Pastoral Care
Pastoral Care is the school’s expression of its concern for the development of the whole person. In our school it is expressed through:

- The promotion of self-discipline among individuals.
- The development of caring relationships.
- The provision of quality learning experiences.
- The promotion of justice, honesty, compassion and a sense of belonging.

The above is the responsibility of all members of staff.

Ban on Corporal Punishment
This school does not sanction physical corporal punishment by any of its employees, non-employees, volunteers or parents. No form of corporal punishment is acceptable at any time during any school or co-curricular event.

The following Sydney Catholic School’s Policies underpin the Pastoral Care/Student Management Policy.

- Knives & Other Prohibited Weapons Policy:
- Managing Students with Challenging Behaviours:
  https://sites.google.com/a/syd.catholic.edu.au/sydney-catholic-schools-policies/a-z-listing/mgt-students-challenging-behaviours
- Student Wellbeing & Pastoral Care Policy:
- Student Management: Suspension, Transfer and Exclusion Policy:

Other related school policies to be read in conjunction with this policy.
- College Anti-Bullying Policy

To assist staff with the implementation of this policy a Pastoral Care Handbook has been created for the Staff which can be accessed on the Staff Intranet.
**Procedural Fairness**

It is the school’s policy that procedural fairness will be evident in all matters involving discipline of students. Procedural fairness is an approach and understanding that all students have rights and that in any investigation it is vital that steps be taken to ensure that the matter is investigated and handled in a way that is fair to all students.

Some of the important steps that ensure procedural fairness are:

- Ensure that where possible witnesses are found. Each witness is asked for their account separately from other witnesses. Witnesses are asked to write their account of the event.
- Each student involved in an incident is asked for their account of the incident. They are also asked to write their account.

Parents are informed of the incident involving their sons/daughters.

**Restorative Justice**

The College Pastoral Care and Student Management are increasingly focused on the principles of Restorative Justice.

Restorative Justice at MCCP is based on the belief that when relationships are harmed we must work with the students, teachers and parents involved to restore the relationships.

> “I give you a new commandment, that you love one another. Just as I have loved you, you also should love one another. By this, everyone will know that you are my disciples, if you have love for one another.” (John 13: 34-35)

Restorative Justice is a commitment to inclusiveness so that we make every attempt to reintegrate our troubled students, even with severe behaviour difficulties.

Restorative measures assist students to learn from their mistakes, reconcile their differences and resolve problems with others. Restorative measures can effectively address a wide variety of harm done in school settings including truancy, bullying and harassment, classroom or yard misbehaviour or non-cooperation, alcohol and drug use and many other cases.

The following principles underline a Pastoral Care Policy based on Restorative Justice:

- The responsibility to act justly is expected of all members of the school community.
- All College members seek, celebrate and affirm the giftedness within each person.
- Recognition that quality relationships are fundamental to effective learning and genuine pastoral care.
- Students are free to act in accordance with their conscience.
- There is an expectation of forgiveness which acts at every level of the school’s and teacher’s responses to any behaviour.
- The Pastoral Care/Student Management Policy aims to develop self-discipline amongst the students.
- The staff is committed to seeking a just solution to any problem.
- The practices that support due process are to be undertaken in any disciplinary procedure.
- The reciprocity of rights and responsibilities.
• The importance of searching for the truth.
• A concern for the wellbeing of all members of the community.
• Teachers must refrain from using any form of punishment which does not accord with the philosophy of this policy.

It is the responsibility of the College Leadership Team to ensure that the Pastoral Care/Student Management Policy is implemented and that staff are familiar with the principles and practices of Restorative Justice.

There are a range of Restorative Practices that aim to bring about resolution, repair damaged relationships and see a new way forward. They can be seen along a continuum from the informal through to the very formal.

Affective Questions and Statements provide teachers with some tools of how to speak with individual students when they have misbehaved. The emphasis is on how people are affected so that some learning occurs.

Restorative Justice Problem Solving can involve the student, peers, parents and key staff. This is a highly effective tool following a suspension.

Positive Reinforcement Processes
Aims
To improve the Student's self-motivation with a system that allows positive reinforcement.
• Research in Students’ Education shows that students respond in a much better way to positive reinforcement.
• Encouraging more affirmation of their good work to motivate them to continue their progress.
• It will allow self-evaluation of their own progress in different subjects.
• Teachers will use it as a tool to identify their strengths and weaknesses.
• It will allow rewards to all students who make positive contributions to all aspects of College life.

Merit/Demerit Scheme
Aims
• To enhance learning in the classroom.
• To improve student’s self-motivation.
• Education research shows that students respond to direct feedback on behaviour and academic progress.
• It is an opportunity for students to take ownership of their behavior and become a responsible member of Marist Catholic College Penshurst.
• To encourage all students to work well and try their best.

Merits
• Teachers’ award merits for general classroom achievements e.g. working well, excellent homework/assignment, diary up to date, completes extra jobs without asking etc, picking up papers etc.
• Teacher writes in the Merit space in the diary using simple codes and then signs and dates.
Each week Merits will be tallied and recorded by a Student’s Pastoral Care Teacher – for every 3 Merits, a Merit card will be issued.

**Example reasons for the awarding of Merits**
- Volunteering to do things beyond usual expectations.
- Consistent good homework (a week as a beginning point).
- Excellence or effort in a task i.e. assignment, test, presentation etc.
- Exemplary behaviour in regards to co-operation, class, excursions, playground.
- Community involvement/fundraising.
- Improved classroom participation.
- Consistent uniform.
- Committees/Organising school events.
- Well organised Diary – two weeks or shorter period for an unorganized student.
- Improved effort/achievement.
- Collecting notices/rolls.
- Leadership.
- Extension work (see homework).
- Consistent attendance/punctuality.
- Picking up rubbish/cleaning classroom.

**Demerits (a process to develop self-improvement)**
- Demerits will be issued for breaches of College academic or behavioural expectations.
- Repeated demerits from the same teacher will result in the student being referred to the appropriate coordinator.
- Pastoral Care Teachers tally demerits each week. If a student received three (3) demerits in a week, the Leader of Wellbeing will issue a Friday afternoon detention.
- Major breaches of school rules need to be dealt with in other ways such as a straight detention or even suspension. These will be at the discretion of the Leader of Wellbeing or Assistant Principal.
- Students must have their diary or replacement day sheet on them at all time. Failure to do so will lead to a detention.

Demerits may be issued for behavioural or academic reasons.

**Example – reasons for awarding Demerits OR Detention:**
- Lateness to class/attendance.
- Out of bounds.
- Language - minor swearing etc (not at a teacher).
- Minor breach of hands off.
- Eating in classroom.
- Minor teasing.
- Consistent disruption to class.
- Incorrect/Poor Uniform or jewellery.
- Minor graffiti/defacing/misuse school property.
- Littering.
- Rudeness/backchat.

**Example – Academic Demerits:**
- Homework not done/late assignments. It is important that a demerit does not substitute for the non-completion of work. The work or assignment still needs to be completed.
- Poor Diary use (for a period of time).
• Minor disruptions to other classes/lessons.

**Bronze certificates** may be automatically awarded for any student who is involved in an activity consistently over a period of time (perhaps six to ten hours involvement) or who is recognised for success in other areas such as:

- Involvement in school band for the whole year.
- Involvement in the SRC for the whole year.
- Involvement in the programs such as Reader/Writer.
- Involvement as an active member of the College committee.
- Roll monitor for the year or for a term.
- Representation of the school in debating/public speaking.
- Representation of the school in a zone sporting team.
- Achievement of distinction or higher in an external competition.
- Involvement in leadership of Peer Support.
- Other goals with long term involvement. Staff and students can recommend additions.

**Awards System**

<table>
<thead>
<tr>
<th>THREE MERITS</th>
<th>⇒</th>
<th>MERIT CERTIFICATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Issued by Classroom teachers)</td>
<td></td>
<td>(Issued by Pastoral Care Teacher)</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>FIVE MERIT CERTIFICATES</th>
<th>⇒</th>
<th>BRONZE ACHIEVEMENT CERTIFICATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Issued by Leader of Wellbeing or KLA Coordinator at Year Meetings)</td>
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<thead>
<tr>
<th>FOUR BRONZE CERTIFICATES</th>
<th>⇒</th>
<th>SILVER COMMENDATION CERTIFICATE</th>
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<tr>
<td>(Issued by Assistant Principal at College assemblies and published in Newsletter)</td>
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<thead>
<tr>
<th>THREE SILVER CERTIFICATES</th>
<th>⇒</th>
<th>GOLD EXCELLENCE CERTIFICATE</th>
</tr>
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<tbody>
<tr>
<td>(Issued by Principal at College assemblies and published in Newsletter)</td>
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| TWO GOLD CERTIFICATES | ⇒ | SCHOOL MEDALLION |
THE COLLEGE DIARY

Guidelines for Students
1. This diary is an essential item of your personal equipment as a student at Marist Catholic College Penshurst. It should be treated with respect.
2. Your personal daily activities of set homework, project and assignment work, additional study and revision are required to be entered lesson by lesson.
3. You are required to have your diary in your possession at all classes and detention sessions.
4. Your diary is to be signed by your Pastoral Care teacher and Parent/Guardian each week.
5. You are personal responsible for obtaining your parent’s signature in your diary each weekend.
6. Your diary is to be sued as a form of communication between teachers and parents.
7. Scribbling and tagging on any page or the tearing out of any page or section is not permitted.
8. The loss of the diary should be brought to the immediate attention of your Pastoral Care teacher.
9. The cover of your diary is not to be written on or to have stickers placed upon it.
10. If a student does not have their diary at school they must collect a Diary replacement sheet from their Leader of Wellbeing.

Guidelines for Staff
1. The diary is a direct means of expressing to parents any concerns or compliments about a student’s progress, homework performance, attitude, effort etc.
2. Ensure that diaries are brought to every class and maintained respectfully.

Guidelines for Parents
1. The diary should be an effective form of communication between parents and teachers regarding their son/daughter.
2. Please check to see that homework is placed in the diary for all subjects. If a subject does not appear over a period of time, write a note in the diary to the teacher to ask if, in fact, homework has been given.
3. You, as parents, are required to sign the diary each weekend.
4. Please sign to indicate that you have read the rules and guidelines contained in the diary.
5. Please sign on the space provided so that teachers can have ready access to a parent’s signature should the need arise.
6. If a student has lost their diary, a new one must be purchased.
### WHO TO CONTACT

<table>
<thead>
<tr>
<th>THE PROBLEM IS . . . . . .</th>
<th>THE PERSON TO HELP YOU SOLVE IT . . .</th>
</tr>
</thead>
<tbody>
<tr>
<td>If your son/daughter has a problem with a particular subject</td>
<td>Please contact the teacher for that subject.</td>
</tr>
<tr>
<td>If concerns continue in regard to a particular subject</td>
<td>The KLA Coordinator for that subject may be able to assist.</td>
</tr>
<tr>
<td>If you have any concerns about your son/daughter’s overall work or progress</td>
<td>Please contact your son/daughter’s Leader of Wellbeing.</td>
</tr>
<tr>
<td>If you have concerns regarding fees/charges</td>
<td>Please contact the College Bursar.</td>
</tr>
<tr>
<td>If you have concerns about train and bus passes</td>
<td>Please contact Opal Card.</td>
</tr>
<tr>
<td>If your son/daughter is leaving Marist Catholic College Penshurst</td>
<td>Please contact the Principal’s Secretary, to arrange for an appointment with the Principal. The school must then be notified in writing and the sign-out process must then be completed.</td>
</tr>
<tr>
<td>If planning an extended absence</td>
<td>Please contact the College prior to plans being made to seek the Principal’s approval and complete an Application for Extended Leave.</td>
</tr>
</tbody>
</table>

### Playground Rules

In order to ensure the safety of all members of the College community, students need to follow these rules in the playground:

**Hands-off rule**
- Keep your hands and feet off other people
- NO pushing or shoving
- NO play fighting
- NO bullying or other intimidation
- NO running unless playing handball or basketball
- NO walking or standing on seats
- NO student in classroom without teacher supervision
- NO student in walkways or buildings without permission from a teacher
- Put rubbish in the bin
- NO loitering in the toilets
- NO tackle football games

**At the Canteen**
- Line up in an orderly fashion behind the painted line
- Show polite manners to our staff such as please and thank you
- Having been served, move away and do not loiter
- Only make purchases for yourself.

It is the expectation of the College that all students show RESPECT to all members of the community.
**Behaviour Outside College Grounds**

The main rules relating to your conduct outside the College grounds are:

1. **Courtesy and thoughtfulness for others must govern conduct in travelling to and from the College.**

2. At all times you should show pride in your College and conduct yourself so as to preserve and enhance its good name. In practice, some ways of achieving this are:
   a) When in public, you will always speak highly of the College.
   b) You will not ridicule or make fun of others.
   c) You will not make unreasonable noise, nor use offensive or abusive language.
   d) You will walk to railway station/bus stop.
   e) You will always obey the “Hands Off Rule”.
   f) You will come directly to the College and return straight home of an afternoon; hence you will not loiter around shopping centres, railway stations or bus stops.
   g) You will always obey safety rules such as crossing roads at official crossings.
   h) You will not play games on the way to and from the College, especially while waiting for public transport.
   i) You will always place rubbish in the appropriate receptacles.
   j) You will not spit in public.
   k) When using public transport you should:
      - stand back and allow adults to enter and leave first
      - give up your seats for adults
      - stand back when others are leaving the bus or train, and will ensure that your bag does not hinder them
      - keep doorways clear
      - keep your feet off seats
      - not move around unnecessarily
   l) You should always show respect for public property by never defacing or vandalising anything. You should always show respect for the College yourself and teachers on social media.

3. The complete College uniform, in respectable condition, is to be worn to and from the College. In practice, some ways of achieving this are:
   a) Your shirt should be tucked in, with all buttons done up, and your tie pulled up to the collar.
   b) Your blazer should be worn to and from College during the winter months (Term 2 & 3).
   c) Your pullover is either worn correctly or is in your bag.
   d) On Thursdays, you wear to and from College either the full College uniform or the full sports uniform (with no exception).

4. Students of Marist Catholic College Penshurst are not to smoke when dressed in the College uniform when travelling to or from the College or a College function or activity, or when engaged in any school activity.
In practice, at this College, this means that you are not to have in your possession at any of the above times either cigarettes, lighter or matches. Obviously, the rule also applies to alcohol or other drugs.

**College Mobile Phone Policy**
- Students are permitted to have mobile phone devices on their person during school hours. These devices must be switched off during school hours and may only be used with the expressed permission and supervision of their classroom teacher.
- If parents/guardian needs to be contacted, students need to go to the Student Services and a support staff member will contact them via the school phone. Students are not to call or text during school hours.
- Mobile phones and other portable music devices are not to be used in the classroom to listen to music.
- Failure to adhere to the Mobile Phone Policy will result in the Mobile device being confiscated for the day and a Friday detention being issued by the students’ Leader of Wellbeing. Repeated offences may result in the mobile device being secured at school until a parent-interview can be organised.
- ‘Smart’ watches are to be turned off and not permitted to be worn at school during formal assessment tasks and examinations.

**No Swearing Policy**
MCCP has adopted a no swearing policy. College staff should never have to put up with foul language either directed at them or in their ear-shot. Students who swear in the playground, excursion or at sport will receive a school detention. Students who swear at a teacher or in their vicinity will be suspended from school. It is our intention to fully explain this expectation to the students at school and year assemblies.

Together with this expectation of the correct choice of language is the requirement that students do not answer teachers back in an unacceptable manner. If a student’s response warrants it he/she will receive a school suspension for excessive rudeness to a member of staff.

**Student Level System**
Any behaviour that threatens the physical or emotional safety of other people at the College will result in immediate placement on the higher levels of student management. Serious breaches of school rules, students may be suspended immediately and dealt with in accordance to the SCS Student Management: Suspension, Transfer and Exclusion Policy.

Suggestions for classroom teachers:
- Establish classroom norms. Spend some time discussing these in the first periods of the year. Review them over the first periods to set your standards.
- Set high standards.
- Learn student names.
- Give clear direct instructions.
- Well-constructed lessons are essential to good student management.
- In lesson design consider the needs of adolescent students.
• Consult with peers. Who else teaches a particular class or student? What works for another teacher may be useful in your class.

Responses to Poor Behaviour
As a rule it is more effective to use a lower level response where possible. This enables the teacher to maintain personal control of the situation. It also maintains the usefulness of the higher level responses. The level of response by the teacher should match the behaviour of the student. Outrageous behaviour should warrant an immediate high level response.

Low Level Response
• Find a way of affirming the good that is in the particular student who is misbehaving.
• Have a quiet word with the student at the end of the lesson.
• Change the student’s seating arrangement in class.

Medium Level Response
• Note in the student’s diary. This note must be signed by the student’s parent or guardian and be available by the next lesson. Teacher must follow up that parent has received the note.
• Phone call to parent. Check with Leader of Wellbeing/KLA Coordinator before making the call to check if there are any extenuating circumstances.
• Isolation of a student within the class. Perhaps move the student towards the front of the class.
• Set a written task that is relevant to the class work being studied.
• Issue an informal detention:
  - A maximum of a half of recess or half of lunch time.
  - This is to be taken by the teacher concerned.
  - A few minutes at lunch time or recess can be very effective.
• Isolate student outside classroom:
  - Short period of time only – 10 minutes maximum.
  - Student to stand outside the door within view of teacher.
  - Teacher has a quiet word with student when the class is settled.
  - Possibly follow up at the end of the period depending on the student’s response.
• Consult with Leader of Wellbeing or KLA Coordinator.
• Contact with Parents/Guardians:
  - The teacher contact parents to inform them of a student’s behaviour. It may be issued without need for a further penalty.
  - This communication may occur via email, phone call or letter.
• Issue a Demerit.
High Level Response

- Students with very poor behaviour must be managed in accordance with the Sydney Catholic schools: Guidelines for the management of students with Challenging Behaviours in Secondary Schools.
- Consultation with Leader of Wellbeing regarding possible Friday Detention:
  - The Leader of Wellbeing receives back confirmation of the Detention via a parent’s/guardian’s signature on the letter. No student is to be detained if there is no parent contact.
  - The Leader of Wellbeing logs the student’s name on Sentral on the Detention list.
  - A Student who fails to attend a detention, without prior consultation with the Leader of Wellbeing, will receive a second detention. If the student fails to attend any further detentions the Leader of Wellbeing is to consult the Assistant Principal regarding either a suspension or a Saturday Detention.
- The Leader of Wellbeing may decide to contact parents/caregivers.
  - This may be necessary for any student who moves up a level. A meeting may be held with the class teacher if there is a particular concern or simply by the Leader of Wellbeing if there is a concern held by a number of teachers.
  - The Student Profile should be completed by the Leader of Wellbeing with the parents in mind as being the audience for the document.
- Students who repeatedly offend may also be placed on a Monitoring Card to help regulate and record their behaviour.
- A teacher may wish to consult the Assistant Principal or Principal directly in regard to a particular student’s behaviour.
# Student Level System

<table>
<thead>
<tr>
<th>LEVEL</th>
<th>STUDENT BEHAVIOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LEVEL 0 WHITE</strong></td>
<td>All students commence at this level. You can receive demerits from teachers for a range of inappropriate behaviours. These will be recorded in your school diary. You need to speak with your teachers about how you can improve. Once you have earned three (3) demerits in a week, your <strong>Leader of Wellbeing</strong> will issue a College afternoon detention.</td>
</tr>
<tr>
<td><strong>LEVEL 1 BLUE</strong></td>
<td>If you receive multiple College detentions or show no improvement on Level 0, you have arrived at Level 1. You will be interviewed by either the Leader of Wellbeing or Pastoral Care teacher in relation to your inappropriate behaviour or academic effort. You will be placed on a <strong>Blue Monitoring Card</strong> and your parents will be contacted. <strong>Certain privileges may be taken from you and you may be withdrawn from particular classes.</strong> If your behaviour improves you will return to Level 0 for further classroom monitoring.</td>
</tr>
<tr>
<td><strong>LEVEL 2 YELLOW</strong></td>
<td>If you fail to attend College detentions, or receive additional demerits while on Level 1, or show no improvement in your behaviour, you have arrived at Level 2. You will be referred to your <strong>Leader of Wellbeing</strong>. You and your parents will be required to attend an interview with the <strong>Leader of Wellbeing</strong>. You will be placed on a <strong>Yellow Monitoring Card</strong> and may be excluded from excursions and/or other school events. It may be that you will be internally suspended from school for a period of time to enable you to reflect on your actions. On your return to school, you will be required to enter a <strong>Contract of Behaviour</strong> and your Leader of Wellbeing will place you on a <strong>Wellbeing Plan</strong>. If you keep to the conditions of the contract you will be returned to Level 1 for further classroom monitoring.</td>
</tr>
<tr>
<td><strong>LEVEL 3 RED</strong></td>
<td>If you break the contract you will be placed on Level 3. You and your parents will be required to attend an interview with the <strong>Assistant Principal</strong>. The Assistant Principal may decide that your enrolment is provisional and will set out <strong>certain conditions</strong>. If you keep these conditions you will return to Level 2. If you fail to meet these conditions, you and your parents will be required to attend an interview with the <strong>Principal</strong> and your enrolment at the College may be terminated.</td>
</tr>
</tbody>
</table>

Any behavior that threatens the physical or emotional safety of other people at the College will result in immediate placement on the higher levels of student management.

Serious breaches of school rules: Students may be suspended immediately and dealt with in accordance with the SCS Student Management: Suspension, Transfer and Exclusion Policy.
**Referral of Student**

The most effective form of discipline is that administered by the teacher involved providing it is done in a fair and just manner. However if unacceptable patterns of work and/or behaviour continue after initial disciplinary action is taken or for more serious incidents, the referral chain operates as follows:

- Teachers have the option of completing a Student Management pink slip.
- Casual teachers must complete the Student Management pink slip.
- For behavioural matters the student is referred to the Leader of Wellbeing:
  - Disruption to class, rudeness, repeated lateness, bullying, swearing, ...
- For course work matters the student is referred to the KLA Coordinator:
  - Repeated failure to do homework, failure to submit an assignment, not bringing textbooks or equipment, ...
- Should the situation continue after these steps are taken, the matter should be referred to the Assistant Principal by the Leader of Wellbeing or the KLA Coordinator. In very serious cases referral should be made directly to the Principal.
- The Leader of Wellbeing may refer High Level Issues to the Assistant Principal.
- The Leader of Wellbeing may refer students to the Counsellor using the Counsellor Referral Form.

**Detention**

- Friday detention is supervised by the Leader of Wellbeing or a Middle Leader.
- Academic detentions are supervised by the KLA Coordinators.
- Detention is most effective when used sparingly and for definite misdemeanors. Students should be made fully aware of the reasons for any detentions given.

The following types of detentions may be issued to a student who is not adhering to the student expectations:

<table>
<thead>
<tr>
<th>Type of Detention</th>
<th>Reason / Incident</th>
<th>Scheduled Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Detention</td>
<td>Incomplete classwork, homework or assessment tasks</td>
<td>Wednesdays 3:00pm – 4:00pm</td>
</tr>
<tr>
<td>Sports Detention</td>
<td>Failure to adhere to the College uniform policy, inappropriate behaviour</td>
<td>Thursdays 12:30pm – 2:45pm</td>
</tr>
<tr>
<td>College Detention</td>
<td>Misdemeanours, failure to adhere to College regulations</td>
<td>Friday until 4:00pm</td>
</tr>
<tr>
<td>Detention Appointed by the Assistant Principal</td>
<td>Given at the discretion of the Assistant Principal</td>
<td>Daily until 4:00pm</td>
</tr>
<tr>
<td>Saturday Detention</td>
<td>Serious misdemeanours, excessive lateness, truancy, inappropriate use of technology, also at the discretion of the Leader of Wellbeing or Assistant Principal</td>
<td>Saturdays 8:00am – 11:00am</td>
</tr>
</tbody>
</table>
Parents/Guardians will be given 24 hour notice by phone or letter for any of the above detentions.

Withdrawal of Privileges
- It is at the Assistant Principal’s and Principal’s discretion to withdraw a student from representing the school at sport, attending College discos, excursions and camps.
- Withdrawal of Privileges would only follow repetitive and continuous poor behaviour by the student. Other penalties must be used before privileges are withdrawn.

In-School Suspension
- Students may be placed on an in school suspension for serious or repeated breaches of school rules by the Leader of Wellbeing in consultation with the Assistant Principal and/or Principal.
- Students will be isolated from others under the supervision of the Leader of Wellbeing and must complete a required amount of written work at the discretion of the Leader of Wellbeing.
- Parents will be notified by the Assistant Principal in writing of the in-school suspension.
- Parents are to be contacted by the Leader of Wellbeing by phone prior to the suspension commencing.

External Suspension
- In undertaking to suspend a student the Principal must consider the factors including safety and welfare of the student, staff and other students in the class or school.
- The full range of school student welfare and discipline strategies must have been implemented, in most cases, before a suspension is imposed.
- A student who is suspended from school may not attend sport, represent the school in sport or attend any excursion whilst they are on suspension.
- In some circumstances the Principal or delegate may determine that a student should be suspended immediately. This will usually be due to concern for the safety of students or staff because of violence, threats of violence, or the presence of weapons or illegal drugs.
- The Principal or delegate must suspend immediately but not exclusively for the following:
  - Possession if a suspected illegal drug.
  - Violence, or threat of serious physical violence.
  - Possession of a prohibited weapon.
- The Principal or delegate may suspend, consistent with these procedures, any student whose behaviour includes:
  - Persistent disobedience.
  - Persistent disruption.
  - Breach of school rules.
Deciding on, Notifying and Resolving a Suspension

Investigation
- Investigations should be undertaken to ensure procedural fairness.
- Written statements should be taken from all parties involved and any witnesses to the incident.
- Clarification of any discrepancies in statements should be sought prior to taking the matter to the Principal or delegated representative.

Decision
- The Principal should inform the student of the grounds on which the suspension is being considered. The student must be given an opportunity to respond.
- The student’s response must be considered before a decision to suspend is made.
- The decision to suspend must be made by the Principal or authorised delegate.

Notification to Parents
- A student will not be sent out of school before the end of the school day, without notification being made to a parent/guardian and, if necessary, agreement reached about arrangements for the collection of the child from school.
- Notification of suspension must be made to parents/guardians in writing.
- In all cases, notification must include:
  o Notice of suspension. Reasons for the suspension.
  o The clear expectation that the student will continue with studies while suspended.
  o The importance of parental assistance in resolving the matter.
  o A reminder that parents/guardians are responsible for the care and safety of the student while under suspension.
- Parents should be referred to the school’s Pastoral Care/Student Management Policy.

Resolution
- At the earliest opportunity there must be a parent/guardian meeting to discuss the basis on which the suspension will be resolved.
- Refer to counsellor if required.

Transfer & Expulsion
The school uses Sydney Catholic Schools (SCS) Student Management: Suspension, Transfer and Exclusion Policy which can be accessed at:

to inform the College’s Pastoral Care/Student Management Policy.
**College Uniform**
As a student attending Marist Catholic College Penshurst you are an ambassador for the school. Students are expected to wear the uniform with dignity and respect and at all times, whilst in uniform behave in a manner befitting the school.

<table>
<thead>
<tr>
<th>SUMMER UNIFORM (TERMS 1 &amp; 4)</th>
<th>GIRL’S UNIFORM (Year 7-9)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BOY’S UNIFORM (Year 7-9)</strong></td>
<td><strong>Girl’s Blazer</strong> (navy with cardinal red stripe)</td>
</tr>
<tr>
<td>• Boy’s Blazer (navy with cardinal red stripe)</td>
<td>• Girl’s Blazer (navy with cardinal red stripe)</td>
</tr>
<tr>
<td>• Boy’s Summer S/S shirt (white on white stripe with logo)</td>
<td>• Girl’s dress (navy and white)</td>
</tr>
<tr>
<td>• Pants (navy)</td>
<td>• School short dress sock (navy with stripe)</td>
</tr>
<tr>
<td>• School Belt</td>
<td>• School hair ribbons (striped)</td>
</tr>
<tr>
<td>• Formal cap</td>
<td></td>
</tr>
<tr>
<td>• School short dress sock (navy with cardinal red stripe)</td>
<td></td>
</tr>
<tr>
<td>• School neck tie</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BOY’S SUMMER UNIFORM (Years 10-12)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Boy’s Blazer (navy with cardinal red stripe)</td>
</tr>
<tr>
<td>• Boy’s Summer shirt (blue on white stripe)</td>
</tr>
<tr>
<td>• School neck tie</td>
</tr>
<tr>
<td>• School short dress sock (navy with cardinal red stripe)</td>
</tr>
<tr>
<td>• School Belt</td>
</tr>
<tr>
<td>• Pants (navy)</td>
</tr>
<tr>
<td>• School shoes (Black leather, lace up, at all times polished)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WINTER UNIFORM (TERMS 2 &amp; 3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Boy’s Blazer (navy with stripe)</td>
</tr>
<tr>
<td>• Boy’s winter L/S shirt (white on white stripe)</td>
</tr>
<tr>
<td>• Pants (navy)</td>
</tr>
<tr>
<td>• School Belt</td>
</tr>
<tr>
<td>• School short dress sock (navy with stripe)</td>
</tr>
<tr>
<td>• School neck tie</td>
</tr>
<tr>
<td>• Knit wool school jumper (cardinal red)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GIRL’S UNIFORM (JUNIOR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Girl’s Blazer (navy with stripe)</td>
</tr>
<tr>
<td>• Girl’s tunic with belt (navy, below knee in length)</td>
</tr>
<tr>
<td>• Girl’s L/S shirt (white on white stripe)</td>
</tr>
<tr>
<td>• Knit wool school cardigan</td>
</tr>
<tr>
<td>• School neck tie</td>
</tr>
<tr>
<td>• Girl’s tailored hat</td>
</tr>
<tr>
<td>• 70 denier navy tights</td>
</tr>
<tr>
<td>• Long pull up sock (navy with cardinal red stripe)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BOY’S WINTER UNIFORM (SENIOR)</th>
<th>GIRL’S &amp; BOY’S SPORTS UNIFORM</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Boy’s Blazer (navy with stripe)</td>
<td>• Sport cap</td>
</tr>
<tr>
<td>• Boy’s winter L/S shirt (blue on white stripe)</td>
<td>• Track pant</td>
</tr>
<tr>
<td>• Pants (navy)</td>
<td>• Track jacket</td>
</tr>
<tr>
<td>• School Belt</td>
<td>• Sport short</td>
</tr>
<tr>
<td>• School short dress sock (navy with stripe)</td>
<td>• Sport sock</td>
</tr>
<tr>
<td>• School neck tie</td>
<td>• Predominantly white sandshoes</td>
</tr>
<tr>
<td>• Knit wool school jumper (cardinal red)</td>
<td></td>
</tr>
</tbody>
</table>

**COMPULSORY ACCESSORIES:**
- School CHIROPAC bag (compulsory only for year 7 or any new replacement bag)
- Sports kit bag (compulsory only for year 7)

**OPTIONAL ACCESSORIES**
- Knit wool scarf
- Rugby jersey (striped, optional for Years 7-10)
- School vest (cardinal red)
- Sport singlet
- Netball skirt (girls)
- Football sock
- Sports kit bag (optional for Years 8-11)
# Grooming

<table>
<thead>
<tr>
<th>BOYS</th>
<th>GIRLS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>HAIR</strong></td>
<td><strong>HAIR</strong></td>
</tr>
<tr>
<td>• Hair must be of conservative style. All extremes of fashion are to be avoided, at all times appropriate for the wearing of the school uniform.</td>
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</tr>
<tr>
<td>• Hair must be of one natural colour.</td>
<td>• Hair must be of consistent natural colour</td>
</tr>
<tr>
<td>• Hair should be of equal length all over of one grade (i.e not no.1 at the bottom and no.4 at the top.)</td>
<td>• Hair must be tied back at all times and kept off the face using the college ribbon.</td>
</tr>
<tr>
<td>• Undercuts, steps, stripes or other patterns shaved into hairstyle are NOT acceptable</td>
<td>• Hair must be neat and well-groomed at all times.</td>
</tr>
<tr>
<td>• Number 3 hair trimmer is minimum acceptable length.</td>
<td>• Hair must not be shaved.</td>
</tr>
<tr>
<td>• Hair must be short, neat and tidy, off the collar, off the face.</td>
<td>• Eyebrows are to be of natural shape and colour.</td>
</tr>
<tr>
<td>• No ‘product’ used on hair.</td>
<td>• No ‘product’ used on hair.</td>
</tr>
<tr>
<td><strong>JEWELLERY</strong></td>
<td><strong>JEWELLERY</strong></td>
</tr>
<tr>
<td>• Students are encouraged to wear a watch.</td>
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</tr>
<tr>
<td>• A single, fine neck chain may be worn provided it is out of sight and has a crucifix or medical information attached.</td>
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</tr>
<tr>
<td>• Other jewellery, chains, leather bracelets or rings are not permitted.</td>
<td>• Other jewellery, chains, leather bracelets or rings are not permitted.</td>
</tr>
<tr>
<td>• Any piercing and associated jewellery is not acceptable.</td>
<td>• One pair of plain studs may be worn in the earlobes.</td>
</tr>
<tr>
<td><strong>FACIAL HAIR</strong></td>
<td><strong>MAKEUP</strong></td>
</tr>
<tr>
<td>• Boys are to be completely clean shaven</td>
<td>• No make-up is allowed and students who are wearing makeup will be asked to remove it. This includes coloured nail polish.</td>
</tr>
<tr>
<td><strong>NOTE:</strong> The suitability of any hairstyle or other grooming regulations is at the discretion of the Assistant principal.</td>
<td>• Acrylic nails are not permitted.</td>
</tr>
</tbody>
</table>