



New Family Information



What does this session cover?

Uniforms
Late Arrivals/Early Departures & Absences
School Stream
Flexischools
Start/Finish Times
Medication
Extended leave
Contacting the office
Website
Getting to and from School
Parent Handbook
Student Lockers
Mobile Phones



Uniform

Uniform Handout - this is
changing for 2019

Uniform Requirements for
Year 7 2019
Stay Tuned.....



OUR UNIFORM

CORRECT WEARING OF UNIFORM REFLECTS OUR
BELONGING TO THE XAVIER COMMUNITY – ONE BODY
MADE UP OF MANY PARTS – AND OF RESPECT FOR SELF,
FOR OTHERS AND FOR OUR ENVIRONMENT.

UNIFORM REQUIREMENTS

At Xavier, wearing our uniform correctly displays a sense of pride in ourselves and in our community. It is expected that students wear correct uniform and maintain a high standard of personal grooming and neatness.

- The wearing of the Formal Uniform for exams and formal occasions is required
- Uniform must be in appropriate condition. In cases where this is not deemed to be the case, students will be asked to replace items
- Selected items must have the Xavier High School logo: tracksuit top and pants, polo shirt, sport shorts, hat and girls' navy trousers
- Boys are to be clean shaven when attending school
- Shoes must be black and 100% leather to be WHS compliant (Non-leather shoes do not meet WHS requirements and must not be worn)

ACCEPTABLE ACCESSORIES

- Earrings: one pair of small, plain, gold or silver sleepers or studs to be worn in the lobe of each ear.
- Bracelets: one simple bracelet only. No leather strap bracelets are to be worn
- Neck chain: single plain chain with a plain cross or religious medal
- Watch
- Ring: 1 plain band
- If students have nose piercings, they are to either remove the piercing or wear only a clear nose stud (available for purchase from student reception)
- No other piercings are permitted at Xavier High School
- Hair must be of a natural colour
- Hair accessories (eg. ribbons) are to be bottle green or navy blue
- Students must wear fully enclosed lace-up leather shoes or non-fabric running shoes during practical lessons and Food Technology, Technology, Art and Science Rooms
- Long/shoulder length hair is to be tied back at all times

The school reserves the right to determine the appropriate standard of the uniform

STUDENT RESPONSIBILITIES

All students at Xavier High School share in the responsibility to maintain the school's reputation by their wearing of correct uniform.

If a student has a legitimate reason for not being able to wear any item of uniform, a note is required from a parent or guardian. The note is to be presented to Student Reception before homeroom and a Granted Uniform Pass is given for the time needed to meet the uniform requirements. Students who do not produce a note are in breach of school policy and must accept the consequences of their actions.

Students must take the responsibility to get a granted and ungranted uniform pass from the office before homeroom. Any student who presents to the office after homeroom will be issued a detention

UNIFORM SUPPLIERS

Xavier High School Uniforms are available for purchase at the following locations:

- Lowses, Albury: 514 Olive Street, Albury. Phone - 6021 0793
- Albury Uniforms and School Wear: 1104 Mate Street, North Albury. Phone - 6040 9381
- Athlete's Foot: Dean St Albury

EVERYDAY UNIFORM


The everyday uniform, which may be worn throughout the year, is encouraged only on days when practical sport classes are scheduled.

SUMMER	WINTER	ITEMS
		<ul style="list-style-type: none"> • Navy blue sports shorts with emblem • Bottle green 'coolmax' polo shirt with navy panels and gold trim with crest • Short plain white socks with no additional colours or embellishments (to be worn above the ankle) • Navy Xavier tracksuit jacket with emblem • Navy tracksuit pants with emblem • Runners - non-fabric i.e. not volleys, skate-style or slip on shoes • Xavier school hat (Terms 1 & 4)


FORMAL UNIFORM

Is to be worn every Tuesday throughout the year (or when specified) and on days where students do not have scheduled sport lessons

FORMAL SUMMER UNIFORM - Terms 1 and 4

	BOYS	GIRLS
	<ul style="list-style-type: none"> • Navy Blue Tab style shorts • White short sleeved open-neck school shirt • Plain white ankle socks • black lace-up leather shoes • Xavier school hat 	<ul style="list-style-type: none"> • Xavier tartan summer dress • Short plain white socks • black lace-up leather shoes • Xavier school hat

FORMAL WINTER UNIFORM - Terms 2 and 3

	BOYS	GIRLS
	<ul style="list-style-type: none"> • long grey school trousers • grey socks • white shirt (tucked in + top button done up) • tie • navy blue jumper <p><u>Optional pieces</u> Xavier tartan scarf and/or navy gloves</p>	<ul style="list-style-type: none"> • tartan skirt with navy tights or navy blue school trousers with XHS logo • white shirt (tucked in + top button done up) • tie • navy blue jumper <p><u>Optional pieces</u> Xavier tartan scarf and/or navy gloves</p>

Students can choose to wear the Formal Uniform at any time during the Term. This means that families are not under an obligation to buy an extra uniform



Late arrivals/Early Departures, Absences & Sick bay

Early Departures/Late Arrivals Absences & Sick bay



Ways to Notify the School	Early Departure	Late Arrival	All Day Absence	Helpful Links
School Stream (Our App) - Preferred Option	Please complete and Submit the Partial Day Absence Form	Please complete and Submit the Partial Day Absence Form	Please complete the Full Day Absence Form	Partial Day Absence Form Full Day Absence Form
Hand written note / Email	A note should be sent with your child and submitted to the office prior to homeroom	A note should be sent with your child upon arriving to school and submitted to the office	A note should be sent with your child and submitted to the office prior to homeroom upon their return	Printable Parent Note Form xhs-info@ww.catholic.edu.au
Phone	Phone the office and inform the school of the early departure	Phone the school and inform of the late arrival	Phone the school and inform of the absence	02 60406388
In person	FOR EMERGENCY SITUATIONS ONLY- Please present to reception and office staff will attend to your request as quickly as possible	Present to reception with your child and inform of the late arrival	Present to reception and inform of the absence	
What to include in the Note	<ul style="list-style-type: none"> • Child's Name • Child's Year level or Home Room Group • A Valid reason for the absence (medical appointment, tutoring) • The name and signature from the Parent/Carer • A medical Certificate - if appropriate 			
Collecting your child in person without notification	If parents present to the reception desk to collect a child without notifying prior to the collection time please be aware that this can take time. The sooner you contact us the sooner we can locate your child. Office staff need to physically locate your child in the school grounds and your child then needs to leave their class and collect any belongings from their locker before departure. There is no guarantee that Students will be able to be located immediately as this is reliant upon ensuring the Office is not left unattended however staff will endeavour to assist you as quickly as possible. Note: <i>This option is not recommended.</i>			
Sickbay	<p>If your child is sick the following process should occur:</p> <ul style="list-style-type: none"> • The child should present to sick bay where they will be assessed and treated by the Xavier High School First Aid Officer • Contact will be made with the Parent/Carer to collect the student from sickbay <p>FOR SAFETY REGULATIONS UNDER <u>NO CIRCUMSTANCES</u> SHOULD THE STUDENT PHONE THE PARENT DIRECTLY WITHOUT PRESENTING TO SICKBAY FIRST</p> <p>STUDENTS ARE <u>NOT</u> ENCOURAGED TO REMAIN IN SICKBAY FOR EXTENDED PERIODS OF TIME.</p>			

☐ Different first page header/footer

The office communicates with Students via schoology. Please ensure students regularly check schoology messages!



School Stream

Short Video on how it works:

<https://www.schoolstream.com.au/>

Follow this link on how to download the School Stream App:

<https://www.schoolstream.com.au/download/>



Canteen/Cafe

Flexischools

Cashless Canteen/Cafe

Opened Monday - Friday

Canteen - Services All Students

Cafe Services - Year 11 & 12 Students

***Sign up to flexischools to access the menu &
pricing***

[flexischools - how it works Video](#)



Start/Finish & Bell Times

What do I need for the first day?

- Backpack items purchased from the school
- Calculator
- Pencil case
- Lock (combination or key) for their locker
- Lunch or money to buy lunch at the canteen
- Drink bottle

[Lesson Times](#)
[Year 7 Information](#)



LESSON TIMES 2017/18

General Schedule <i>Mon, Wed, Thur and Fri</i>		Alternate Schedule <i>Tuesday ONLY</i>	
<i>Warning Bell</i>	8.45am	<i>Warning Bell</i>	8.45am
Homeroom	8.50am – 9.05 am	Homeroom	8.50 am – 9.00am
Period 1	9.05am – 10.05am.	Period 1	9.00am – 9.50am
Period 2	10.05 am – 11.05 am	Period 2	9.50 am – 10.40 am
Recess	11.05 am – 11.30 am	Recess	10.40 am – 11.05 am
<i>Warning Bell</i>	11.25 am	<i>Warning Bell</i>	11.00 am
Period 3	11.30 am – 12.30 pm	Period 3	11.05 am – 11.55 am
Period 4	12.30 pm – 1.30 pm	Period 4	11.55 am – 12.45 pm
Lunch	1.30 pm – 2.30 pm	Lunch	12.45 pm – 1.35 pm
<i>Warning Bell</i>	2.15 pm	<i>Warning Bell</i>	1.30 pm
Period 5	2.20 pm – 3.20 pm	Alternate Session	1.35 pm – 2.35 pm
		Period 5	2.35 pm – 3.25 pm

Lesson Times



Medication

Must accompany a health care plan and parent permission form. Please see the office if you require staff to administer medication to your child

This includes Epipens, antihistamines and other prescribed medications



Extended leave

If you are taking your child out of school for more than 10 days you will need to seek approval to do so by completing an extended leave application. Please contact the office for the relevant forms.



Contacting the office

Email : xhs-info@ww.catholic.edu.au

Phone: 02 60406388
294 Fallon St Albury



Website

<http://www.xhsww.catholic.edu.au/>

Newsletter - currently goes out on a Friday via school Stream
Or follow this link to the newsletter archives-

<http://www.xhsww.catholic.edu.au/newsletter/>

School Calendar - is available on the website and school stream and is
updated regularly

<http://www.xhsww.catholic.edu.au/live-school-calendar/>



Getting to & from School

Bikes - Bike racks are provided near the Fallon St Gate. Bikes & helmets should be locked for the duration of the school day.

Buses - Please go to <https://apps.transport.nsw.gov.au/ssts/#/howToApply> to apply for a bus pass for your child



Pick up & Drop off

The pick-up and drop-off of students is recommended to use Fallon Street (paying attention to the parking signs as parking authorities conduct random checks from time to time). It is not recommended to use Currawong Street or Curlew Crescent. Buses currently use these two streets and as such the congestion in the streets has the potential to cause a significant accident along with restricting access for residents to their own properties.

Please ensure you do not park over any of the car park driveway as this blocks staff & visitors to the school from coming or going.



Resource Centre

Library Resource Centre - Open 8am-4pm daily and students are welcome to use this space during recess & lunch also

Lost Property - Is stored in the office, if your child is missing something please send them to the office to check the lost property tub.



Student Lockers

All students have their own locker in which they keep their bag, books and other belongings. A lock will need to be purchased by you to keep the locker secure. Students are expected to keep their locker neat and tidy. The locker areas are equipped with closed circuit video surveillance.



Mobile Phones

Mobile phones may be used at recess and lunch times and in the classroom at the direction of the teacher. They should be turned off at all other times (this includes during study lessons). Inappropriate use of a mobile phone will result in its confiscation.

- Students with mobile phones may not engage in personal attacks, harass another person or post private information about another person using SMS messages, taking / sending photos or objectionable images, and phone calls. Students using mobile phones to bully other students will face disciplinary actions as sanctioned by the Principal (this may include confiscation of the phone)



Student Wellbeing

School Psychologist - Kristy Ward

Kristy Ward is a Registered Psychologist with extensive experience working with children, young people and their families. Kristy is skilled in providing a range of evidence-based interventions, including counselling, consultation, support, and implementation of psycho-educational programs. To book an appointment for your child please contact the office.
