. Xavier students also participate in the NAPLAN (National Assessment Program - Literacy and Numeracy) and PAT (Progressive Achievement Tests) testing.

Gifted and Talented

At Xavier College, students are provided with opportunities to further enhance their development in learning experiences which can help them to develop and flourish. Within the classroom, teachers use differentiated teaching and assessment to enable gifted and talented students to both extend and develop their strengths.

Students who demonstrate high intellectual potential are encouraged to further develop their specific talents through stimulating programs like Tournament of Minds, Cosmic Camp, a number of State and National subject specific competitions, extra-curricular opportunities, or early promotion to higher year levels in some subjects.

Subject Selection

Xavier College offers a broad and comprehensive curriculum that provides our students with the skills and knowledge required to be active citizens in a rapidly changing world.

Years 9 to 11 complete subject selections during Term 3 in preparation for the following academic year.

Further information is available in our Subject Selection Handbooks located on SEQTA or the College website under Student Learning, Senior School 10-12.

Submission of Work

Xavier College's vision includes a commitment to processes of learning that enables young people to achieve their best. The Charter for Salesian Schools also calls for students to be prepared for life. Assessment deadlines and practices are integral aspects of the process of authentic and effective teaching and learning.

Tasks are to be submitted via SEQTA (or other method directed by the teacher) by the end of the scheduled lesson on the due date. Students who are absent on a due date must upload the task via the Learning Management System or arrange for the task to be delivered by a third person to the College.

Extensions

Students who wish to apply for an extension must obtain an Extension Request form from their Oratory teacher and submit it to their subject teacher at least 24 hours prior to the deadline.

Guidelines for eligibility for an extension are:

- Illness or injury supported by Medical Certificate or other relevant documentation.
- Compassionate grounds, which may include personal/family crisis or schoolwork overload supported by evidence.
- Misadventure (unforeseen, unavoidable event beyond student's control) which prevents work from being completed by the deadline.
- Technological breakdown, providing the student can provide sufficient evidence.

Invalid reason for an extension may include:

- Unexplained absences
- Holidays
- Unapproved non-school related activities
- Poor time management
- No Internet access (access is available at school)
- Not having a task sheet

Assignment Submission Flow Chart

1. Receive Assignment

Students must:

- Access task sheets and assessment criteria via the Learning Management System, particularly in the case of an absence.
- Record checkpoints or draft dates.
- Confirm due dates on the Learning Management System.

2. Work on the Assignment

Students work on the assessment task, with the support of their teacher, to complete the work by the due date. The task is to be submitted via the Learning Management System (or other method directed by the teacher) by the end of the scheduled lesson on the due date. Students who are absent on a due date must upload the task via the Learning Management System or arrange for the task to be delivered by a third person to the College.

3. Application for Extension

If a student is unable to meet a deadline an application for extension must be obtained from their Oratory teacher. Extension forms must then be submitted to the subject teacher at least the day prior to the due date.

Extensions are not automatic and students must meet guidelines for eligibility.

4. Submit on Time

Students submit a task by the required date (or extension date if approved).

5. Fail to Submit on Time

Students who fail to submit a task by the required date (or extension date if approved) are still required to complete the work. The following steps will be taken.

6. Nonsubmission Recorded

Teachers will record the task as 'Not Submitted' on the Learning Management System.

Student will receive a zero for the task.

Parents will be notified by SMS and/or Direct Message.

Students will be required to attend the work completion room each day until the work is complete.

Completed work will be submitted to their House Director - Teaching and Learning following work completion.

Work will be marked for feedback but a zero will stand for formal assessment.

Students who fail to attend after school work completion and/or fail to complete the work will be required to attend a meeting involving their parents, House Director – Teaching and Learning and an Assistant Principal.

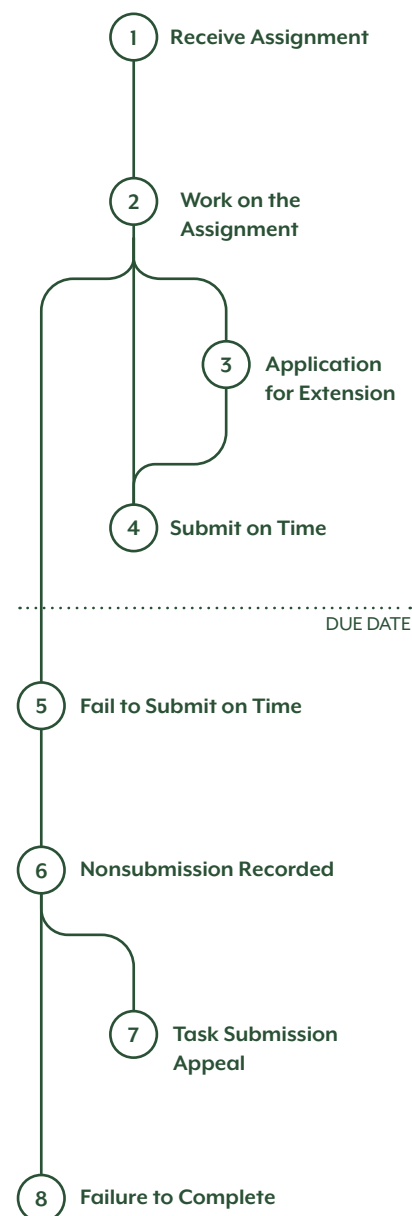
7. Task Submission Appeal

Should a student feel there are special grounds that need consideration, students complete a Task Submission Appeal form and submit this to their House Director - Teaching and Learning within 3 school days of the deadline (except in the case of special provisions).

An appeal will be reviewed by a panel and a final decision communicated to the student and family. All appeal decisions are final.

8. Failure to Complete

Students who fail to attend after school work completion and/or fail to complete the work will be required to attend a meeting involving their parents, House Director – Teaching and Learning and an Assistant Head of Campus.



College Rules

Expectation of Students in the Yard

In the yard, all students are expected to:

- play in a sensible and safe way and respect the rights of others
- respect and look after school facilities
- respect the right every student has to both physical and emotional safety. Bullying and harassment will not be tolerated.
- respect the personal health and safety of others, and not bring dangerous substances and/or articles to school.

Positive relationships are at the heart of these pastoral care practices. Where a relationship is harmed by actions of a student, the aim is to restore the relationship between students or between students and teachers so that all concerned are satisfied with the outcome. Restorative Practices is grounded in this principle.

Restorative Practices describes a range of informal and formal practices that assist in the restoration of good positive relationships. When students and teachers are involved in a restorative session there are some key questions or restorative language used.

The Key Questions asked are framed in order to find out:

- What happened?
- What were you thinking at the time?
- Who has been affected and in what way?
- How were they affected?
- What would you do differently next time?
- What needs to happen to repair the relationship?

Hands-Off

All students at Xavier College have the right to attend school each day, feeling safe and secure. For this environment to be maintained and for only appropriate behaviour to be displayed in a public arena, students are not to participate in any form of inappropriate physical contact during the school day.

'Inappropriate physical contact' includes the following:

- Play fighting with other students
- Punching
- Kicking
- Hand holding
- Kissing
- Sitting with arms around each other
- Any type of touching, either unwanted or wanted

This list is not exhaustive, but it does provide many examples of 'inappropriate physical contact'.

In particular, students must be aware of the strong stance that the College will take against serious physical violence with intent to harm, hurt, or intimidate. Students, who choose to act inappropriately with regards to physical contact, will face serious consequences which may include detention and/or suspension. If a suspension is deemed necessary, the Principal, Head of Campus, Assistant Principal Pastoral Care and/or the student's House Director/s will meet with the student and his/her parents/caregivers to discuss the conditions of re-entry to the College, if re-entry is an option.

Sun Protection

Skin cancer is one of the most common forms of cancer in Australia, affecting all age groups. The primary cause is ultraviolet radiation which is particularly intense in our summer sunshine. The aims of the College Sun Protection guidelines are to promote among students, staff, parents and caregivers:

- positive attitudes toward skin protection
- lifestyle practices which can help reduce the incidence of skin cancer and the number of related deaths
- personal responsibility for and decision-making about skin protection
- awareness of the need for environmental changes in the school to reduce the level of exposure to the sun.

Procedures

- Parents/caregivers will be informed of this sun protection policy when they enrol their child/children.
- Students will be encouraged to bring their own supplies of sunscreen to school.
- During Physical Education lessons and other lessons conducted outdoors during Terms 1 and 4, students will be expected to observe the recommended precautions of wearing a hat and using sunscreen. Teachers will offer support at a level appropriate to the age group of the students.
- The College will ensure there is adequate provision of shade within the school grounds for students and staff, by planting trees and building shade structures.
- The College will ensure that adequate shade is provided at sporting carnivals and outdoor events.
- Staff and students will be encouraged to use shaded or covered areas when outside, particularly in Terms 1 and 4.
- New staff will be briefed on the sun protection policy.
- Staff will be advised to wear broad-brimmed hats for outdoor activities, including yard assistance.

Responsibilities

During Terms 1 and 4, teachers will be responsible for making sure that the College hat is worn for all outside activities/classes e.g. Oratory, Physical Education, Sporting Carnivals, Agriculture, Camps, Maths/ Science etc. Students will also be expected to wear a hat whilst playing in the sun during recess and lunch times – 'no hat, no play'.

Bullying and Harassment

[Building Respectful Relationships: Behaviour Education and Student Behaviour Support](#) outlines procedures for Catholic schools to implement a whole-school approach to student behaviour that promotes respectful relationships, inclusion, and positive learning environments, with shared responsibility among staff, students, and families. It emphasises proactive behaviour education, supportive interventions, and fair, values-based responses (including when necessary, suspension or expulsion) to ensure student wellbeing, safety, and engagement.

Uniform and Personal Presentation

Uniform Shop

The Uniform Shop is situated at the Gawler Belt Campus.

Opening hours during school terms are:

Monday 2:30pm–4pm

Wednesday 8am–9am

Thursday 2:30pm–5pm

Additional hours in the April and October school holidays, and over the January holiday period, are offered to accommodate the change of uniform from Summer/Winter. These dates will be published on the College website.

Uniform Shop contact

08 8521 4547

uniformshop@xavier.catholic.edu.au

Qkr! App

Uniform items may also be purchased via the Qkr! app and collected from the Front Office of your campus.

The College Uniform Policy plays an important part in the creation of an equitable and inclusive school environment.

The primary purpose of the policy is to remove pressures such as:

- To provide a focus and a sense of identity for students attending Xavier College;
- To provide an opportunity for parents/caregivers and staff to instil in the children a sense of pride in their appearance and in belonging to the College;
- To prevent excesses in fashion trends and to eliminate competition among students which is often based on the ability of parents/caregivers to provide suitable clothing.

In some instances, the stipulated requirements are for safety reasons and to reduce the risk of injury or sunburn.

The uniform at Xavier College is a source of great pride. It identifies our students as an important part of a community and ensures a positive image in line with our College values and our place as a Catholic school.

Personal Presentation

Applicable to all campuses.

- School bags must be the Xavier College bag.
- During Terms 1 and 4, the College hat must be worn for all outside activities/ classes such as Oratory, Physical Education, Sporting Carnivals, Agriculture, Camps, Maths/Science etc. Students will also be required to wear a hat whilst in the sun during recess, lunch times, and after school.
- Hats are permitted to be worn to and from school and when a student is engaged in a specific outdoor activity.
- Hats are not permitted to be worn to and in classrooms.
- A maximum of two small earrings may be worn in each ear. Hoops or sleepers must be no bigger than a 5 cent coin.
- Students are permitted to wear one thin, plain gold or silver lace (light gauge) chain with a religious symbol.
- One wristwatch is permitted.
- No facial piercing is permitted.
- No other jewellery is permitted.
- Fake eyelashes are not permitted.
- Makeup - only light foundation is permitted (7–12 only). Students are not permitted to wear eye shadow, mascara eye-liner, blush, lipstick, etc.
- Clear or neutral nail polish is permitted (7–12 only). Coloured nail polish is not permitted.
- Students are to be clean-shaven.
- No visible tattoos.

Hairstyles

- The hair of all students must be clean, neat and kept off the face.
- The following additional expectations apply:
 - If hair is longer than the collar, it must be fully tied back at all times when at school and whilst travelling to and from school.
 - Unusual cuts, colours, styles or hair accessories shall not be allowed. The Principal (or delegate) will be able to make a judgement on what is or is not permitted.

Safety

Safety regulations may apply in Practical Teaching areas such as Design and Technology. These regulations may require restrictions on jewellery and dress. These will be communicated with relevant classes by key College staff.

Uniform Items



Sport/PE Uniform

Reception to Year 9

Students in Reception to Year 9 wear the Sport/PE Uniform every day. Years 10–12 students only wear the Sport/PE Uniform on Oratory sport days or when stipulated.

- College polo shirt.
- College sports shorts.
- College track pants.
- College hat.
- College rugby top and/or College sports jacket. Year 12 students may wear the approved Year 12 jumper on Oratory sport days.
- College sports socks.
- predominately white or black lace up runners or cross trainer sport shoes are to be worn for PE lessons and sports activities. They are not to be worn with either the Summer or Winter Uniform. No skate or street shoes are to be worn.



Formal Summer Uniform

Year 10 to Year 12

Option A

- College summer dress. Dress length:
 - Min: the bottom of the hem must touch the knee
 - Max: the bottom of the hem must be no longer than mid-calf
- Plain white socks worn above the ankle with the summer dress.
- Rust V-neck College jumper.
- Year 12 students may wear the approved Year 12 jumper in Term 4.
- Black leather lace up school shoes – no black leather sports shoes, platform soles or high heeled shoes.
- College blazer when stipulated.

Option B

- Grey school trousers or grey shorts (melange).
- Grey/black/or plain white socks to be worn with trousers.
- Plain white or grey socks worn above the ankle, with shorts.
- Belt (optional) – plain black or grey.
- Short-sleeve white school shirt with logo.
- Rust V-neck school jumper.
- Year 12 students may wear the approved Year 12 jumper in Term 4.
- Black leather lace up school shoes – no black leather sports shoes, platform soles or high heeled shoes.
- College blazer when stipulated.



Formal Winter Uniform

Year 10 to Year 12

Option A

- College blazer.
- College skirt. Skirt length:
 - Min: the bottom of the hem must touch the knee
 - Max: the bottom of the hem must be no longer than mid-calf
- Plain white socks worn above the ankle with skirt. Black tights may be worn with the skirt.
- Plain white long sleeve shirt.
- Rust V-neck College jumper.
- Green school tie (Years 10–11), gold school tie (Year 12).
- Scarf (optional) – black.
- Black leather lace up school shoes – no black leather sports shoes, platform soles or high heeled shoes.

Option B

- College blazer.
- Grey school school trousers (melange).
- Belt (optional) – plain black or grey.
- Grey, plain white or black socks to be worn with trousers.
- Plain white long-sleeve shirt.
- Rust V-neck College jumper.
- Green school tie (Years 10–11), gold school tie (Year 12).
- Scarf (optional) – black.
- Black leather lace up school shoes – no black leather sports shoes, platform soles or high heeled shoes.

Uniform Expectations

Parent Support

Parents will support the Xavier College Uniform and Presentation Policy by:

- ensure their child has all the appropriate uniform items;
- actively support their child in wearing the correct uniform and with pride;
- communicate any difficulties with the College regarding their child being out of uniform;
- be responsive and supportive of the fact that major changes to the requirements of the College uniform will be done over a period of time in order for families to comply with such changes;
- support the College Uniform policy if their child chooses not to adhere to the uniform.

When Uniform Expectations Apply

The Xavier College uniform requirements are to be worn in their complete form:

- when students are travelling to and from the College;
- when attending each class unless directed otherwise by key College staff;
- at all official College functions such as award ceremonies, parent teacher nights, and parent and student information evenings;
- at other times as directed by the Principal (or delegate).

Reception to Year 9

Sport/PE Uniform

Students in Reception to Year 9 wear the PE Uniform to school every day, year round.

Reception to Year 9 students will:

- wear the Sports/Physical Education Uniform at all times.
- purchase all items of the uniform from the College's Uniform Shop. School shoes and any optional items (including plain coloured socks) will not be stocked in the Uniform Shop and may be purchased elsewhere.

Formal Uniform

Students in Year 7 to Year 9 attending the Gawler Belt Campus have the option to wear the formal Summer and Winter Uniforms until the end of 2025. Commencing 2026 all students in Reception to Year 9 must wear the Sports/Physical Education Uniform. The following applies to students who choose to wear the Formal Uniform.

Year 7 to Year 9 students will:

- wear one of the Summer Uniform options in Term 1 and Term 4;
- wear one of the Winter Uniform options in Term 2 and Term 3;
- be given, in the final 2 weeks of Term 1 and Term 3, the option to wear either full Winter or full Summer Uniform. This directive may be changed in instances of unusual weather conditions by the Principal (or delegate);
- wear the Sports/Physical Education Uniform on designated days and when stipulated.
- purchase all items of the uniform from the College's Uniform Shop. School shoes and any optional items (including stockings and plain coloured socks) will not be stocked in the Uniform Shop and may be purchased elsewhere.

Year 10 to Year 12

Formal Uniform

Senior students in Years 10 to Year 12 are expected to wear the Formal Uniform unless otherwise stipulated.

Year 10 to 12 students will:

- wear one of the Summer Uniform options in Term 1 and Term 4;
- wear one of the Winter Uniform options in Term 2 and Term 3;
- be given, in the final 2 weeks of Term 1 and Term 3, the option to wear either full Winter or full Summer Uniform. This directive may be changed in instances of unusual weather conditions by the Principal (or delegate);
- only wear the Sports/Physical Education Uniform on designated days and when stipulated. The wearing of this uniform is not permitted at other times.
- purchase all items of the uniform from the College's Uniform Shop. School shoes and any optional items (including stockings and plain coloured socks) will not be stocked in the Uniform Shop and may be purchased elsewhere.

ICT Acceptable Use Policy

Rationale

Xavier College acknowledges that information communication technology, the internet are powerful tools for use in our core educational goal of preparing our students for life. As such, we seek to empower students to use these tools in a manner befitting the College's Catholic ethos and Salesian Charism. Xavier College expects technology to be used by the members of our learning community in a safe, responsible, respectful and ethical manner at all times.

For the purpose of this policy ICT refers to but is not limited to, the following:

- computers (desktop, laptops and tablets);
- storage devices including USB, portable hard drives, cameras (such as phones, video, digital webcams);
- all types of mobile/smart phones;
- all other type of personal digital devices;
- communication through all Social Media platforms;
- communication across the College (including email) and any other, similar technologies as they emerge;
- forums and other learning management system communication tools;
- Artificial Intelligence (AI) platforms, including generative text, image, video, audio and coding tools, and
- any future emerging digital technologies.

Scope

This policy applies to all staff, students, parents/caregivers and volunteers and is supported by staff working within or for Xavier College.

Policy Statement

Xavier College is pleased to offer the use of Information Communication Technology (ICT) resources for both administrative and educational purposes. These resources enable streamlined forms of communication to take place between staff, students and parents and caregivers, creating digital learning environments where students can become innovative, resourceful and independent lifelong learners. At all times use of ICT must be in keeping with legal requirements and the ethos and policies of Xavier College.

The principles and responsibilities outlined in this policy cover the acceptable use of Xavier College's Information Communication Technology both on and off Campus across (and not limited to) the following domains:

- College Network, including local servers and cloud
- College hardware
- personal mobile technology
- cyber-safety
- responsible and ethical use of Artificial Intelligence (AI) and synthetic media

Responsibilities

All stakeholders (students, parents/caregivers, staff) will:

- behave respectfully, ethically and responsibly in all dealings with others;
- will maintain a balanced approach to the healthy use of devices including monitoring screen-time;
- observe obligations regarding confidentiality and privacy;
- maintain a secure username and password, and ensure that they do not provide the password to anyone else;
- not attempt to gain unauthorised access to anyone else's account or user information, or otherwise attempt to defeat any security controls (i.e. VPNs, proxy servers);
- not use another person's email account or other means of communication to send any communication in that other person's name (unless specifically authorised by that person);
- not take photos or video of members of the College community, without consent from the individual/s being photographed and only on a College approved device;
- ensure that they do not permit or facilitate unauthorised use of Xavier College's ICT facilities by anyone;
- promptly report any accidental or intentional, suspicious online activity or breach of this policy;

- report intentional access to the network through the use of another user's account;
- acknowledge when AI has been used to assist in academic work or professional tasks;
- avoid uploading personal, sensitive or identifying information of any member of the College community into external AI platforms;
- safeguard digital identity by not impersonating others, creating fake accounts, or misusing another person's digital likeness;
- use multi-factor authentication, secure passwords, and other protective measures where available;
- apply the same standards for respectful, responsible and ethical behaviour online as in face-to-face interactions;
- not use ICT for the following purposes:
 - to abuse, vilify, defame, harass, degrade or discriminate (by virtue of sex, race, disability, religion, national origin or other);
 - to send, receive or store obscene, offensive or pornographic material;
 - to discuss or comment on the physical appearance of other persons (whether they receive the message or not) to harass any person whether through language, frequency or size of messages;
 - to injure the reputation of the College and or the Catholic Church in a manner that may cause embarrassment to the College or the Catholic Church;
 - to offend the ethos and values of Catholic teachings;
 - to spam, spoof or mass mail or to send or receive chain mail;
 - to infringe the copyright or other intellectual property rights of another person;
 - to perform any other unlawful or inappropriate act;
 - to create, distribute or share deepfakes or other synthetic media intended to mislead, harass, impersonate or damage reputation;
 - engage in any online activity that forms part of their digital footprint and can impact reputation, relationships and future opportunities;

The Students will:

- ensure their mobile technology (e.g. laptop) is fully charged before arriving at the College;
- use College hardware for school-related activities and research;
- treat College hardware carefully, and alert teachers of any problems;
- not use Artificial Intelligence tools for plagiarism, academic dishonesty, impersonation, generating offensive;
- material, or replacing genuine student learning.

The Parents and Caregivers will:

- support responsible and appropriate use of the College network and hardware;
- ensure their online communication with members of the College and wider community is both courteous and respectful, and in keeping with the Catholic ethos of the College;
- support their child's cybersafety at home and discuss the issue of online safety;
- ensure the student has their computer at school each day in a condition that will enable it to be usable for any educational purpose;
- support in the education of their children on digital literacy and wellbeing.

The Staff will:

- use ICT in an appropriate, ethical, professional and lawful manner;
- should not expect that any information or document transmitted or stored on the College's computer network is private;
- be permitted to use the ICT facilities for personal reasons, provided that such use is kept to a minimum and does not interfere with participants' responsibilities and duties in the school, or with the College's functions. However, any use of ICT for personal purposes is still subject to the same terms and conditions as otherwise described in this policy;
- may be liable for what is communicated (written word, spoken word, image and/or other) in any form of ICT, ICT is neither private nor secret;
- immediately notify the Principal or delegate and delete any inappropriate ICT material received either intentionally or unintentionally;
- will only disclose personal information of another person with proper authorisation;
- will take reasonable steps to protect the personal information that is held from misuse and unauthorised access;
- will not intentionally seek information, obtain copies or modify files or passwords belonging to other persons, or representing others without express authority;

- will ensure that there is no violation of the intellectual property rights of any third party when distributing information through the College or to any third party outside of Xavier;
- will ensure all copyright laws are adhered to;
- will be familiar with, understand and be committed to implementing the ICT Policy;
- will make every effort to ensure that ICT equipment is maintained appropriately and any damage is to be reported immediately;
- not store, share, or transmit sensitive information on non-CESA approved platforms and applications;
- teach and model ethical and critical use of ICT.

The Campus Leadership will:

- treat parents and caregivers concerns sensitively and confidentially;
- be a role model for all members of the community by treating others with respect and compassion;
- ensure that the policy is implemented in a fair, responsible and consistent manner and that the set procedures are worked through in a timely manner;
- Provide opportunities for Year Level presentations associated with responsible use of all facets of ICTs which draw upon the Salesian Preventive System approach to educating young people;
- assist teachers and the members of the College Leadership Team with the facilitation of a successful resolution to any key concerns related to students' inappropriate use of ICTs which has been brought to their attention;
- Communicate any key concerns associated with students' inappropriate use of ICTs with the College Leadership Team (especially when the matter may present a reputational risk to the College).

The College Executive Leadership Team will:

- develop, monitor and review the policy in accordance with the legal requirements and the Church's teachings;
- allocate resources to facilitate ongoing training and support in ICT education and usage;
- be familiar with, understand and be committed to, implementing this policy;
- provide opportunities for members of the Xavier College community to be informed and educated about the appropriate use of ICT;
- ensure the necessary infrastructure is in place to support appropriate ICT usage;
- monitor and review electronic communications where inappropriate use is suspected, with the permission of the Principal or their delegate;

- ensure the College is compliant with all legal, regulatory and professional obligations in relation to the use of ICT facilities;
- take reasonable steps to protect the personal information that is held from misuse and unauthorised access;
- ensure that the College maintains accurate records as necessary;
- Ensure that the College works within the guidelines of CESA;
- Ensure that the privacy of users is considered in the provision of personal information to external parties.

Breaches

Behaviour that breaches this policy will be taken seriously and may result in disciplinary action being taken. Depending on the infringement, serious consequences such as a sanction, suspension, expulsion or ban (access rights withdrawn) on using any of the College's digital technology platforms may occur. Cases of serious, deliberate and/or criminal breach will be referred to external authorities and may result in civil or criminal proceedings. Breaches involving artificial intelligence misuse, creation or distribution of deepfakes, synthetic media, impersonation, or cybersecurity violations will be considered serious matters and may result in referral to external authorities under cybercrime and image-based abuse laws.

Related Documents and References

- SACCS ICT Acceptable Use Policy (2023)
- SACCS ICT Acceptable Use Guideline (2024)
- SACCS Information Sharing Policy (2024)
- SACCS Pastoral Care in Catholic Schools (2021)
- SACCS Positive Behaviour Education and Student Support Policy (2025)
- Protective Practices for staff in their interactions with children and young people (2019)
- Responding to online safety incident in South Australian Schools Guidelines (2021)
- Xavier College Code of Conduct Policy
- Xavier College Staff Handbook
- Xavier College Student Handbook
- Xavier College Parent Handbook
- <https://www.esafety.gov.au/>

Revision Record

Document title: ICT Acceptable Use
 Document type: Policy
 Document date: September 2025
 Policy owner: Principal
 Approval authority: College Board
 Review date: September 2027
 Revision history: 2016, 2018, 2020, 2025

Personal Device Policy

Rationale

Xavier College acknowledges that personal devices are an integral part of 21st century life and that members of the College community use personal devices for communication, socialising, and leisure. It is further acknowledged that such devices provide families a means of contacting their children in an emergency and vice versa and can provide a sense of security. While we acknowledge these things, we must also acknowledge that personal devices can bypass the College internet filter to expose students to inappropriate material and provide a means for distraction during the school day.

As a Salesian school that applies Don Bosco's Preventive System, it is the College's approach to ensure students are safe academically, socially and emotionally by the use of personal devices while at school. This policy is designed with the safety of young people at heart and to ensure that the learning environment and school yard are free from external distractions. This policy is part of Xavier College's commitment to partner with families to help students use technology wisely, safely, and respectfully. This policy supports students in developing lifelong habits of responsible device use.

Scope

This policy applies to all students across Xavier College and is actively supported by all staff. For the purposes of this policy personal devices refer to devices including, but not limited to, mobile phones, smartwatches, headphones and air pods. They do not refer to a student's personal laptop used for learning.

Policy Statement

With the widespread and increasing ownership of personal devices among students it is critical that Xavier College provides guidance for students to become informed, safe, respectful, and responsible digital citizens. It is Xavier College's responsibility to ensure the College remains a safe environment by minimizing the impact of inappropriate use of personal devices at school.

The College acknowledges the role some devices, such as mobile phones, can play in supporting senior students with their learning and therefore, under teacher direction, mobile phones may be appropriate for use by Year 11 and 12 students. However, it is Xavier College's position that access to personal devices during school hours must be managed so that students are kept safe, are fully present in their learning and fully present in their interactions with their teachers and peers based on the following principles:

- students should not be able to access the internet without the safety provided by Xavier College's internet filter while on College property, at school events or on school excursions
- students should not be distracted during teaching and learning activities, school events or school excursions by using personal devices
- teachers should be free to teach without the distractions caused by personal devices in class
- students should use break times to socialise with peers and engage in meaningful play rather than engage with personal devices
- students should be invested in all school events and school excursions
- students are fully responsible for any personal devices brought onto college property or brought to school events.

Responsibilities

All students will:

- refrain from using any personal device for communication, accessing online materials and platforms, or other inappropriate activities during school hours
- ensure that personal devices have their communication capability deactivated by being placed in an appropriate mode (such as flight-mode, school-mode, or equivalent)
- not bring a personal device to school that cannot have its communication capability deactivated

In addition to the above:

- **Reception to Year 6:** students are asked to hand in personal devices such as mobile phones or smartwatches with communication capability to the front office each morning. They will be stored safely and can be collected at the conclusion of the school day.
- **Years 7 to 12:** students may only contact their parents/caregivers during school hours with approval from a campus leader or administration staff and/or using a college phone
- upon request from staff, students will be asked to hand in personal devices such as a mobile phone, smartwatch, air pods and headphones to the front office for safe storage (devices to be turned off, placed in a labelled envelope and collected at the conclusion of the school day)
- students are asked to adhere to any behaviour follow up requirements if they breach the policy
- students may only use personal headphones or air pods for learning purposes under the direction of a teacher or if approved as a reasonable adjustment in a personalised plan for learning
- **Years 11 and 12:** senior students may be provided permission to use mobile phones for learning purposes under the approval and direction of their teacher.

Parents/caregivers will:

- refrain from directly contacting students on their personal devices during school hours
- contact the front office should they want to communicate directly with students or provide a message
- support students to make informed decisions about which personal devices they should or should not bring to school
- support the College, when necessary, to follow up breaches to the Xavier College Personal Device Policy
- promote respect for Xavier College's Personal Device Policy

Teaching staff will:

- support students to understand the rationale of the policy
- ask students to hand in their personal device to the front office in the event of a breach of the policy
- follow procedures for recording breaches by using the college’s pastoral note system
- follow up in the event a student does not submit their personal device to the front office
- apply a Restorative Practice approach in the follow up of a breach of the policy
- actively support students to meet the Xavier College Personal Device Policy
- only provide approval for the use of mobile phones to Year 11 and 12 students for learning purposes or
- with prior approval from a member of a campus leadership team.

Campus Leadership will:

- follow up on breaches of the Xavier College Personal Device policy
- in consultation with Oratory teachers and/or class teachers, communicate with parents/guardians when continued and/or serious breaches of the Xavier College Personal Device Policy occur
- lead teachers in the application of Restorative Practices to manage breaches of the Xavier College Personal Device Policy, particularly when they harm relationships between students and peers and students and staff
- administer appropriate outcomes, in consultation with the College Executive Leadership Team, of continued and/or serious breaches of the Xavier College Personal Device Policy including, but not limited to, lunch referrals, after school referrals, internal and external reflection days and/or formal suspensions and expulsion
- support the College Executive Team to access and review data pertaining to the use of personal devices by students

The College Executive Leadership will:

- ensure implementation and review of the Xavier College Personal Device Policy
- ensure communication to students, parents/guardians, and staff when changes occur to the Xavier College Personal Policy
- provide ongoing professional learning opportunities to staff to increase their capacity to apply Restorative Practices and other methodologies for managing breaches to the Xavier College Personal Device Policy
- lead campus leadership teams to maintain the integrity of the College’s systems, processes, and procedures to support teachers to apply the Xavier College Personal Device Policy
- administer appropriate outcomes, in consultation with campus leadership teams, of continued and/or serious breaches of the Xavier College Personal Device policy including, but not limited to, lunch referrals, after school referrals, internal and external reflection days and/or formal suspensions and expulsions.

Related Documents and References

The following documents are to be read in conjunction with, and are additional to, any other relevant South Australian Commission for Catholic Schools (SACCS), College or CESA policy, procedure, or support document.

- Xavier College Acceptable Use – Computer and Internet Policy
- Xavier College Bullying and Harassment Policy
- Xavier College Student General Expectations Policy
- Xavier College Parent Handbook
- Xavier College Student Handbook

Revision Record

Document title: Personal Device Policy (supersedes Mobile Phone Policy)
 Document type: Policy
 Document date: October 2025
 Policy owner: Principal
 Approval authority: College Board
 Review date: October 2027
 Revision history: Supersedes Mobile Phone Policy, 2025

Procedure following inappropriate/unauthorised use of personal devices

- 1 Student uses mobile phone or electronic device inappropriately in the classroom or school yard.
- 2 Teacher asks student to take the device to the front office.
- 3 Student turns the device off and places it into an envelope at the Front Office.
 Front Office staff label the envelope with: student name, Oratory/class code, and date.
- 4 Teacher enters the appropriate pastoral note in the learner management system for follow up.
- 5 Student collects the device from the front office at the end of the school day.
- 7 Oratory/class teacher informs student to attend a lunch referral the next school day.

Attendance, Punctuality, Absences, and Lateness

Attendance and Punctuality

Attendance is compulsory for all students enrolled at Xavier College. While many students in the Senior Years may have varied timetables that allow greater flexibility in their studies, full attendance and punctuality for all lessons is an important part of achieving success. It also develops a healthy attitude for work after graduation.

It is important to be punctual and at school 'all day and every day' because it:

- Shows respect to self and others in your learning environment
- Enables you to participate fully in your learning
- Enables you to gain maximum benefit from your schooling
- Is a good habit that will support future career aspirations

Student Absences

Parents/caregivers are requested to:

1. Formally notify the College using Direct Message (DM) communication platform in SEQTA Engage if your child will not be at school that particular day. Please note: Direct Message is a feature of the SEQTA Engage app. Parents/caregivers will be provided with a simple overview of how this system works via a digital link.
2. Parents/caregivers should call the Front Office of the respective campus prior to 9am to advise the College if your child will not be at school that particular day. Messages can be left.

In the case that a parent/caregiver does not advise the College of an intended absence, the parent/caregiver will receive an SMS requesting advice on the whereabouts of the child.

Extended Absences

If your child is intending to be absent from school for a week or more, you are required to complete an Application for Exemption from School Attendance form available from Student Reception. This form must then be emailed to the Oratory/Class Teacher and Front Office of your campus for approval by the Head of Campus. Please note that an Application for Exemption from School Attendance will not exempt students from their assessment requirements. If there are exceptional circumstances for the exemption from school attendance, students/families are required to follow up directly with year level coordinators/House Directors to discuss special provisions.

Procedure When Late

Students arriving prior to 9am should go straight to their class/Oratory and check in with their class/Oratory teacher who will mark their attendance via the roll and SEQTA. Students arriving after 9am must report to Student Reception and must be signed in via the SEQTA Kiosk where their time of arrival will be recorded. Any student who signs in late will have an SMS sent to their parent/caregiver advising them of the student's late arrival. Please note:

- Each day parents/caregivers will be notified if their child is not at the College by Recess time
- Students' class attendance will be live in SEQTA and therefore parents/caregivers can view this record via SEQTA Engage throughout the day

Students Leaving Early

The College must be notified by SEQTA Direct Message or phone call from a parent/caregiver to explain why your child/ren is leaving early. Students must then present to Student Reception and sign out via SEQTA prior to leaving school.

If a student needs to leave early at short notice, a phone call to the Front Office of your child's campus is required.

College Contact Details

EVANSTON CAMPUS

T [08 8526 9600](tel:0885269600)

E office-ev@xavier.catholic.edu.au

GAWLER BELT CAMPUS

T [08 8521 4500](tel:0885214500)

E office-gb@xavier.catholic.edu.au

TWO WELLS CAMPUS

T [08 8520 4100](tel:0885204100)

E office-tw@xavier.catholic.edu.au

College Hours

The Front Office at all campuses is open between 8am and 4pm during school terms only.

Code of Conduct Procedure Parents/Caregivers and Visitors

Rationale

Xavier College is committed to working alongside parents/caregivers to foster an open, welcoming, inclusive, and safe environment for all members of the College community. The College views all parents/caregivers as valuable contributors and participants in the life of the College and therefore all members of the College community are expected to respect and support the rights of all others by adhering to the College values of respect, understanding, affection, and humour in all interactions.

Scope

This policy applies to all parents/caregivers in our community and is actively supported by staff working within or for Xavier College. The application of this policy extends to all instances where parents/caregivers visit College premises, attend College related events and encompasses all communications with College staff including communication that is in person, through phone call and through electronic means.

Policy Statement

Xavier College's Code of Conduct Policy aims to ensure that parents/caregivers are aware of the College's expectations when interacting with members of the community. The College is committed to nurturing an environment which is always welcoming, trusting, safe, open and promotes effective communication between all members of the College community to strengthen the partnerships required to meet the needs of the students entrusted in our care.

Context

Xavier College, as a Catholic school in the Salesian tradition, adheres to the Charter for Salesian Schools where we are challenged to be a home that welcomes; a parish that evangelises; a school that prepares for life; and a playground where friends meet and enjoy themselves. Therefore, Xavier College is committed to nurturing the College's core values of respect, understanding, affection, and humour and aims to always be a welcoming, trusting, safe, and open environment that promotes effective communication between all members of the College community.

Responsibilities

Parents/caregivers and visitors will:

- uphold Xavier College's values of Respect, Understanding, Affection and Humour (RUAH);
- show a high regard to the physical and emotional health, wellbeing, and safety of all members of the College community;
- refrain from communication, actions and behaviours that constitute bullying, harassment, discrimination or vilification;
- refrain from the use of offensive, insulting, and/or derogatory language in person, over telephone, and through digital means;
- refrain from any form of physical or verbal violence including fighting, assaults or threats;
- interact in a civil manner when communicating with staff, students, other parents/caregivers, and visitors in person, through phone call, and through electronic means;
- not possess alcohol or illicit substances on College grounds;
- not be intoxicated by alcohol or under the influence of illicit substances whilst visiting the College, attending College related events or communicating with College staff;
- show proper care for College property and the property of others;
- respect the privacy of other members of the College community including staff, students and other parents/caregivers particularly with regard to taking photographs and social media;
- refrain from any unnecessary and/or inappropriate interactions with students;
- comply with all safety and emergency procedures when visiting the College or attending College related events, and in the event of an emergency follow the instructions given by any member of staff or emergency personnel.

Staff will:

- uphold Xavier College's values of Respect, Understanding, Affection and Humour (RUAH) in the Spirit of Don Bosco treat parent/caregiver interactions sensitively and confidentially and in a kind and caring manner;
- model behaviour and actions that respect, promote, nurture, and protect healthy relationships with all parents/caregivers;
- be positive and authentic in all their interactions with parents/caregivers;
- implement the College policy in a fair, responsible, and consistent manner.

The College Leadership Team will:

- model and uphold Xavier College's values of Respect, Understanding, Affection and Humour (RUAH) promote models of behaviour and actions that foster healthy interactions between staff and parents/caregivers;
- ensure the Code of Conduct Policy is constantly reviewed and upheld;
- ensure parent and staff handbooks contain the Code of Conduct Policy and Procedures;
- ensure the Code of Conduct Policy is published on the College website;
- support all members of the College community in relation to adhering to the policy.

Breaches of the Code of Conduct

It is an ongoing requirement of your student's enrolment at the College that this Code of Conduct Policy is fully adhered to. The consequences for breaches of this policy will be determined by the Principal and may include, but are not limited to, the following:

- the College may ban a parent/caregiver from attending College grounds or College related events;
- the College may direct that a parent/caregiver only communicate with a nominated College representative
- through specific forms of communication;
- the College may terminate the enrolment of a student in extreme or prolonged breaches of the policy by a
- parent/caregiver associated with the student;
- the College may involve external authorities which may result in legal action being taken against a
- parent/caregiver.

Related Documents and References

- CESA/AISSA/DECD Protective Practices information for Parents and Caregivers (2017)
- SACCS Behaviour Education and Personal Responsibility Policy (2010)
- CESA Complaint Response and Resolution procedure (2020)
- Xavier College Code of Conduct Procedures (2022)
- Xavier College Parent Handbook
- Xavier College Student Handbook

Revision Record

Document title: Code of Conduct Policy Parents/Caregivers and Visitors
 Document type: Policy
 Document date: September 2022
 Policy owner: Principal
 Approval authority: College Board
 Review date: November 2027
 Revision history: 2022, 2024

Consequences of a breach

The Principal or their delegate will investigate any breach of the Code of Conduct Policy Parents/Caregivers and Visitors.

If satisfied that a breach has occurred, the Principal or their delegate may implement disciplinary action against the parents/caregivers or visitor which may include but is not limited to:

- a) a written warning;
- b) the requirement to attend a meeting with a member(s) of the College Leadership Team;
- c) a ban on attending the College grounds or College related events;
- d) direction to only communicate with a nominated College representative through a specific form of communication;
- e) direction to provide an apology to affected parties;
- f) termination of student enrolment.

Supporting documents

The following documents are to be read in conjunction with, and are additional to, any other relevant South Australian Commission for Catholic Schools (SACCS), school or Catholic Education South Australia policy, procedure or support document.

- CESA/AISSA/DECD Protective Practices information for Parents and Caregivers (2017)
- SACCS Behaviour Education and Personal Responsibility Policy (2010)
- CESA Complaint Response and Resolution procedure (2020)
- Xavier College Code of Conduct Policy Parents/Caregivers and Visitors (2022)
- Xavier College Parent Handbook
- Xavier College Student Handbook

Revision Record

Document title Code of Conduct Procedure Parents/Caregivers and Visitors

Document type Procedures

Review date October 2023

Communication



EdSmart

EdSmart communicates with families via email and SMS. EdSmart is an online system that replaces all the paper forms that schools normally send home for you to complete and return. It is important that you keep the College informed of your current email address at all times so you don't miss important information. The online system is extremely easy for you to use. Instead of paper forms coming home in your child's school bag, you will be sent an email and an SMS notification, with a link to click that opens a secure webpage version of the form to be completed and submitted. You can do this on your phone, tablet or computer. You do not need to download any apps nor register, but you will need to set a password. The emails that you will receive will be from forms@edsmart.com so please check your junk email folders.



Learning Management System – SEQTA

SEQTA is Xavier College's teaching and learning system that connects all members of the College allowing staff, students, parents and caregivers to interact and collaborate in a supportive online learning community. SEQTA Engage is available to parents/caregivers via a webpage or an app and allows for 'live' information about your child and the College.

The College's main form of communication pertaining to students/families will be via email using SEQTA Engage. Engage allows access to:

- Your child's Academic Progress (including timetable, course and assessment information)
- Student Academic Reports
- Parent Handbook
- Online College Calendar
- All Parent related Policies
- Communication, including 'Direqt' messages to and from teachers

Students, parents/caregivers have their own secure logins for their SEQTA portals. The College encourages students to update their passwords on a regular basis in order to keep their SEQTA access secure.

SEQTA Engage for parents and caregivers

www.engage.xavier.catholic.edu.au

Other Tools



Flexischools

Canteens catering to students in Year 7–12 use Flexischools as the preferred all-in-one canteen ordering and payment platform. Parents and caregivers may download the Flexischools app and set up an account to allow students to make purchases from the canteen using their student ID card. You can download it on [Google Play](#) and the [App Store](#).

Through the app, families can:

- View the range of items available for sale, including dietary information (additional menu items will be introduced in the coming weeks, so check the app regularly to see the latest selection)
- Place lunch orders in advance, with orders required by 8:45am on the day of service
- Add funds to their child's account, which is linked to the student's ID card
- Set daily spend limits for their child.

Once funds are added, students simply tap their student ID card to make purchases. There is no need for students to bring a debit card or mobile phone to pay.

Flexischools is our preferred payment method, however, cash and EFTPOS will also be accepted at the canteen.

www.flexischools.com.au

Information and Resources

Front Office Opening Hours

Campus Front Offices are open between 8am and 4pm during school terms only.

News

Please visit our [website](#) for the latest news on what's happening across the College.

Social Media

We encourage all members of our community to follow our College Facebook and Instagram pages. They highlight some of the many activities, programs, and events around learning, teaching, curriculum and wellbeing happening at the College.

Hard Copy and Digital Publications

Xavier College provides families with:

- A College Yearbook, which is distributed to the community at the beginning of each year
- Regular digital newsfeeds which are sent to the community via the SEQTA Engage app

Parent-Student-Teacher Interviews

There are opportunities throughout the year for parents/caregivers to meet teachers and staff at Information Nights and Learning Review Meetings. In addition, meetings can be arranged by parents/caregivers with staff by calling the College or by emailing the individual staff member.

Priority Contacts

The priority contact person will be the main point of contact between the College and the family, and will receive all EdSmart communications. The priority contact person is responsible for notifying the second Parent/Guardian about important information. Both Parents/Guardians will receive information such as academic reports, fees and other costs associated with the education of the student.

Privacy Policy

All personal information is held, used and disclosed in accordance with our Privacy Policy, the Australian Privacy Principles (APP) and Australian Privacy Act 1988 (Cth).

Qkr! App

The Qkr! app is available on [Google Play](#) and the [App Store](#). It is used to purchase items from the College such as bus passes, uniform, or donations towards fundraising events. Please refer to the appendix for further information.

School Performance Report

The School Performance Report is published annually on or before 30 June, in accordance with requirements of the 'School's Assistance' Act of 2004. It is available on the [College website](#).

Visitors to the College

All visitors to the College must report to the campus Front Office upon arrival at the property to ensure a safe school environment. Visitors will be asked to sign in and issued with a visitor's pass which must be worn and be visible while they are on College property. If a visitor does not hold a Catholic Police Clearance, they will be accompanied by a staff member at all times.

Volunteers

At Xavier College, we value the importance of our dedicated volunteers who generously give of their time to undertake many roles within the College. If you would like to be involved in our community in many different ways such as:

- Attending excursions
- Reading to the students
- Working bees
- College Board member

You are required to have completed all CESA clearance and other screening requirements.

To assist our volunteers with this process, we have simplified our procedure and included all necessary documentation, forms and links on the College website.

Term Dates 2026

Term 1 27 January to 10 April

Term 2 27 April to 3 July

Term 3 20 July to 25 September

Term 4 12 October to 11 December

First Aid Matters

General First Aid

If a student is injured or unwell they are to report to the Campus Front Office. A Senior First Aid Officer will make an assessment and provide assistance. At the discretion of the First Aid Officer, a student may rest in the Sick Room for short periods until they can either return to class or arrangements have been made for them to be picked up by a parent/caregiver. If the matter is serious and the parent/caregiver cannot be contacted, an ambulance will be called at the cost of the family, if not covered under the College's Student Care (Accident) Insurance Policy. (See "Ambulance Cover" heading below)

Allergies

Please keep in mind that some students may have allergies in our school community. We do not allow students to share food, and encourage families to be 'nut aware'. Classroom teachers may inform families of their students if there is a child with an allergy in the class.

Medical Forms

If your child needs medication to be administered during school time, including paracetamol, you will need to submit to the Front Office of your child's campus, the following:

- Medication Agreement (HSP 151) and a Xavier College Medical Authority form (available from each campus Front Office)
- Your child's medication. All medication must have 12 months expiry and be in its original packaging with a prescription label from the chemist with the student's name on it and dosage instructions.

Please note: No student is to have medication in their bag or locker. All documentation and medication must be submitted to your child's campus' Front Office for them to attend camps, retreats and excursions.

Medical Action Plans

A Medical Action Plan from your child's doctor must be provided to the College for all students with a medical condition, including but not limited to asthma, diabetes, epilepsy and anaphylaxis. Please contact the Front Office of your child's campus if you would like further information regarding medical action plans.

Medication Administration Procedure

Before any medication can be administered, steps must be taken to ensure that medication is administered to Xavier College students safely, accurately, and consistently in accordance with legal and departmental requirements.

If your child requires controlled medication, the following will need to be submitted to the College:

- An Authority to Administer form must be completed by a prescribing health professional and signed by a parent or guardian.
- A current Medical Action Plan completed by a registered health professional must be completed; or
- If a Medical Action Plan is not required, a Medication Agreement (HSP 151) form must be completed and signed by a parent/guardian.
- Medication must be in a Webster blister pack - each dosage is allocated to its own day and labelled Monday to Friday. Your local chemist can organise this for you, the chemist will require notice to provide this.
- The medication must be labelled with your child's full name. The label must have the name of the medication, the dosage, and the time the medication needs to be administered.
- The medication must be within its expiry date (12 months).
- All controlled medication needs to be signed in by the parent at the Front Office or signed out if you are collecting medication. Students cannot sign medication in or out.

Other Medical Conditions

Protocols apply for possible infectious diseases such as Infectious Hepatitis, Conjunctivitis, Ring Worms (Tinea), Head Lice and School Scabies (Impetigo). Please contact the campus Front Office and seek the College and doctor's advice to determine when your child should return to school.

Ambulance Cover

The College has Ambulance cover for school related incidents only. Students with pre-existing conditions, e.g. asthma, anaphylaxis, epilepsy, seizures, are advised that in the event of an attack, individual Management Plans will be followed and Ambulance attendance requested, if necessary. These incidences are not covered by the College's Ambulance cover; therefore families will be liable for any costs incurred. If you have any queries, please contact your Campus Front Office.

Personal Appointments

It would be appreciated if medical appointments could be scheduled outside of school hours where possible, however, in the event an appointment must occur during school time, please notify the Front Office via Direct Message (SEQTA Engage app) to the relevant campus absentee addressee:

- Absentee Evanston
- Absentee Gawler Belt
- Absentee Two Wells

For last minute appointments, please telephone the Front Office of your child's campus.

Bus Travel

Routes, Fares and Timetables

View the College's privately chartered bus services on our [website](#).

Smartcards

BusMinder cards are used to catch Kanga Coachlines buses.

Similar to a Metrocard, BusMinder cards are conveniently recharged online and fares (credit) are deducted as students tap on and off the bus.

BusMinder cards are purchased for \$8 through the Qkr! app and collected from the Front Office. Bus fares are purchased through the BusMinder Parent app. Seats are limited to availability and must be purchased prior to travel to reserve a seat.

To log into the BusMinder Parent app, enter your email address, select 'Forgot password', and follow the prompts to create a password. If this is unsuccessful, please contact the College Bus Services coordinator as your details may need to be added.

Days of Catastrophic Fire Rating

Please note that on days when there is a catastrophic rating in the Mid North and Mount Lofty Ranges Fire Ban Districts, bus services travelling through these areas will be cancelled. In particular, this may effect services to Mallala, Auburn, Angle Vale, and Two Wells. When services are cancelled your child will not be able to catch the bus and you will need to decide whether your child is to attend school, and make alternative arrangements.

In addition, in the event that the Mid North and Mount Lofty Ranges Fire Ban Districts transition to a catastrophic fire rating during the day, affected bus services will be cancelled for the afternoon run, and you will be sent a message notifying you to make alternative arrangements for your child to get home after school.

DECD buses may also be affected; cancellation of services is at the discretion of the respective bus operators.

Student Bus Travel Expectations

These student expectations relating specifically to bus travel for Xavier College students have been designed to ensure that all passengers travel safely, in comfort and without the fear of harassment. These rules are based on the cooperation and mutual support of all students and drivers.

Students should do the following at all times when engaging in bus travel at Xavier College:

- purchase term passes prior to the commencement of each term;
- purchase casual passes at least one day prior to the trip;
- ensure they have a valid booking before attempting to board the bus;
- wait at least one metre from the curb or designated bus park area before boarding;
- remain stationary until a bus completed stops before entering or exiting;
- Tap their BusMinder card when boarding and exiting the chartered bus service;
- be courteous and polite to all passengers, staff members and the bus driver;
- remain seated at all times and be seated appropriately;
- wear a seatbelt at all times if seatbelts are fitted on a bus;
- keep their feet on the floor;
- keep the noise level to a minimum and refrain from shouting inside the bus or out of the windows;
- not eat on the bus unless permitted to by the driver;
- keep the bus free from litter;
- use appropriate language;
- follow the bus driver's requests and directions;
- not engage in any behaviour that could result in damage to the bus or any person's property;
- not throw any items out of the bus or at the bus;
- follow the normal school policies whilst travelling on the bus, particularly the College's bullying and harassment policy.

If any student chooses to behave outside of these guidelines, the consequences may include the following:

- Excluded from travelling on a particular bus for a period of time.
- Reimbursement will not be given to students removed from the bus due to inappropriate behaviour.
- Counselling/rehabilitation sessions for the person/s engaging in the inappropriate behaviour.
- Lunchtime and/or after school detentions.
- Parent contacted by telephone and letter explaining the situation.
- Paying for any damage caused to property or replacing any property stolen or damaged.
- Suspension.
- Expulsion.

Student Bus Travel Expectations Policy

Rationale

As a Catholic school in the Salesian tradition, Xavier College is called to be a home that welcomes which extends to the environment on transport services. This policy outlines expectations designed to ensure that all passengers travel to and from school safely, in comfort and without the fear of harassment. All students who access a bus service are required to demonstrate the College values of Respect, Understanding, Affection, and Humour at all times.

Scope

This policy applies to all Xavier College students who access any College supported bus service when travelling to and from school. The policy relies on the cooperation and mutual support of students, families and bus drivers.

Policy Statement

Students share responsibility for keeping themselves and others safe while travelling, supporting a calm environment, and caring for the bus and the property of others.

Bus drivers must be able to concentrate fully at all times. They hold responsibility for the safety of all passengers as students enter, travel and exit the bus. Every driver has the right to expect cooperation and appropriate behaviour from all Xavier College students. Any behaviour that distracts the driver creates a significant safety risk for passengers, the driver and other road users.

To ensure safe and equitable access to bus services, the College requires all students to have a confirmed booking and payment recorded before boarding any chartered bus service. Boarding without a booking places the service at risk of exceeding capacity and disadvantages students who have paid for their seat. If a student attempts to board without a booking, the College has the authority to prevent them from boarding.

Responsibilities

Students will:

- purchase term passes prior to the commencement of each term;
- purchase casual passes at least one day prior to the trip;
- ensure they have a valid booking before attempting to board the bus;
- wait at least one metre from the curb or designated bus park area before boarding;
- remain stationary until a bus completed stops before entering or exiting;
- Tap their BusMinder card when boarding and exiting the chartered bus service;
- be courteous and polite to all passengers, staff members and the bus driver;
- remain seated at all times and be seated appropriately;
- wear a seatbelt at all times if seatbelts are fitted on a bus;
- keep their feet on the floor;
- keep the noise level to a minimum and refrain from shouting inside the bus or out of the windows;
- not eat on the bus unless permitted to by the driver;
- keep the bus free from litter;
- use appropriate language;
- follow the bus driver's requests and directions;
- not engage in any behaviour that could result in damage to the bus or any person's property;
- not throw any items out of the bus or at the bus;
- follow the normal school policies whilst travelling on the bus, particularly the College's bullying and harassment policy.

Parents/Guardians will:

- support the College's policies and procedures with regards to bus travel;
- ensure all bookings and payments are made before their child travels;
- ensure their child carries and uses their BusMinder card;
- be available for communication from a College staff member should breaches of the Student Bus Travel Expectations Policy occur.

School Leaders will:

- make enquiries regarding reports from any community member regarding a breach of the Student Bus Travel Expectations;
- communicate relevant information to parents/guardians and provide avenues for discussion;
- communicate relevant information to administration staff where necessary;

- where appropriate, report matters of serious breaches to the Head of Campus;
- where appropriate, report matters of serious breaches to the police;
- in consultation with members of the College Executive Leadership Team determine outcomes for breaches of the Student Bus Travel Expectations Policy including, but not limited to, exclusion from travelling on a particular bus for a period of time, lunchtime and/or after school referrals, parent contact including by telephone and written letter, requiring financial reimbursement for any damage/loss to equipment of a bus, internal and/or external reflection days, and formal suspension and/or expulsion.

The College Executive Leadership Team will:

- implement and review the Student Bus Travel Expectations Policy;
- monitor student behaviour on the College's bus services;
- where appropriate, report matters of serious breaches to the College Principal;
- where appropriate, report matters of serious breaches to the police;
- in consultation with School Leaders determine outcomes for breaches of the Student Bus Travel Expectations Policy including, but not limited to, exclusion from travelling on a particular bus for a period of time, lunchtime and/or after school referrals, parent contact including by telephone and written letter, requiring financial reimbursement for any damage/loss to equipment of a bus, internal and/or external reflection days, and formal suspension and/or expulsion.

Related Documents and References

- Xavier College Bullying and Harassment Policy;
- Xavier College Care of College and Personal Property Policy;
- Xavier College Parent Handbook;
- Xavier College Student Handbook.

Revision Record

Document title: Student Bus Travel Expectations Policy
 Document type: Policy
 Document date: November 2025
 Policy owner: Principal
 Approval authority: College Board
 Review date: November 2025
 Revision history: 2023, 2025



Information unique to

Evanston Campus

Timetable

Period	Mon–Fri	Schedule
Before school	8:25–8:55	Gates open, yard assistance commences. Students arriving earlier will need to present to OSHC.
1	8:55–9:40	Oratory
2	9:40–10:25	Classes commence
3	10:25–11:10	
Recess	11:10–11:30	Recess time
4	11:30–12:15	Classes resume
5	12:15–1:00	
Lunch	1:00–1:40	Lunch time
6	1:40–2:25	Classes resume
7	2:25–3:10	
After school	3:10–3:35	Yard assistance concludes at 3:35pm.

Booklists

Junior School (R–5)

Book and stationery orders are not necessary as items required by your child will be delivered directly to your child's classroom. A fee for this service has been included in your tuition fee.

Canteen

The on-site canteen is run by Rory's School Lunches, providing healthy and nutritious food to support students' growth and learning. All food is prepared by a team of qualified chefs. The canteen is open on Wednesday, Thursday, and Friday each week. Lunch can be ordered in advance via the Qkr! app. Students may make small over the counter purchases at recess and lunch.

Extracurricular Opportunities

Basketball

Volunteers run a basketball competition across the age group that compete at Starplex. Please contact the College for further information.

Music

Students can join various music ensembles including Junior Choir, Senior Choir, Festival Choir, Rock Band or Liturgical Band as they become proficient in their instruments.

Instrumental tuition is available at Evanston Campus. For more information on instrumental tuition, please either collect a hard copy or request a digital copy of an Instrumental Music Handbook from the Front Office of your campus.

Food and Drink

Please ensure that your child has a drink bottle of water available each day. No cordial or soft drink is permitted. We promote healthy eating, and we encourage you to send with your child some 'brain food' for eating prior to recess, preferably fruit or vegetables. We encourage the 'Nude Food' philosophy, and ask children to minimise waste or take home where appropriate.

ICT

Evanston Campus provides children with the opportunity to access school owned laptop computers and iPads. Online capabilities are provided through a school network which has wireless access across the site.

The personalised learning environment promotes responsible use of today's ever changing technologies. The College also adopts a proactive commitment to cybersafety and reinforces the principles associated with being a responsible digital user.

Personal Devices

Evanston Campus does not allow unapproved digital and electronic devices to be brought to school as they are valuable and may be lost, stolen, or broken and can be disruptive to teaching and learning. However, we recognise that some students require access to a mobile phone for safety while coming to and from school. Mobile phones may be brought to school subject to the following conditions:

- Mobile phones are not to be used for any purpose on school premises or school activities e.g. camps and excursions.
- Each morning, students are to hand their mobile phone to their teacher.

They will be stored safely in a locked cupboard. The device will be returned to the student at the end of the day.

- Parents/caregivers can contact children by contacting the Evanston Campus Front Office. If children, in an emergency, require the use of a phone they may request the use of a phone at the Front Office.
- Students found in possession of mobile phone between 9:00am and 3:15pm will have it confiscated immediately. The mobile phone will only be returned to a parent or guardian unless approved by leadership to be returned to the child.

OSHC

The Xavier College Evanston OSHC is committed to embedding and maintaining a nurturing learning environment which is trusting, safe, welcoming, open and promotes effective communication and self-reflection. The OSHC Parent Handbook and enrolment application are available on the College website.

The OSHC Service operates:

- Before school from 6:30am to 8:30am
- After School from 3:10pm to 6:30pm
- Pupil free days and Vacation Care (school holidays) from 6:30am to 6:30pm

Enrolment and bookings are essential and can be made via the OWNA app.

Phone/SMS: [0466 516 979](tel:0466516979)

Email: oshc-ev@xavier.catholic.edu.au

Uniform Items

Uniform items may be purchased via the Qkr! app and collected from the Front Office, or by visiting the Uniform Shop located under the verandah of the Colonel George Gawler Auditorium building at the Gawler Belt Campus.

Uniform Shop opening hours can be found on [page 23](#).

Uniform Shop contact

[08 8521 4547](tel:0885214547)

uniformshop@xavier.catholic.edu.au

Uniform Rules

All [Personal Presentation and Sport/PE Uniform Requirements](#) apply to students attending Evanston Campus.

Students at Evanston Campus wear the Sport/PE Uniform all year, the Formal Summer and Winter Uniforms do not apply.

Important Reminders

- The small car park adjacent to the administration building is reserved for staff parking, disabled parking, and a loading zone. Students are not to access this car park during drop-off and pick-up times unless accompanied by an adult.
- Parents/caregivers of children who are unable to enter vehicles without assistance need to park vehicles along Para Road or nearby areas and walk to collect children.
- Please maintain the flow of traffic within the main car park by moving all the way to the front of the slip lane as space appears. Do not collect students opposite the Creative Play gates.
- Do not drive your vehicle over any kerb. Do not park your vehicle on any verge, island, or footpath. Especially, do not mount the traffic islands surrounding the school crossing as this obstructs the view of children crossing for oncoming traffic.
- When using the drop-off/pick-up zone on Para Road, east of the roundabout, please remind your child/ren to proceed to the 'red zone' (red brick footpath) where teachers are on duty waiting for you to collect your child/ren.
- Remember that it is illegal to obstruct traffic, if there is no longer space to safely queue, leave the area to turn around and re-approach the queue. There is a turning point south of the SAMMAT building, use this to return to the roundabout and re-approach the queue.

Drop Off and Collection of Students at Evanston Campus

Morning drop off

Our school is open and a teacher is on duty from 8:30am. If you require your child to attend prior to this time they will need to be booked in to attend OSHC.

If children are able to exit the vehicle independently, **using the passenger side doors only**, please use the 'kiss and drop' zones on Para Road or within the main car park. Drivers using the kiss and drop zones are not permitted to exit the vehicle. To aid congestion and maintain a safe environment for our students, all vehicles must continue to flow through this zone sequentially. Please wait for the vehicle in front of you to continue instead of pulling out to go around them, as this maneuverer imposes a risk to pedestrians in the car park.

If children need assistance retrieving their bag from the boot of the car, please park the car and walk your child to the entrance gate.

Afternoon pick up

The school day ends at 3:10pm. Parents are asked to wait under the shelter at the drop off zone until the bell goes. At this time, teachers will dismiss students from the classroom. No student will be left unsupervised.

Remember that it is illegal to obstruct traffic, if there is no longer space to safely queue, leave the area to turn around and re-approach the queue.

If children are able to enter the vehicle independently, **using the passenger side doors only**, please use the 'kiss and drop' zones on Para Road or within the main car park. As in the mornings, drivers using the kiss and drop zones are not permitted to exit the vehicle. To aid congestion and maintain a safe environment for our students, all vehicles must continue to flow through this zone sequentially. Please wait for the vehicle in front of you to continue instead of pulling out to go around them, as this maneuverer imposes a risk to pedestrians in the car park.

If children need assistance placing their bag in the boot of the car or fastening their seatbelt, please park the car either on Para Road or the main car park, and walk to collect your child at the entrance gate.

Yard assistance concludes at 3:35pm and at this time if you have not arrived to collect your child/ren they will be taken to OSHC.

After School

If a student has not been collected after school they will be sent to the Front Office where staff will contact parents/guardians. If parents cannot be reached and the student has not been collected before the Front Office closes, the student will be sent to OSHC and families will incur a fee for this service (Emergency Stay).

Child Safety Seats

All children must be fastened in the correct car seat for their age and size. If your child is not able to secure themselves independently, please do not use the drop-off zones. Instead, park your car in one of the perpendicular or angle car parks and walk to collect your child so you may help them into the car.

Road Safety

- Please adhere to all road laws, do not obstruct traffic.
- Please adhere to speed restrictions around and within the College.
- Please drive with respect for others on the road.
- Students walking home are to stop and look in both directions before crossing the road.

Students Walking To/From the College

Pedestrian gates will be locked each school day between 9:30am and 2:30pm.

It is recommended that students cross the road using the school crossing on Para Road.

Students are not permitted to exit the College by foot through the main front gate used for vehicle access at any time.



- Key**
- Student Drop Off and Pick Up Areas
 - Pedestrian Access to College Grounds
 - Bike Racks



Information unique to

Gawler Belt Campus



Timetable

Period	Monday–Friday
Oratory / 1	8:45–9:30
2	9:30–10:15
3	10:15–11:00
Recess	11:00–11:20
4	11:20–12:05
5	12:05–12:50
Lunch	12:50–1:30
6	1:30–2:15
7	2:15–3:00

Booklists

Middle (6–9) and Senior School (10–12)

Stationery is required to be purchased as needed.

To begin Year 7, students will require the following for their core subjects:

- Blue pen and red pen
- HB pencil
- Eraser
- Ruler
- Protractor
- 5mm grid graph book
- A4 5-subject notebook (ColourHide)
- Earphones
- Scientific calculator

Elective subjects, Art, Drama, Music, and Italian, will rotate over the course of the year. Students and parents/caregivers will be notified at each changeover to check the SEQTA timetable to obtain the following stationery items:

Art

- A4 120-page visual diary (which can be further used in Year 8)

Music

- A4 48-page feint and staved book (which can be further used in Year 8)

Music and Drama

- A4 20 pocket display book (refillable)

Bosco Cup

The Bosco Cup is named in honour of St John Bosco, the College Patron. It is awarded to the House demonstrating the highest level of commitment, participation and achievement in the Christian Citizenship, Academic and Sporting dimensions of the College. Throughout the school year, the achievements of the students in these areas are recognised through the awarding of three shields. The Bosco Cup is awarded to the successful House at the opening College assembly the following year.

The Academic Shield

Awarded to the House whose students display the highest level of commitment and overall improvement to their studies and school attendance.

The Christian Citizenship Shield

Awarded to the House whose students show the highest level of compassion and generosity towards those most in need through genuine acts of Christian charity.

The Sports Shield

Awarded to the House whose students show the highest level of participation in major College sporting carnivals and competitions.

Canteen

Gawler Belt Campus has a canteen on site that opens early in the morning, recess and lunch times each week day. The food items provided follow the healthy eating guidelines recommended by the State Government of South Australia. The canteen offers a combination of hot food and fresh rolls and sandwiches. Lunch orders can be submitted by students each morning in preparation for the day.

Extracurricular Opportunities

Lunchtime Activities

Teachers volunteer their time to run different activities for students during the week.

Lunchtime activities vary according to the interest of students, however activities offered in the past have included art, pottery, music, drama, computer games, environmental club, badminton, Pedal Prix, soccer, football, netball, and cricket.

Music

Professional instrumental teachers are available to teach a wide variety of instruments. For more information on instrumental tuition, please either collect a hard copy or request a digital copy of an Instrumental Music Handbook from the Front Office.

In addition to instrumental tuition, there are a number of opportunities for students to be involved in music at Xavier College. Ensembles include Little Big Band (a large performance group), strings, guitar ensemble, rock bands, and Allegro; our vocal ensemble.

Opportunities for live performance occur during lunchtime concerts, assemblies and liturgical celebrations. We hold a Battle of the Bands for rock groups and students perform at competitions and community events like the Balaklava Eisteddfod, Gawler Show and the Catholic School's Music Festival. Xavier in Concert is our annual music showcase; students are invited to perform in front of friends and family. Our Hospitality students create delicious treats for the audience to enjoy on the night.

Musical

Every two years we stage a major Musical at a commercial theatre. Students practice for months with great assistance from our staff.

Music students are invited to perform in the orchestra formed especially for this event.

The College musical is always a very well attended event.

Pedal Prix

Our students and staff have been involved in the Pedal Prix for more than 10 years.

Students work on the Xavier College entry in teams during the year, building the vehicle, fundraising and building a real sense of community and teamwork.

Our students learn a range of skills, including teamwork, persistence, fitness, understanding the mechanics behind gearing and steering the vehicles.

House and Oratory System

The College has an innovative structure which is central to the family experience of Catholic Education at Xavier. In the Senior school students are each allocated to one of 4 Houses which are each overseen by a House Director of Pastoral Care and a House Director of Teaching and Learning.

Each House is divided into Oratory groups, each of these groups consist of a vertical mix of students from Years 7 to 12.

The Oratory teacher also remains with the same Oratory for as long as possible. Oratory is allocated the same amount of teaching time on the timetable as all other subjects for Year 7 to Year 12.

During Oratory, teachers not only manage student administrative matters, but engage in a myriad of activities that are designed to ensure that all students; are known, feel connected, supported and safe in the school environment. Activities range from prayer, liturgical celebrations, the College "Be Active" and House Sport program, House meetings and Catholic charities awareness and support. In short, it is a model designed to enable the Salesian pedagogy of 'Presence' and the 'Preventive System' to be enacted.

Junior School students will be involved in an abridged Oratory system, as well as their core (class) teacher.

Lockers and Locks

All students are issued with a combination lock (see book list) at the beginning of the year. These locks provide security for the student's possessions. Students should keep their locker secured at all times and are responsible for their lock. If you have any questions about locks and lockers, please contact the House Director. If a lock is damaged or lost by the student, they will be required to pay for a replacement.

Personal Devices

Personal devices such as mobile phones and smart watches are to be kept locked inside the student's locker during the school day. Phones are not to be taken out of lockers unless the student has received special permission to do so. If a student is seen with a mobile phone outside of their locker during the day, teachers may enact the process outlined in the Personal Device Policy.

Pick-Up and Drop-Off Zones

Pick up through College front gates adjacent to Administration Block and pick up on Kentish Road, south of College along main oval.

Road Safety

- Please adhere to the "No Standing" traffic by-laws on Mallala Road.
- Students are not to cross Mallala Road to access the College. The exception is obviously students that live opposite the College on Mallala Road.
- Parents and students please adhere to speed restrictions around and within the College.
- A reminder that tailgating is not only dangerous but illegal. Please drive with respect for others on the road.
- Students and parents please do not enter the College via the front gate on foot. The front gate is car and bus access only.
- Students walking home over the bridge toward the Redbanks Road roundabout are to take care and look in both directions if crossing the road.

Student Drivers

Parking spaces are provided on the College property for students to park their cars. Due to the number of young people present in the vicinity of the College during the course of the school day all student drivers are encouraged to pay particular attention to the road rules that apply in the vicinity of the College and to take care when pedestrians are present. Each student driver must ensure that they complete a 'Drive to School Permit' form which is available from the Student Reception. Please note that once the form is completed you are required to submit it to Student Reception for record keeping purposes. Student drivers need to ensure that they observe the College speed limit when entering and exiting the property.

Student drivers must turn right onto Kentish Road when exiting the property.

Student ID Cards/Library Cards

A Student Identification Card is to be used on public transport to enable students to access concession fares. Students must also present this card when borrowing books through the Student Hub and book hire. The initial cost of this card is covered by the College, however, if the card is lost or stolen, students will be required to pay for a replacement card.

Students Walking To/From the College

Mallala Road gate for students walking home via the bridge and the oval gate for students walking home or being picked up south of the College along the main oval on the Kentish Road side. Please note that the Mallala gate will be locked each school day between 9:30am and 2:30pm. Students are not permitted to exit the College via foot through the main front gate used for vehicle access at any time.

Study Support Program

At Xavier College we have in place a formal Study Support Program which all students in Years 7-12 can access on site after school. The Program which commenced in 2020 is run in our College Hub each Monday and Thursday afternoon from 3:15pm to 4:15pm. As a vibrant learning community we are blessed to have a number of old scholars who provide their time, knowledge and skills to support this student-focused, learning support initiative. Each year the old scholars involved in the Study Support Program are individually selected from our cohort of top academic performing students from the previous school year.

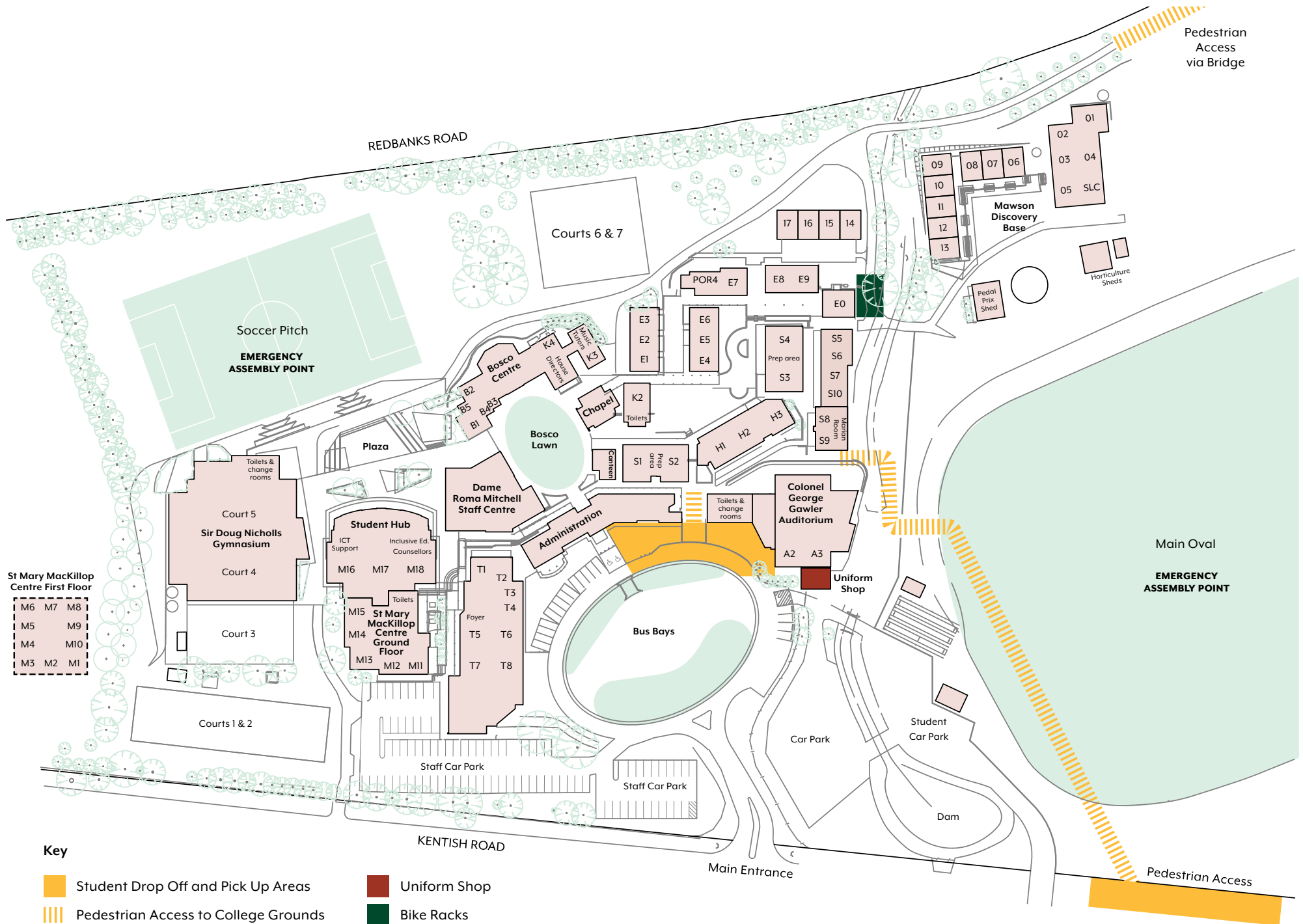
Uniform

Please refer to [page 23](#) for Uniform Shop opening hours and contact information.

All [Personal Presentation and Uniform Requirements](#) apply to students attending Gawler Belt Campus.

Year 10 to Year 12 students wear the Formal Uniforms, except on days when they have Oratory sport, physical education lessons, or when designated by a teacher to wear the Sport/PE Uniform.

The Sport/PE Uniform is worn on designated Oratory sport days at Gawler Belt Campus, and may only be worn on other days if a student has PE class or is directed by a teacher to do so.



St Mary MacKillop Centre First Floor

M6	M7	M8
M5	M9	
M4	M10	
M3	M2	M1

Key

-  Student Drop Off and Pick Up Areas
-  Uniform Shop
-  Pedestrian Access to College Grounds
-  Bike Racks



Information unique to

Two Wells Campus

Reception–Year 5 Timetable

Period	Monday–Friday	Schedule
Before school	8:25–8:45	Gates open, yard assistance commences. Teacher on duty.
1	8:45–11:00	Classes commence
Recess	11:00–11:20	Recess time
2	11:20–12:50	Classes resume
Lunch	12:50–1:00	Eating time
Lunch	1:00–1:30	Play time
3	1:30–3:00	Classes resume
After school	3:00–3:20	Yard assistance concludes at 3:20pm.

Years 6–10 Timetable

Period	Monday–Friday
Oratory / 1	8:45–9:30
2	9:30–10:15
3	10:15–11:00
Recess	11:00–11:20
4	11:20–12:05
5	12:05–12:50
Lunch	12:50–1:30
6	1:30–2:15
7	2:15–3:00

Booklists

Junior School (R–5)

Book and stationery orders are not necessary as items required by your child will be delivered directly to your child's classroom. A fee for this service has been included in your tuition fee.

Middle (6–9) and Senior School (10–12)

Stationery is required to be purchased as needed.

To begin Year 7, students will require the following for their core subjects:

- Blue pen and red pen
- HB pencil
- Eraser
- Ruler
- Protractor
- 5mm grid graph book
- A4 5-subject notebook (ColourHide)
- Earphones
- Scientific calculator

Elective subjects, Art, Drama, Music, and Italian, will rotate over the course of the year. Students and parents/caregivers will be notified at each changeover to check the SEQTA timetable to obtain the following stationery items:

Art

- A4 120-page visual diary (which can be further used in Year 8)

Music

- A4 48-page feint and staved book (which can be further used in Year 8)

Music and Drama

- A4 20 pocket display book (refillable)

Extracurricular Opportunities

Library Volunteers

Before school, and during recess and lunch times, students have the opportunity to be a Library Volunteer.

These positions are open to all year levels through an application process. Successful applicants undertake an induction prior to the commencement of their role.

Students are taught about Occupational Health And Safety Procedures and are involved with regular meetings. Skills are learned on how to use a weekly roster organised for specific tasks such as, reshelving books, setting up for special events, support with and organise lunchtime activities, general housekeeping, and helping with the Scholastic book club.

Students earn a Library Volunteer Badge when they successfully complete tasks on a regular basis.

Music

Students interested in getting involved in music may wish to join the Years 3 to 6 choir, who meet weekly at lunchtime

Instrumental tuition is also available at Two Wells Campus. For more information on instrumental tuition, please either collect a hard copy or request a digital copy of an Instrumental Music Handbook from the Front Office of your campus.

Food and Drink

Please ensure that your child has a drink bottle of water available each day. The College provides bottle filling facilities, but no drink tap options. No cordial or soft drink is permitted. We promote healthy eating, and we encourage you to send with your child some 'brain food' for eating prior to recess, preferably fruit or vegetables. We encourage the 'Nude Food' philosophy, and ask children to minimise waste or take home where appropriate.

ICT

ICT is embedded into the curriculum. Junior Primary students will utilise iPads, while older students will transition to laptops.

Reception to Year 2 students will have a shared iPad model.

Year 3 to Year 4 students will have a shared laptop model with the ability where necessary to access iPads from other areas.

Year 5 to Year 6 students will have 1:1 school-owned laptops.

The Bring Your Own Device Policy (BYOD) applies to all students in Year 7 and above. Please see page 24 for more information.

Lunch Orders and Canteen

Reception to Year 6

Lunch may be ordered from the Two Wells Bakery on Monday, Wednesday, and Friday. Orders can be placed via the Qkr! app and will be delivered to Two Wells Campus.

Year 7 to Year 11

The canteen is available to students in Year 7 and above.

The College uses Flexischools as the preferred all-in-one canteen ordering and payment platform. We ask parents and caregivers to download the Flexischools app and set up an account if they wish to make any purchases from the canteen. It can be downloaded it on [Google Play](#) and the [App Store](#).

Through the app, families can:

- View the range of items available for sale, including dietary information
- Place lunch orders in advance, with orders required by 8:45am on the day of service
- Add funds to their child's account, which is linked to the student's ID card
- Set daily spend limits for their child.

Once funds are added, students simply tap their student ID card to make purchases. There is no need for students to bring a debit card or mobile phone to pay.

Flexischools is our preferred payment method. Cash will also be accepted at the canteen.

Please note that EFTPOS is not available.

OSHC

The Xavier College Two Wells OSHC is committed to embedding and maintaining a nurturing learning environment which is trusting, safe, welcoming, open and promotes effective communication and self-reflection. The OSHC Parent Handbook and enrolment application are available on the College website.

The OSHC Service will operate:

- Before school from 6:30am to 8:45am
- After School from 3:00pm to 6:30pm
- Pupil free days 6:30am to 6:30pm

Enrolment and bookings are essential and can be made via the OWNA app.

Phone: 8520 4123

Email: oshc-tw@xavier.catholic.edu.au

Personal Devices

All students will:

- refrain from using any personal device for communication, accessing online materials and platforms, or other inappropriate activities during school hours
- ensure that personal devices have their communication capability deactivated by being placed in an appropriate mode (such as flight-mode, school-mode, or equivalent)
- not bring a personal device to school that cannot have its communication capability deactivated

In addition to the above:

- **Reception to Year 6:** students are asked to hand in personal devices such as mobile phones or smartwatches with communication capability to the front office each morning. They will be stored safely and can be collected at the conclusion of the school day.
- **Years 7 to 12:** students may only contact their parents/caregivers during school hours with approval from a campus leader or administration staff and/or using a college phone
- upon request from staff, students will be asked to hand in personal devices such as a mobile phone, smartwatch, air pods and headphones to the front office for safe storage (devices to be turned off, placed in a labelled envelope and collected at the conclusion of the school day)
- students are asked to adhere to any behaviour follow up requirements if they breach the policy
- students may only use personal headphones or air pods for learning purposes under the direction of a teacher or if approved as a reasonable adjustment in a personalised plan for learning
- **Years 11 and 12:** senior students may be provided permission to use mobile phones for learning purposes under the approval and direction of their teacher.

Uniform Items

Uniform items may be purchased via the Qkr! app and collected from the Front Office, or by visiting the Uniform Shop located under the verandah of the Colonel George Gawler Auditorium building at the Gawler Belt Campus.

Uniform Shop opening hours can be found on [page 23](#).

Uniform Shop contact

08 8521 4547

uniformshop@xavier.catholic.edu.au

Uniform Rules

All [Personal Presentation and Sport/PE Uniform requirements](#) apply to students attending Two Wells Campus.

Students in Reception to Year 9 wear the Sport/PE Uniform all year. Students in Year 10 wear the formal Summer and Winter Uniforms except when it is appropriate to wear the Sport/PE Uniform. Year 10 and 11 students will wear the Sport/PE Uniform on days when they have Oratory sport, physical education lessons, or when designated by a teacher to do so.

Weather

Hot Weather

There is no early dismissal during hot weather as our classrooms are all air-conditioned. All students must wear a school hat when outdoors, this includes PE lessons, excursions and sports events.

Inclement Weather

The College's Extreme Weather Policy is applicable during inclement weather, play routines are notified via the PA system with teachers supervising play undercover.



Drop Off and Collection of Students at Two Wells Campus

Morning Drop Off

Two Wells Campus is open when a teacher is on duty from 8:30am. If you require your child to attend prior to this time they will need to be booked into OSHC

(oshc-tw@xavier.catholic.edu.au).

If children are able to exit the vehicle independently, **using the passenger side doors only**, please use the 'drop off zone' within the car parks. Drivers using the drop off zones are not permitted to exit the vehicle. To aid congestion and maintain a safe environment for our students, all vehicles must continue to flow through this zone sequentially.

If children need assistance retrieving their bag from the boot of the car, please park your car in one of the perpendicular or angle car parks and walk your child to the building entrance. Do not park in the drop off zone.

Children need to start to make their way to their classroom at the first bell 8:45am. The school day commences at 8:50am with a second bell. At this time the teacher will take attendance.

Afternoon Pickup

The school day ends at 3:00pm. Parents/caregivers are asked to wait under the shelter at the drop off zone until the bell goes.

Parents/caregivers may collect students from the external doors only. Yard assistance concludes at 3:20pm, at this time if children have not been collected they will be taken to OSHC.

If you arrange for an alternative person to collect your child/ren, always inform the College by calling 8520 4100, or emailing office-tw@xavier.catholic.edu.au.

If children are able to enter the vehicle independently, **using the passenger side doors only**, please use the 'drop off zone' within the car parks. As in the mornings, drivers using the kiss and drop zones are not permitted to exit the vehicle. To aid congestion and maintain a safe environment for our students, all vehicles must continue to flow through this zone sequentially.

If children need assistance placing their bag in the boot of the car or fastening their seatbelt, please park your car in one of the perpendicular or angle car parks and walk to collect your child from the building entrance. Do not park in the drop off zone.

To support child safety, the drop off/pick-up zone via the Benjamin Franklin Boulevard entrance should be used for Reception and Year 1 students (and siblings) with all other year levels using the drop off/pick up zone accessed via Meaney Road.

After School

If a student has not been collected after school they will be sent to the Front Office where staff will contact parents/guardians. If parents cannot be reached and the student has not been collected before the Front Office closes, the student will be sent to OSHC and families will incur a fee for this service (Emergency Stay).

Child Safety Seats

All children must be fastened in the correct car seat for their age and size. If your child is not able to secure themselves independently, please do not use the drop-off zones. Instead, park your car in one of the perpendicular or angle car parks and walk to collect your child so you may help them into the car.

Drop Off Zone Parking

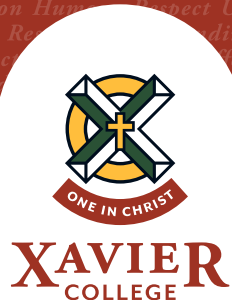
Parking in the drop off zone is not permitted between the following times:

- 8am–9am
- 2:30pm–4pm

Outside of the above times, visitors may park in the drop off zone for a maximum of 15 minutes.



Appendix



The Uniform Shop is located at the Gawler Belt Campus, beside the Colonel George Gawler Auditorium.
1 Kentish Road, Gawler Belt

Uniform Shop opening hours during school terms:

Monday
2:30pm to 4:00pm

Wednesday
8:00am to 9:00am

Thursday
2:30pm to 5:00pm

Excluding Public Holidays and Student Free Days.

Please see website for opening hours during school holidays.

xavier.catholic.edu.au/uniform

Uniform Shop contact:

08 8521 4547

uniformshop@xavier.catholic.edu.au

All prices inclusive of GST.

Prices subject to alteration without notice.

Please note price on application for Made to Measure sizes.

Description	Price		
College Bag	SMALL \$95.00	MEDIUM \$100.00	LARGE \$105.00
Communication Folder (R-2 only)	\$15.00		
Hair bow	\$10.00		
Bucket Hat (all sizes)	\$17.00		
Sport Uniform			
Polo Shirt with embroidery	\$47.00		
Rugby Top with College logo	\$97.00		
Socks Sports	\$10.00 or 5 pairs for \$40		
Fleece Jacket	\$120.00		
Sports Skort	\$46.00		
Sports Shorts - black with embroidery	\$46.00		
Tracksuit Pants	PRIMARY \$65.00	SECONDARY \$85.00	
Summer Uniform			
Short Sleeve Shirt	\$44.00		
Shorts Grey	LADIES \$48.00	MENS \$52.00	
Trousers Grey	\$63.00		
Summer Dress	\$107.00		
Winter Uniform			
College Blazer	\$190.00		
V-Neck Jumper	SIZE 10-16 \$105.00	SIZE 18-26 \$116.00	
Tie	\$28.00		
Long Sleeve Shirt	\$38.00		
Trousers Grey	\$63.00		
Winter Skirt	\$125.00		

Correct as of August 2022



masterpass

For quicker, hassle-free school payments, try Qkr! today

Introducing Qkr! (pronounced 'quicker') by Mastercard, the secure and easy way to order and pay for school items from your phone at a time and place that suits you.

With Qkr you can:

- Pay for a variety of school items;
- See your receipts on the app and get them sent by email if required.



Getting started is easy - try it yourself today

Step 1 Download Qkr!

on your Android phone or iPhone. iPad users can download iPhone app



Step 2 Register

Select your Country of Residence as 'Australia' and follow the steps to register

Step 3 Find our school

Our school will appear in 'Nearby Locations' if you're within 10kms of the school, or search for our school by name.

Step 4 Register your children

When first accessing our school you will be prompted to add a student profile for your child. This allows you to make orders and payments for them.

Search for our school name

If you have made a purchase you can select our school from 'Previous Location'

If you're within 10 kms of the school, you can select our school from 'Nearby Locations'

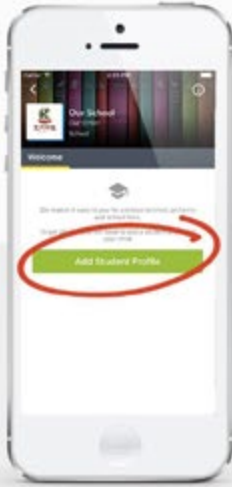




masterpass

Add your children's details in Student Profiles

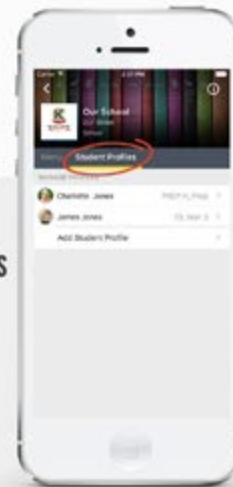
Select
'Add student profile'



Add each
child's details



Manage each
child's details in
Student Profiles



Purchase school items

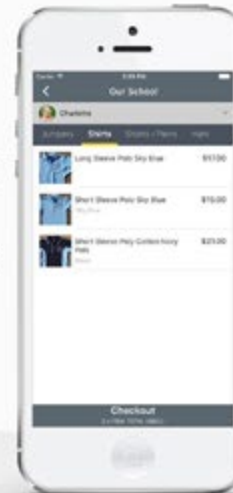
Select a menu
from our school



Select child
you are
ordering for



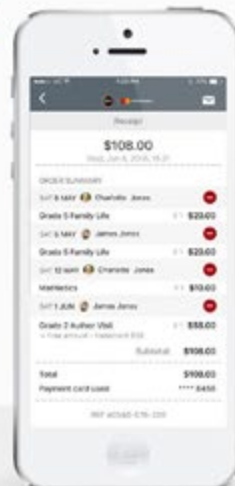
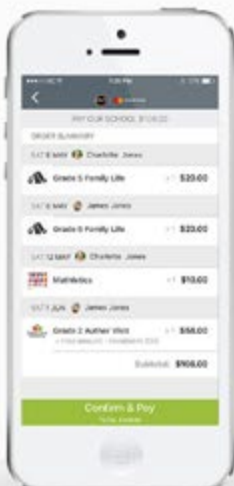
Select your items



Tap 'Checkout'
then confirm and pay

Making payments

Add up to 5 cards to your wallet



At checkout select which card to
pay with.

Pay with any cards accepted by
the school.

Once your payment is approved you
can continue to the home page, or
view your receipt.