

SERVE LEAD INSPIRE

Prendiville
CATHOLIC COLLEGE



2022 YEAR 7 PARENT
INFORMATION GUIDE

WELCOME



Dear new Prendivillians,

I am looking forward to partnering with you in our special faith and learning community.

As you begin your time at Prendiville Catholic College, I wish you all the very best and I fondly anticipate getting to know you more in the years to come.

MARK ANTULOV | PRINCIPAL

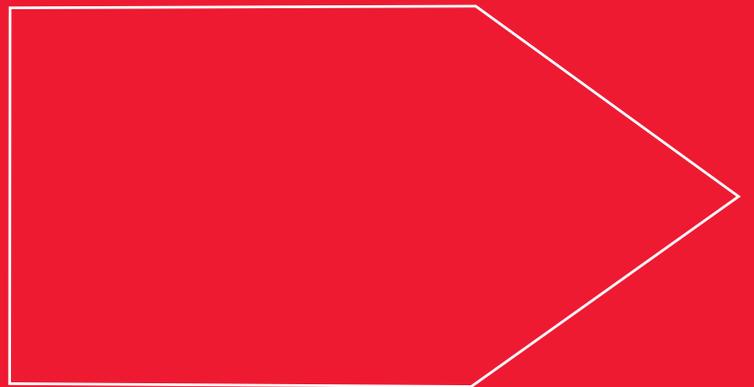
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START HERE

Everything you need
to know about being
new to the College
and getting your
child started.



Start Here



THE GOOD SHEPHERD'S CROOK

The Good Shepherd and the Shepherd's crook are important symbols in our College. A shepherd uses the crook to guide and to search. The shepherd keeps the group safe with the long staff and catches the lost with its hook.

We understand that beginning at a new school can be overwhelming for students and parents and it is easy to become lost in new processes.

This 2022 Year 7 Parent Information Guide is **designed with new families in mind**. This guide has all you will need to get your child started in their new environment and routines.

@ Important Contacts

NEW FAMILIES EMAIL

If you have any queries regarding Year 7 2022, email: pcc.newfamilies@cewa.edu.au

This email address is active for Term 1 only. In Term 2, you will transition to contacting staff as outlined in the *Student Care Flow Chart* (see Chart on page 12).

ONLINE

Our College website: prendiville.wa.edu.au
(The *Parent Information Centre* can be found on the homepage).

ADMINISTRATION

College Reception: (08) 9307 2000
Student Administration: (08) 9301 6247
Absentee: pcc.absentee@cewa.edu.au
Staff email: firstname.surname@cewa.edu.au



Important Dates

Tuesday 26 October 2021	Year 7 Parent Information Night (Parents Only)
Wednesday 27 October 2021	Year 7 2022 Orientation Day (Students Only)
Monday 31 January 2022	Year 7 First Day
Wednesday 2 February 2022	Year 7 Term 1 Parent Information Night (Parents Only)
Wednesday 9 to Friday 11 February 2022	Year 7 Camp



Term Dates 2022

An electronic copy of the College calendar will be available on SEQTA Engage and SEQTA Learn for both parents and students to access.

SEQTA access will be available to parents in Term 1, Week 3 and to students during Transition Week (Term 1, Week 1).

The calendar is regularly updated with pupil free days, events and excursions. Please check it often. Proposed Term dates for 2022 are:

Term 1	Monday 31 January to Friday 8 April
Term 2	Wednesday 27 April to Friday 1 July
Term 3	Wednesday 20 July to Friday 23 September
Term 4	Monday 10 October to Friday 9 December

Lockers

Your child's locker is their responsibility. It is important your child is organised and forms good organisational habits early. Your child should:

- always have a lock on their locker.
- never tell anyone their locker combination.
- have all textbooks clearly labelled with their name.
- always lock their valuables away (phone and wallet).
- only need to visit their locker four times a day (before school, recess, lunch and after school).

Locks

Locks will be distributed to students on Orientation Day. We strongly recommend students become familiar with using locks as student feedback suggests the use of locks caused the most concern during transition.

Locks are to be brought in on the first day of school in 2022. If locks are misplaced during this time you are required to purchase a new lock from our online store prior to the first day of Year 7:

store.prendiville.wa.edu.au/product/lock/

STANDARD INSTRUCTIONS FOR OPENING A COMBINATION LOCK

1. Turn right 3 times. Stop at 1st digit.
2. Turn left one full turn passing 1st number and stop at 2nd digit.
3. Turn right and stop at 3rd digit.
4. Pull shackle.



Scan this QR Code for an online tutorial about how to open a combination lock.

College Communications

The list below outlines the various channels through which you can be contacted or receive updates via the College. These include newsletters, portals and emails.

SEQTA engage	College portal for parent information. Includes College Document Library. Log in details sent to families by Week 3
SEQTA learn	College portal for student information.
SEQTA emails	Direct email from the College to your email.
Prendiville Update	The main newsletter of the College. Issued bi-weekly (more frequent in high news times). Sent to your email.
Head of Year Newsletter	Occasional newsletter from the Head of Year. Sent to your email.
College Website	Showcases all information about the College. Regularly updated Parent Information Centre and College news sections.
Sportal	School Sports updates page via SEQTA engage and SEQTA learn.
College Social media (Facebook)	@PrendivilleCatholicCollege The College uses Facebook to issue alerts, upcoming events and a showcase a running visual diary and gallery.
Daily Notices	Daily updated messages and reminders to students via SEQTA.



Fees & Charges

Finalised Fees & Charges for 2022 are made available on the College website under **Enrolments > Fees**.

Student Care Insurance

Prendiville Catholic College students are covered by CCI's Student Care accident insurance policy. An information sheet with details of the policy can be found on SEQTA engage under **Documents**. Claim forms can be obtained from the School Nurse.



Scan this QR Code to begin a Student Care claim.

Booklists

Booklists will be published on the College website once they have been finalised. At this stage it is expected to be late November. The booklists can be found on the College website under **Curriculum > Booklists**.

Online ordering is through Champion:
www.campion.com.au
Champion Education Aust Pty Ltd
751 Marshall Road, Malaga
Phone: (08) 6240 2778
Email: salesperth@campion.com.au



Transport

We recommend the Transperth Journey Planner to plan public transport to and from the College.

www.transperth.wa.gov.au/Journey-Planner



Student ID Card

When students enter the College they will receive a Student SmartRider Concession Card by mid Term 1. The card is similar in size to a credit card. It will entitle students to concession travel on public transport services.

In order to issue the cards in the first instance, the **Public Transport Authority (PTA)** has requested each school provide a list with the name, date of birth and address of each student at the school.

The card will be including the following details:

- Name of Student
- Date of Birth
- Student Photo
- SCSA Number
- School Logo

The PTA has advised the school that, as a government agency, it is required to comply with privacy legislation requirements for the public sector and will only be using the information provided by the school for the issue of the Student SmartRider Concession Card.

If you **do not** want your child's information to be released to the PTA, you need to notify the College in writing prior to your child starting school. If the school has not received a non-disclosure notification by this time, your child's personal information as detailed above will be forwarded to the PTA.

Please be aware that if you request this, your child will not receive a Student SmartRider through the school. If you **do not** wish the school to disclose your child's personal information to the PTA, but your child still requires a Student SmartRider Concession Card then you will need to apply at a **Transperth Information Office** and make an application for one. For more information visit:

www.getonboard.transperth.wa.gov.au/Parents/Tickets



Student Organisation

High school is a very busy place and organisation is the key to success. During Term 1 next year, students will be provided with study tips to help them get settled. For your advanced notice, below are a few important tips:



HOMEWORK & THE STUDENT DIARY

Work out a timetable or routine where your child assigns time to complete their designated homework. It is important to consider factors such as sport training, club sports, music and other after school commitments.

Study planners and diaries ensure a student completes all the necessary work whilst also maintaining a good work-life balance.

A College Student Diary will available to students in Term 1.



STUDY SPACE

Have a designated place in the home where your child will complete their homework. Ideally, this would be at an uncluttered desk or table in a location which is relatively free from distractions.



CHECKLISTS

Checklists are an effective tool in ensuring we remember to complete all our necessary tasks. Create a checklist with your child for what he will need for each school day.



HOMEWORK

Ensure you have access to your child's homework, primarily through their diary and on the SEQTA dashboard. Check in with them regularly to ensure they are on task and managing their time effectively.

They should set aside 70 minutes each day for set homework, catching up on incomplete work, study, organising their files or notes, assignment preparation/research, music practice (if applicable) and 20 minutes of general reading.



MORE HANDY HINTS

- Each subject should have its own file or workbook in which your child completes all work.
- All students should have their timetable written in their College diary. A copy should be kept in lockers and at home.
- Your child's laptop should be set up with folders attributed to each learning area. This is where all electronic resources should be stored.

At the beginning of Year 7, more handy hints will be shared during their transition program, homeroom and Prendiville Time.



Mobile Phones

The College encourages the responsible and courteous use of mobile phones. To facilitate this, the following conditions need to be adhered to:

- All phones are to be secured in student lockers during the day.
- Students are not permitted to use mobile telephones during school time.
- Parents are requested to only contact students via mobile telephone before or after school each day. At any other time, in the case of an emergency, parents may contact Student Services who will facilitate communication as required.
- Students who need to make an urgent phone call on their mobile phone during the school day must report to Student Services to seek permission first. Students who contravene these guidelines will have their device confiscated in line with the College's Behaviour Management Policy.



MacKillop Library

The MacKillop Library is located in Prendivillage and is a place of study, community, research and technology support.

OPENING HOURS

Monday to Thursday: 7.30am – 5.30pm

Friday: 7.30am – 3.30pm

Open every recess and lunch time.

Study tutors are available 3.30pm – 5.30pm

NOTE: There is no supervision of students outside of these hours.



Yirri Yaarkin Aspirations Programme

Wandju to the Yirri Yaarkin Aspiration Program. Yirri Yaarkin, meaning to stand tall, is a designed to meet the cultural and unique challenges of Aboriginal and Torres Strait Island students at Prendiville Catholic College.

The program supports Indigenous students to aspire to be their very best.

We provide social, emotional, academic, cultural, and spiritual support to our students with the aim of setting them up for success at school and beyond graduation.

The program was implemented in 2020 and a working partnership was established with MADALAH (an organisation that offers scholarships and cultural activities, inclusive of camps, tutoring and network opportunities for Indigenous students).

For more information, please contact the **College Administration**.

Keeping Safe: Child Protection Curriculum

The Keeping Safe Child Protection Curriculum was created by the South Australian Government in partnership with the Catholic and Independent schools sectors. Key researchers helped to design it based on latest research. It is a program that spans from 3 Years up to Year 12, as such it is the most comprehensive curriculum of its type.

See Concept Summary for Middle Years:

Keeping Safe: Child Protection Curriculum

Concept summary – Middle Years: Years 6–9

Focus Area 1: Right to be safe

Topics: Warning signs; Risk-taking and emergencies; Psychological pressure and manipulation

- Students further develop their understanding of warning signs and to recognise them. Skills are developed to recognise an unsafe situation in the absence of warning signs, knowing that some children and young people may not have them, while others may have warning signs but choose to ignore them.
- Students explore risk-taking and strategies to assess risk through a range of stories, whilst recognising that some risks may have both negative and positive consequences. Students practise planning for local emergencies or disasters, and can apply this process to their own personal emergencies.
- Psychological pressure and manipulation is explored including the many ways that it may be experienced, such as in bullying and advertising. Strategies to stop it occurring and/or reduce its impact are identified.

Focus Area 2: Relationships

Topics: Rights and responsibilities; Identity and relationships; Power in relationships; Trust and networks

- Students develop a sense of their rights and responsibilities and explore the United Nations Convention on the Rights of the Child. Rights and responsibilities within close relationships are explored, including sexual consent laws.
- Healthy and unhealthy relationships are explored in greater detail; students learn to identify boundaries, how to manage conflict and what support services are available to them. The social construction of gender, gender stereotypes and expectations are explored using a range of resources and examples from popular media.
- Power, the types of power and the way power is used are explored in detail in a range of contexts. Students explore bullying by analysing the sometimes complex characteristics of bullying and the various bullying roles. Students identify what to do in bullying situations and what is considered effective bystander behaviour.
- Students consider trusted networks for a range of situations and/or contexts and the necessary attributes of people on their trusted networks. It is reinforced that students may need to approach people who they do not know in order to access help.

Focus Area 3: Recognising and reporting abuse

Topics: Privacy and the body; Recognising abuse; Cyber safety; Domestic and family violence

- Students explore public and private in regards to possessions, ideas/thoughts, places and personal information, and what to do if they feel that their right to privacy is not being respected. Students use anatomical names for sexual body parts, and understand that their whole body is private.
- Students develop their understanding of physical, emotional and sexual abuse, and neglect. They identify strategies to talk about difficult topics, such as sexual abuse and consider the range of support services available to them. Students also consider the effects of dating violence and what to do if they are in an abusive relationship.
- Students explore online abuse and abuse using mobile phones and consider how they can be positive digital citizens. Students investigate the potential risks associated with using digital technologies and are informed of the relevant laws, including laws about child pornography, sexting and defamation.
- Students gain an understanding of domestic and family violence and that exposure to domestic and family violence is a form of child abuse. Students explore the effects on children, commonly held myths and are introduced to safe bystander intervention.

Focus Area 4: Protective strategies

Topic: Strategies for keeping safe; Network review and community support

- Students practise a range of problem-solving strategies using relevant age appropriate scenarios. Assertive communication, persistence and resilience are all explored in this process.
- Students review their trusted networks and investigate a broader range of community support services. Persistence is reinforced so students understand that they need to keep telling until someone listens and takes action.

Reefbreak Café



The Reefbreak Café is located in the centre of Prendivillage.

The College has engaged a professional catering service to provide fresh, well-prepared food for our students at affordable prices.

We welcome your feedback on this service.

Opening Times	Open Monday – Friday for Breakfast, Recess & Lunch.
Menu	The Daily Menu is posted on SEQTA Daily Notices.
Payment Methods	<ol style="list-style-type: none">1. Cash2. EFTPOS3. SmartRider Student Card (Flexischools)
Service	Queue, select, pay & go (no pre-ordering).
Diet	Students with special dietary requirements can enquire at Reefbreak Café before school about an appropriate option from the daily menu.

Flexischools

WEBSITE: www.flexischools.com.au

WHAT IS FLEXISCHOOLS?

Flexischools is a cashless way to pay for Reefbreak Café purchases.

This system allows students to use their SmartRider Student Card to purchase items over the Café counter while parents can monitor activity.

NOTE: Please be aware this is completely separate to Transperth and any money placed on a card for Transperth cannot be accessed at the Café and vice versa. Flexischools simply uses the same card - **not the same money.**

STUDENT CARD PAYMENTS

Students use their Student Card to purchase goods at the Café.

Parents set up a Flexischools account online and pre-load the account with funds. Students can make purchases at the Café by swiping their card at the register. Parents can view their child's purchases online and can set a daily spending limit on the card.

SETTING UP YOUR ACCOUNT

Setting up an account is done online and only takes a minute.

1. Go to www.flexischools.com.au
2. Click Register.
3. You will then be sent an email with further instructions on how to complete the registration.

4. Ensure you have your child's card with you during the registration process. When it asks for the Student Card Number, please use the **Student Number next to your child's photo on the SmartRider Card** (not the "SR" number on the other side of the card).



Scan this QR Code to visit Flexischool's set-up help page.

HOW DOES IT WORK?

The system operates via a pre-paid account and can easily budget for your spending throughout the Term. There are a variety of payment options supported, including Visa, MasterCard (credit and debit), PayPal and Bank Transfer.

Parents have the option to set a daily spending limit for each student.

WHAT DOES IT COST?

The cashless card is free to use at the Café

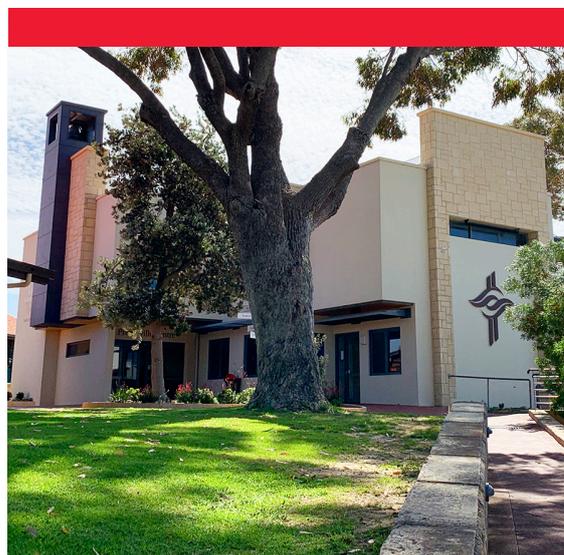
When topping up your account, any applicable top-up fee will be added to the total amount. You have three options for topping up your account:

1. **Direct deposit:** Choose this option during top-up to receive your individual reference number. You will need to enter this into the reference field when transferring from your preferred account. This method is free however normal banking time frames apply (two-three days to clear).
2. **Credit card:** Use VISA or MasterCard to top-up your account or to setup automatic top-ups. This option does incur a surcharge which is calculated and displayed on top up. Funds are available immediately.
3. **PayPal:** Use any of your accounts linked to PayPal to top-up your account or to setup automatic top-ups. This option does incur a surcharge which is calculated and displayed on top up. Funds are available immediately.

ASSISTANCE

If you have any questions or require assistance, please call the Flexischools Customer Service Centre on 1300 361 769 or visit their website.

The Prendiville Centre



The Prendiville Centre houses the Health Centre and the offices of the Head of Years. The Centre is located beneath the Good Shepherd Chapel on campus (see Campus Map – Page 14).

Monday, Tuesday, Thursday & Friday			
Pastoral (Community Time on Friday)	8:45 am	8:55 am	10 mins
Period 1	8:55 am	9:50 am	55 mins
Period 2	9:50 am	10:45 am	55 mins
Recess	10:45 am	11:00 am	15 mins
Period 3	11:05 am	12:00 pm	55 mins
Period 4	12:00 pm	12:55 pm	55 mins
Lunch	12:55 pm	1:30 pm	35 mins
Period 5	1:35 pm	2:30 pm	55 mins
Period 6	2:30 pm	3:25 pm	55 mins

Wednesday			
Period 1	8:45 am	9:30 am	45 mins
Period 2	9:30 am	10:15 am	45 mins
Recess	10:15 am	10:30 am	15 mins
Period 3	10:35 am	11:20 am	45 mins
Period 4	11:20 am	12:05 pm	45 mins
Prendiville Time	12:05 pm	13:00 pm	55 mins
Lunch	1:00 pm	1:35 pm	35 mins
Period 5	1:40 pm	2:25 pm	45 mins
Period 6	2:25 pm	3:10 pm	45 mins

DEAR PARENT/GUARDIAN,

Prendiville Catholic College has a strict code of conduct that describes the minimum standards of conduct in all behaviour and decision making to ensure the safety and well-being of students. The Code of Conduct has been prescribed by the Catholic Education Office and is accepted practice across all Catholic schools.

The code applies to staff, students, volunteers, parents and guardians as applicable. The term 'parents' includes guardians. Whilst the code does not give detailed professional advice on specific behaviour, it describes the minimum requirements expected of all members of the community.

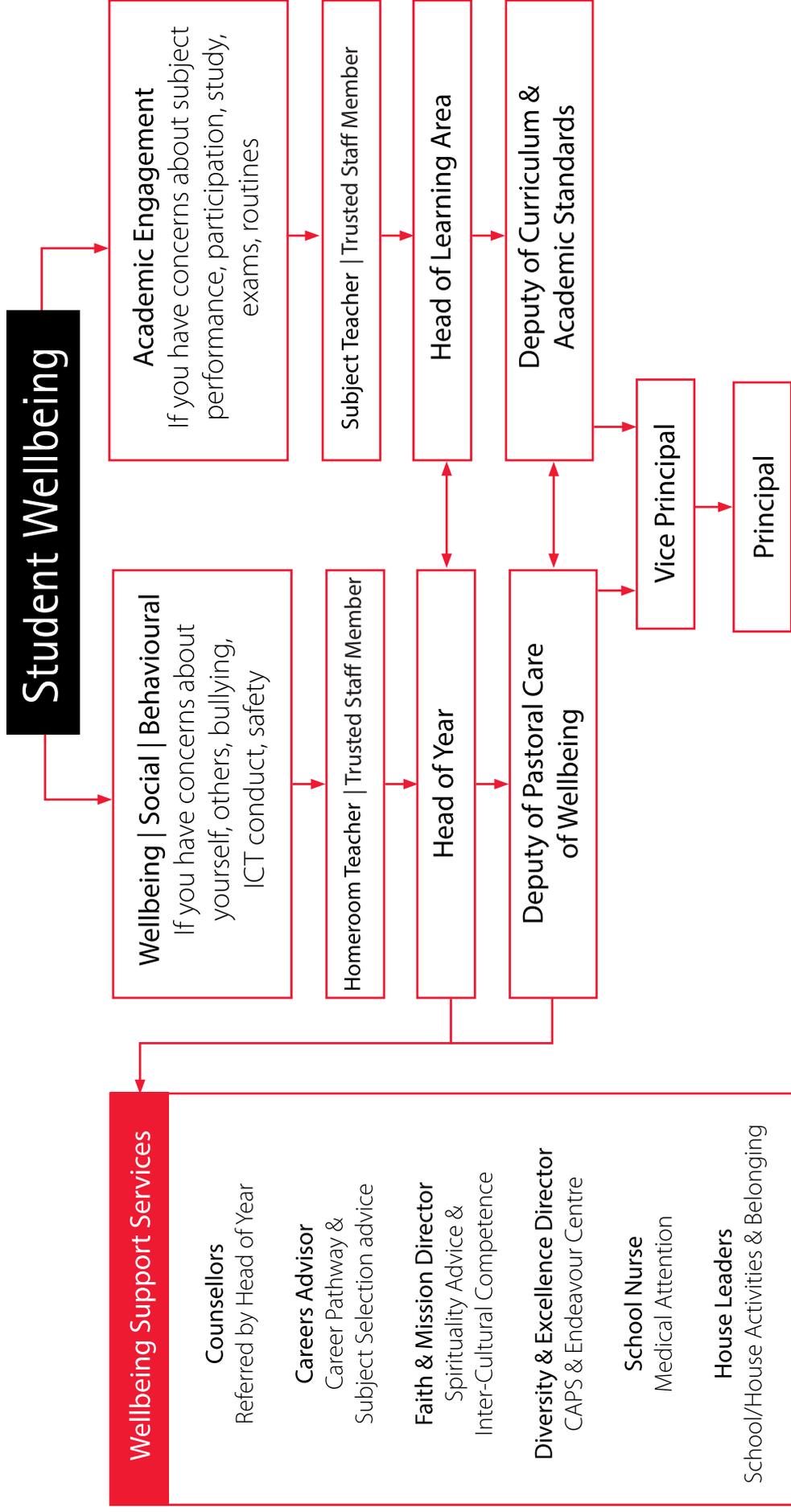
There is an expectation that all members of the greater Prendiville Community (staff, students, parents and visitors to the College) adhere to the code.

The Conduct statements are listed below. Please take the time to read them.

CONDUCT STATEMENT

1. You act safely and competently.
2. You give priority to students' safety and well-being in all your behaviour and decision making.
3. You act in accordance with the values of the Gospel as defined in the Code of Ethical Conduct.
4. You conduct yourself in accordance with laws, agreements, policies and standards relevant to your relationship with the school community.
5. You respect the dignity, culture, values and beliefs of each member of the school community.
6. You treat personal information about members of the school community as private and confidential.
7. You give impartial, honest and accurate information about the education, safety and well-being of students.
8. You support all members of the school community in making informed decisions about students.
9. You promote and preserve the trust and privilege inherent in your relationship with all members of the school community.
10. You maintain and build on the community's trust and confidence in Catholic schools and the Church.
11. You act reflectively and ethically.
12. You allow students to have a voice in their education, safety and wellbeing.

Prendiville Student Care Flow Chart



The College Community is to be aware that direct messages and emails may not be seen out of school hours.
If there is a medical emergency, refer to the information below.

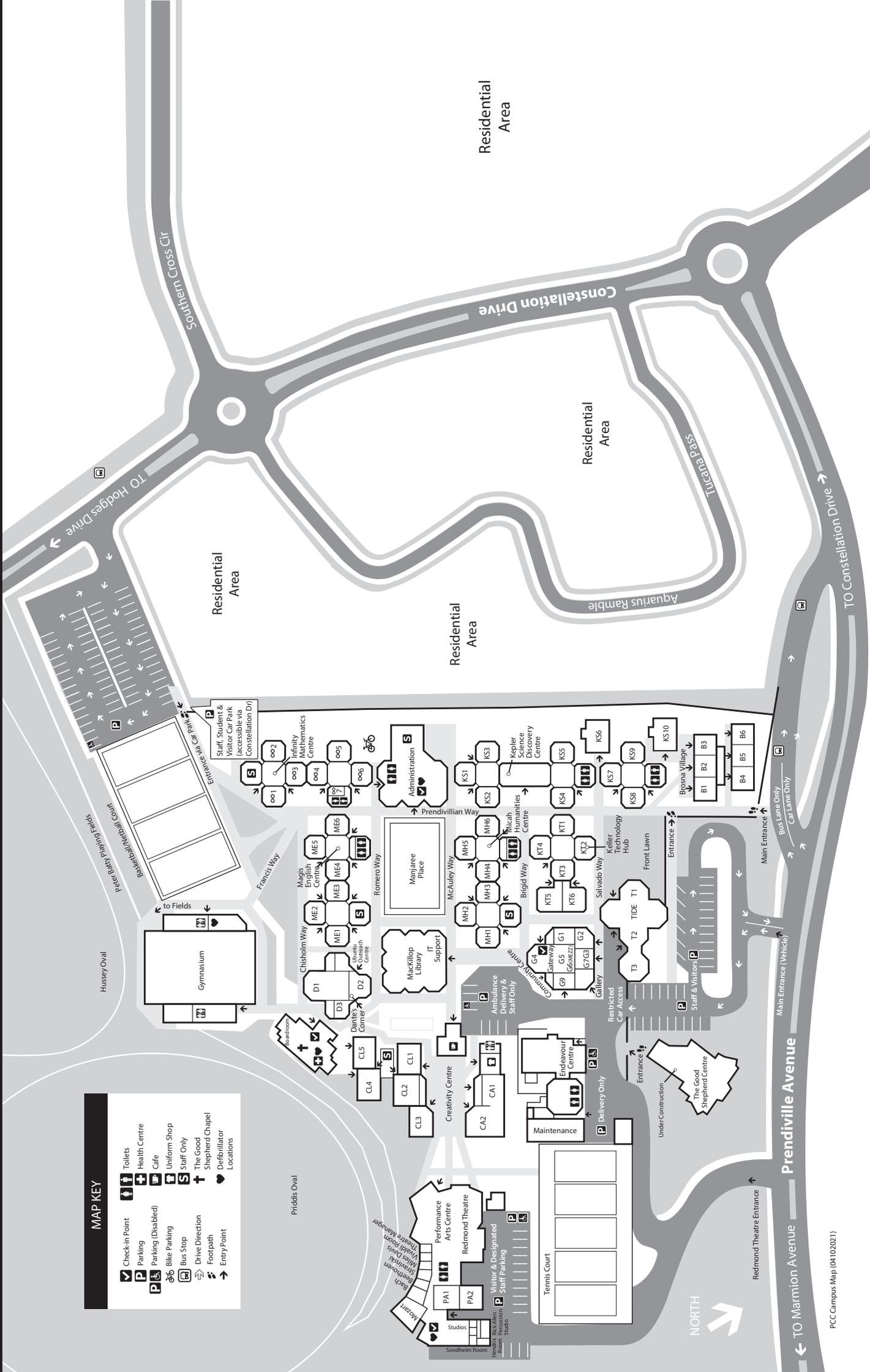
Kids Help Line: 1800 55 1800 | Lifeline: 131 11 44 | Suicide Callback Service: 1300 65 94 67
kidshelp.com.au | reachout.com.au | headspace.org.au | youbeyondblue.com

Campus Map



MAP KEY

	Check-in Point		Toilets
	Health Centre		Cafe
	Uniform Shop		Staff Only
	The Good Shepherd Chapel		Defibrillator
	Locations		
	Parking		Footpath
	Bike Parking		Entrypoint
	Bus Stop		
	Drive Direction		



MAP KEY

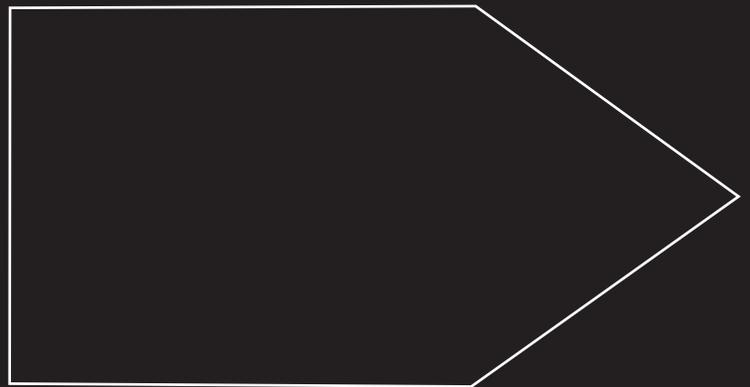
- | | | | |
|--|--------------------|--|--------------------------|
| | Check-In Point | | Toilets |
| | Parking | | Health Centre |
| | Parking (Disabled) | | Cafe |
| | Bike Parking | | Uniform Shop |
| | Bus Stop | | Staff Only |
| | Drive Direction | | The Good Shepherd Chapel |
| | Footpath | | Defibrillator Locations |
| | Entry Point | | |
| | Muster Point | | |



2

INFORMATION & TECHNOLOGY

Stay connected with
SEQTA *and* here's
everything you need
to know about
student laptops...





Student Laptops



Specifications

The following outlines the minimum specifications required for any new laptop.

These specifications ensure the device purchased will provide service for a number of years.

Our Help Desk service will not be provided to computers that do not meet the minimum specifications.

MINIMUM SPECIFICATIONS

(You may choose to extend these).

Processor	Dual Core Clock Speed 2.3Ghz
RAM	8GB
Operating System	Windows 10 (Home, Pro) or MacOS 11 BigSur or later
Battery Life	10 hours
Wireless	802.11 ac (5 Ghz)
Screen Size	13"+ (1366x768)
Hard Drive Capacity	128GB or higher
External Port	Audio Out

DEVICE

Any Windows-based machine or Mac that meet the minimum specifications listed.

BRAND

We recommend no one brand over any other.

ACCESSORIES

Cabled earphones are required by all students.

SOFTWARE

Students will be given free by the College during Transition Week 2022: **Microsoft's Office 365** (Word, Powerpoint, Excel, OneDrive).

As part of the Microsoft Office Suite, they will have access to Microsoft Defender **Anti-virus software** as well as network connection software.

INSURANCE

Parents need to be aware that they will be financially liable for any damage to College owned devices.

Parent funded Personal Electronic Devices being used at school may be covered by household insurance. Parents are advised to check their policy to confirm this.

The College takes no responsibility for any breach of security, damage, loss or theft of such items.

Laptop Frequently Asked Questions

What do I need to consider when purchasing a device?

Outside of the minimum specification, you may wish to consider size and weight. You may also want to consider a touch screen option. Please review the after-sale service options and consider any insurance options available. We also recommend the purchase of a bag.

What brand do I buy?

This is a personal choice, so long as the device meets the minimum specifications.

Why are parents given free choice over what and where they purchase the device?

This enables parents to seek the best deal for their purchase. They may also seek to finance the laptop through their chosen vendor.

What support will the school offer in terms of help?

We will ensure students have an account to access the school's network. Our students all have a free Microsoft Office365 license as part of this account. No assistance can be provided for laptops that do not meet our minimum specifications.

Do I need anti-virus software?

Yes, strongly recommended. Windows Defender Anti-virus is built in to Windows 10. Microsoft Defender Anti-virus delivers comprehensive, ongoing and real-time protection against software threats like viruses, malware and spyware across email, apps, the cloud and the web. There are many other commercial options.

Do Mac computers need anti-virus protection?

Mac computers have long enjoyed a reputation for being essentially immune to viruses and other types of malware. However, while they are still

much more secure than Windows systems, Macs are still vulnerable to some malware and it is a growing problem. As part of the Microsoft 365 suite the students can use Microsoft Defender on their MacBook also.

How do I care for the device?

This is the responsibility of the student. Students are reminded that they need to bring their device to school fully charged. Devices should be clearly labelled.

Repairs and Maintenance

This is the responsibility of the student and parent. Speak to your vendor about these options. Some vendors offer a pickup service.

Why do we specify minimum specifications?

This ensures the devices have capacity to run all of the software now and into the near future. Students interested in Computing, Photography or Media may wish to purchase computers with greater specifications than those outlined here.

What additional hardware will I need to provide?

All students at Prendiville are required to have a set of ear phones. The earphones must be corded, not be Bluetooth. This is a requirement of the School Curriculum and Standards Authority (SCSA), as devices may be used for State and National testing.

Are students permitted to have games on their laptops?

As this is a personal device, students are permitted to have games on their device. Games are not to be used during school hours and must comply with the Information Communication Technology Responsible Use Policy and Procedures.

Who do I contact for any questions relating to these Laptop Specifications?

For any questions relating to your laptop please call the ICT Department.

NOTE | Students will be able to access **SEQTA learn** during Transition Week (Term 1, Week 1) and any new families to the College will have access to **SEQTA engage** by Week 3.

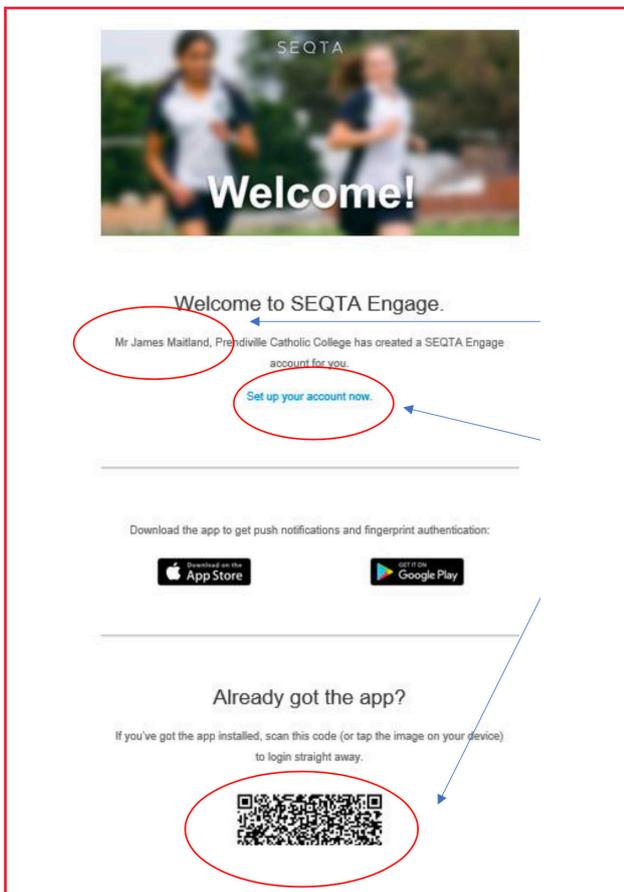


Scan this QR code for a SEQTA instructional video presentation.

SETTING UP SEQTA

QR Codes for the app are only sent when an account email is generated in SEQTA by the College and each QR code is unique - do not copy and paste or share QR codes.

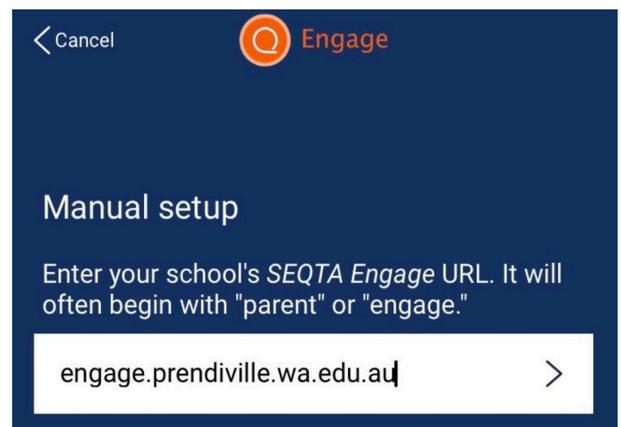
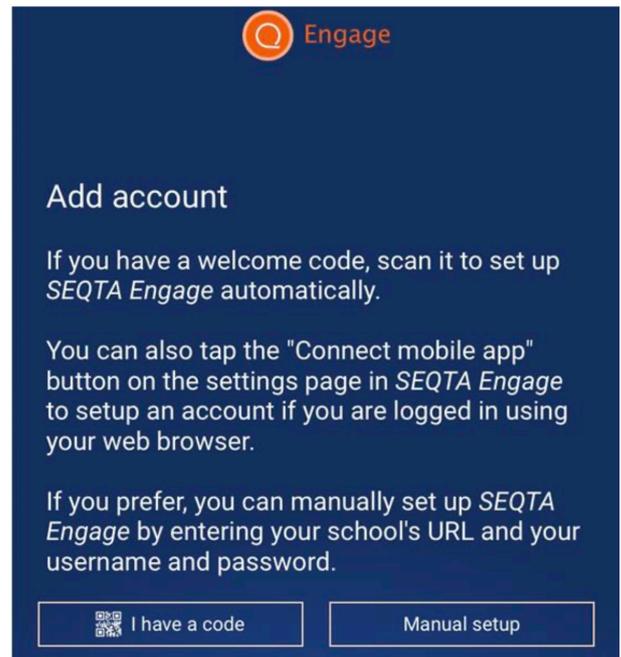
The email generated will be sent to the email address the College holds for the parent. It will appear as below. Please check junk mail or search on the NoreplyPrendiville email address in your email system if you are having trouble locating the email.



NOTE | The circled links are unique to the parent. Do not share or copy.

If you are having trouble with the phone app not connecting to your new details, the recommendation is to delete the app and reinstall it. This is usually indicated by having access to SEQTA but no access to your child's timetable or reports.

If you don't have a QR code to set up the app, select Manual setup and enter the URL instead: engage.prendiville.wa.edu.au



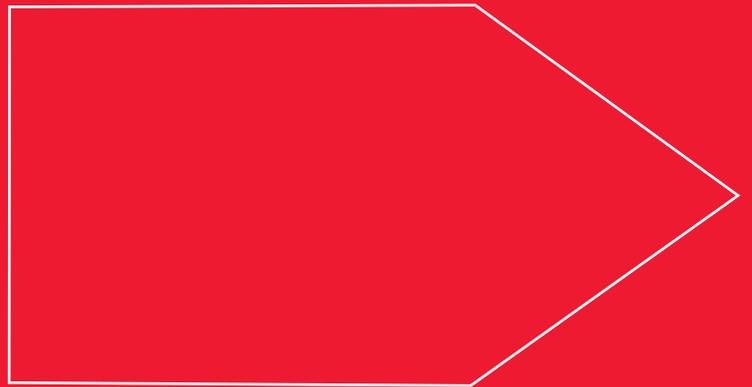
FORGOTTEN YOUR PASSWORD?

You do not need to have your username to reset the password link. Simply click on the **Forgot Your Password** option and both your username and the password reset link will be sent to the email held by the College.

3

YOUR CHILD & THE COLLEGE

Now that you're
all settled in,
let's discuss a few
school processes
and procedures.



Absences

Absentee Line: Call (08) 9301 6270
(before 9.30am on the day of absence).

Email: pcc.absentee@cewa.edu.au

Parents and guardians of students who are unable to attend school for any reason must contact the College in writing. Whilst we appreciate you may have contacted the College by phone, legislation requires **written confirmation with a reason**. This should be sent via the link provided on the Welcome page of the SEQTA engage Portal to PCC ABSENTEES (preferable) or via email.

Absentee SMS Messages are sent mid morning to parents of students who have not attended school and no notification has been received before 9.30am.

PLEASE NOTE | Please do not send absence messages via direct messages on SEQTA or via email to admin@prendiville.wa.edu.au as this email is no longer in use.

Late Arrival & Early Departure

Students are expected to be on the school grounds from **8.40am to 3.25pm**.

LATE ARRIVAL

All students arriving after 8.45am are required to sign in at Student Administration in the Prendiville Centre, before going to class.

Students must have a signed note from their parents if there has been no prior written notification to the absentee email.

After three late arrivals within a term, where no acceptable reason has been given, students will be issued an 15 lunchtime detention. If a student continues to arrive late to school, then they will receive an after school detention arranged by the Head of Year.

EARLY DEPARTURE

Students departing school early are required to sign out at Student Administration. Parents must inform the school in writing by sending an email to pcc.absentee@cewa.edu.au indicating the reason and time of departure. If a student comes to sign out and we have not received notification, a phone call will be made to the parents or guardian.

All students must sign in and/or out at Student Administration before leaving the school grounds.

When a student is leaving during the day and will return to school, it is essential that they present to Student Administration before leaving and also on their return to the College.

If a student is unwell during the day they are to visit the Health Centre. If the student needs to go home, a call will be made by the College Nurse for the student to be collected from the campus.

Holidays During Term

Attendance at school and the completion of assessments is an important part of a student's academic programme.

Absences from school during term for non-health related reasons should only be for exceptional circumstances. Matters of this nature should be discussed with the Deputy Principal well ahead of time.

Teachers will not set work or provide alternative assessments/examinations for students going on holidays during school time and no credit will be given for any missed assessments (please refer to the College Assessment Policy).

Other assessments and assignments must be submitted on or before the due date in order to be given credit for that assessment or assignment (technology issues would not be an acceptable reason for non-submission).

Where student leave is required during school time, parents are required to send notification in writing to pcc.absentee@cewa.edu.au

Missed Assessment Procedure

If your child is absent for an assessment, it is a requirement that a Missed Assessment Due to Illness Form is emailed to College absentee email. The form can be found on SEQTA engage under **Documents**.

Your child will still be required to submit assessments or sit the test in Gateway on their first day back at school.

Absent	Assessment time
Friday	Monday 7:40 – 8:30am
Monday	Tuesday 7:40 – 8:30am
Tuesday	Wednesday 3:20 – 4:10pm
Wednesday	Thursday 7:40 – 8:30am
Thursday	Friday 7:40 – 8:30 am

As per Government recommendations, anyone who is ill is encouraged to remain at home. This also applies to students who are ill on the day of an assessment. The student should stay home for the entire day and NOT attend school just for the assessment.

If a student is not well enough to remain at school for the full day, then they are not well enough to complete the assessment. To do so will put the health of other students at risk and is likely to affect the academic performance of the student who is sick.

Students who attend school with a note indicating that they are only at school for the assessment and will be leaving straight after completing it, will not be permitted to remain at school. They will be sent home straight away. The assessment will then need to be completed as part of the normal Missed Assessment process.

Parents are reminded that in instances where a student is absent from an assessment due to illness, they will need to provide the appropriate documentation:

Years 7 – 9: Completed Missed Assessment Due to Illness Form OR Medical Certificate

Years 10 – 12: Medical Certificate

Failure to provide this documentation will result in zero being awarded for the assessment.



Prendiville
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MISSED ASSESSMENT DUE TO ILLNESS

Year 7 - 9 Only

STUDENT: _____
Surname Given Year House

Was absent from school due to illness on the following date(s):

From _____ **to** _____

The following assessments were missed during the above time period:

DATE	SUBJECT NAME	TEACHER NAME

PARENT: _____
Surname Given

SIGNATURE: _____ **DATE:** _____

This form should be forwarded to pcc.absentee@cewa.edu.au.

If a student has missed three or more assessments, please include the Head of Year in this email.

Homework Guidelines

RATIONALE

Homework and home study are seen as integral parts of the academic programme of the College. An important element in the success of these programmes is the support and encouragement offered by parents.

Homework and home study assists students to:

- Develop skills and attitudes needed for successful life-long learning.
- Reinforce classroom learning.
- Develop independent learning skills.
- Gain experience using sources of information unavailable at school.
- Identify the learning style that best suits their needs.
- Take responsibility for their own learning and organisation.

Principles

While the College recognises the importance of home study, it also appreciates that many students have beyond-school commitments that require time and energy. To this end, the College encourages staff to:

- Be very clear about what is required of the student.
- Be reasonable about the time homework may take students to complete.
- Ensure that all work undertaken at home is monitored.
- Ensure that the work is appropriate to the student's skill level and age.

Procedures

1. HOMEWORK

Homework set will normally fall into one of the following categories:

- Completion of work started in class.
- Preparation of work, ideas, preparatory reading for the next day's lessons.

- Longer-term assignments and projects.
- Daily review of new work covered in class e.g. practice of skills.
- Revision of past work and studying in preparation for tests and examinations.
- Organisation of work files.
- Reading of a novel or non-fiction book.

2. HOME STUDY

2.1. Timetable

Many factors determine the length of time spent on homework. The amount of homework will vary by year, subject and type of task set, teacher expectations and the level of ability and motivation of the student. As a guideline, it is anticipated that students will spend the following times on homework (written work, study, reading and revision) five nights per week:

Year 7	70 minutes
Year 8	90 minutes
Year 9	100 to 140 minutes
Year 10	120 to 150 minutes
Year 11 & 12	150 to 180 minutes

2.2 What Is Expected Of The Students?

- Ensure that all homework is completed. Successful completion is based on the amount of genuine effort applied to the task within the given time allowed for it.
- Establish a comfortable working environment and work to a definite study plan.
- Work for short, concentrated bursts. 20 to 40 minutes of fully-focused effort interspersed with short breaks is recommended.

- Develop a revision habit (of previous day's work as well as less recent work).
- Develop a reading habit to make full use of study time.
- Develop the skill of study and memory training for retention of relevant facts and information.
- Record homework requirements in their Student Diary.

3. PARENTS CAN HELP BY:

- Regularly checking SEQTA Engage and email for communication from teachers.
- Ensuring children are familiar with course outlines and assessment schedules which are provided to students at the beginning of each year/semester.
- Providing a suitable environment for home study.
- Sitting down for five minutes to get homework underway, discussing the work and generally showing an interest.
- Insisting on a high standard of neatness for final draft work in all subject areas.
- Providing firm support to follow a set study plan (thus helping the student to avoid overloading on any one night).
- Regulating social media usage, TV and leisure time sensibly.
- Being alert for inefficient use of time such as day-dreaming or having an over-emphasis on providing "cosmetic" touches to work.
- Providing resources (e.g. providing internet access, books, and encouraging the use of the local library).
- Monitoring the effective use of the Internet.
- Being actively involved in the student's learning. This particularly applies to students in Years 7 -10.

Over and above what has been said here, we do appreciate that family outings or gatherings occur and are important. Therefore, should family plans be such that a student is expected to participate in a family outing, a note in the Student Diary, or an email to the appropriate teachers, explaining the failure to complete an overnight learning task should be provided.

4. HOMEWORK DURING THE END OF TERM HOLIDAY PERIOD

For students in Years 7 -10

The end of term holiday period is quite often a time when families plan to spend recreational time together. To allow for such activities to occur during the holiday period, generally homework will not be set during this time. No homework or assessment should impact on student and family holidays due to an unrealistic due date at the commencement of a term.

For students in Years 11 -12

Because of course demands at post-compulsory levels of education, students who are serious about their studies would be expected to work for some time during the holiday periods. Therefore, Year 11 and 12 students can expect that assessments set prior to the end-of-term holidays may be due to be submitted in the first week of the new Term. Additionally, tests may occur in the first week of the new term.

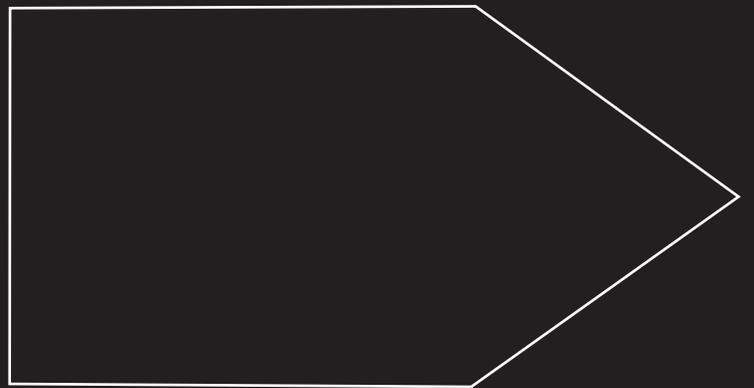
5. GENERAL

Students studying courses in Years 11 and 12 that lead to an external examination do so with the intention of obtaining a place at university. Regular homework and study routines are essential in securing competitive places at university. In the weeks leading up to examinations, review and revision of the year's work should see an increase in the time allocated to homework.

4

UNIFORMS

Our Uniform:
the *Pride* of
Prendiville.



Uniforms



The Pride of Prendiville

The uniform at Prendiville Catholic College is a symbol of the College community and it assists students to develop a sense of unity and belonging.

Wearing a uniform encourages a sense of pride in appearance. Whenever the uniform is being worn at school or in public places, it must be worn in accordance with the College's **Uniform Policy**.

NOTE | The College uniform is currently under review. There will be no uniform change in 2022 and there will be a considerate transition period in the new uniform roll out.



Uniform Shop

The Uniform shop is located on the College campus, just east of the Reefbreak Café.

Normal trading times during Terms:
Tuesday to Friday from 8.30am to 2.00pm.

Special Opening Hours are posted on the Uniform Page of our website under **Students > Uniform**.

Online: On our College website Uniform Page, you can download the College's **Uniform Policy**, the **pricelist** and **shop online** for Uniform items.



Scan this QR Code to visit the Uniform Page.



Prendiville
CATHOLIC COLLEGE

CHRISTUS PASTOR MEUS



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