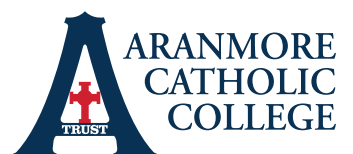




# Parent & Student **Handbook**







## A school with spirit

Aranmore Catholic College is a co-educational school for Years 7-12. We are located in Leederville, just off vibrant Oxford Street, a mere 3 kilometres from the Perth CBD. As soon as you walk onto our campus, you will quickly discern three special things about our school: we have a long and rich history, we have happy students and a high teacher-to-student ratio which allows us to get to know each and every child. What this all means for your child is that they enjoy a first-class education, underpinned by traditional values, in a safe, supportive environment.

## Trust. A motto for life

The blue of the 'A' is symbolic of Mary, while the Celtic Cross in its centre represents the College's Irish origins. The Cross is supported by our motto, 'Trust'. This incredibly powerful word is at the very centre of everything we believe in. Trust is the basis for all successful relationships: from the spiritual one, between our God and us, to the day-to-day relationships between parents, guardians, students and teachers. When you send your child to Aranmore, we seek to repay that trust by equipping them with the moral strength and academic skills to make a positive contribution to society.

## The importance of student care

Resilience is so crucial to how we live our life. At Aranmore, our extensive Pastoral Care program is here to provide the emotional and spiritual support your child needs to navigate their teens and go on to become a valued member of the community.

Each child is supported by a student care team comprising their Form Teacher, Dean of Students and Deputy Principal. Students can also receive additional care and guidance from our School Counsellor or Chaplain.

Of course we can't do it without your support. We believe in honest and open communication between the College and parents/guardians, and welcome your enquiries. We encourage all, where possible, to become involved in College life.

As we are a Catholic school, Religious Education is at the heart of our pastoral curriculum. We believe giving students the opportunity to develop their knowledge and understanding of our Faith, and the values it promotes, helps strengthen courage and resilience.

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CRICOS CODE 00745C

Date updated: September 2023



## Brief History of the College & Founders

Aranmore Catholic College was founded on its present site in Leederville in 1903 by two Sisters of Mercy, Mother Berchmans and Mother Aquin, who originally established a co-educational school known as Our Lady of Perpetual Succour School, Arranmore. Mother Berchmans, who was from an island off the west coast of Ireland called 'Arranmore', named their new convent house at the corner of Marian and Shakespeare Streets, 'Arranmore'. The first student, Sophia Hudson, was joined by 12 boarders a few years later and after a period of time, the school was called St Mary's and educated both boys and girls to sixth standard and girls only in high school. In 1942, a high school for boys, called Christian Brothers' College Leederville, was founded by the Christian Brothers. For over 40 years, the two schools operated separately but side by side.

To meet the growing demand for places and to enable more educational opportunities for students, the two schools amalgamated in 1986 and officially became Aranmore Catholic College. The first Principal of Aranmore was Brother Kevin Paull and the first Deputy Principal was Sister Joan Buckham.

Catherine McAuley:  
Suscipe Prayer

My God,  
I am yours for time and eternity.  
Teach me to cast myself entirely  
into the arms of your loving Providence  
with a lively, unlimited confidence  
in your compassionate, tender pity.  
Grant, O most merciful Redeemer,  
that whatever you ordain or permit  
may be acceptable to me.  
Take from my heart all painful anxiety;  
let nothing sadden me but sin,  
nothing delight me but the hope of coming  
to the possession of You my God and my all, in your  
everlasting kingdom.  
Amen

Edmund Rice: Prayer

O God, we thank you for the life of  
Edmund Rice.  
He opened his heart to Christ present in  
those oppressed by poverty and injustice.  
May we follow his example of faith and  
generosity.  
Grant us the courage and compassion of  
Edmund as we seek to live lives of love  
and service.  
We ask this through Christ our Lord.  
Amen

## Venerable Catherine McAuley

Venerable Catherine McAuley was born near Dublin, Ireland on 29 September 1778. After the death of both her parents, Catherine went to live with relatives who embodied the strong anti-Catholic atmosphere of the times. This was a difficult trial for Catherine, but through it she developed a spirituality based on God's Mercy.

Catherine sought to provide solace to sick and needy families, to train young girls for employment and to instruct poor children.

When Catherine was 25, a retired couple (wife a Quaker and husband a Protestant) invited her to live with them. On their death beds, they converted to Catholicism, and bequeathed their estate to her.

With this inheritance, Catherine built a house on Baggot Street in Dublin which began as a home for poor girls. This first Home of Mercy opened on 24 September 1827, the Feast of Our Lady of Mercy.

Her work with the poor and destitute led Catherine to desire a life of total consecration to the Lord. Encouraged by the Archbishop, Catherine and two other women professed vows on 12 December 1831 and began the Religious Institute of the Sisters of Mercy.

By the time of Mother Catherine's death in 1841, there were 100 Sisters of Mercy in 10 foundations. In April of 1990, on completion of one stage of the process by which the Catholic Church defines sainthood, Pope John Paul II declared Catherine McAuley "Venerable".

We draw on the inspiration of Catherine McAuley, the foundress of the Sisters of Mercy. Catherine's deep faith in God, who is mercy, and her experience of pain and of poverty, shaped her prayer and in turn her prayer shaped her ministry. "Mercy....the business of our lives" - Catherine McAuley.



## Blessed Edmund Rice

Blessed Edmund Rice, fourth of seven sons, was born on a farm in Westcourt, Callan, Kilkenny on 1 June 1762. He married when he was 23. Two years later his wife died while pregnant.

By 1795, Edmund was a wealthy man while his fellow Catholics were, by contrast, living in poverty, with no education and no hope for their own future or that of their children.

Enlightened by the Holy Spirit, Edmund Rice had come to believe that even the poorest and least educated person was the temple of the Holy Spirit and that Christ dwelt in him or her. He resolved to sell what he had and to spend his wealth in the mission of educating poor and needy children.

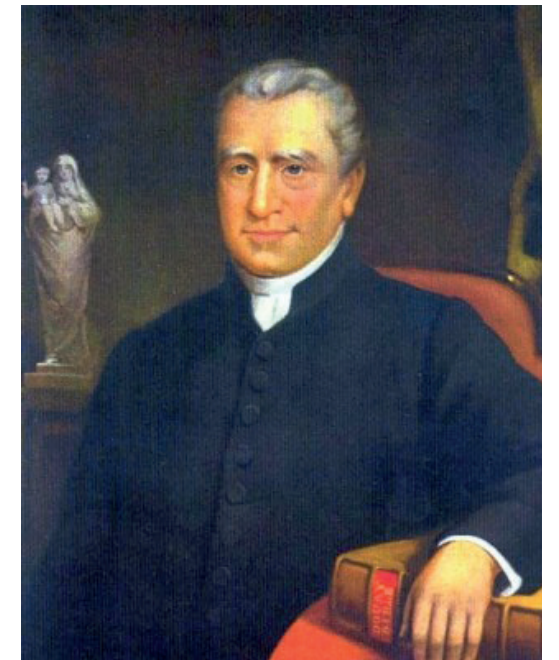
Meanwhile he committed himself to follow Christ in a life of consecrated service to Him.

In 1802 he held his first classes in converted stables in Waterford. A year later he moved to his first permanent school, built at his own expense, in Waterford, and named Mount Sion.

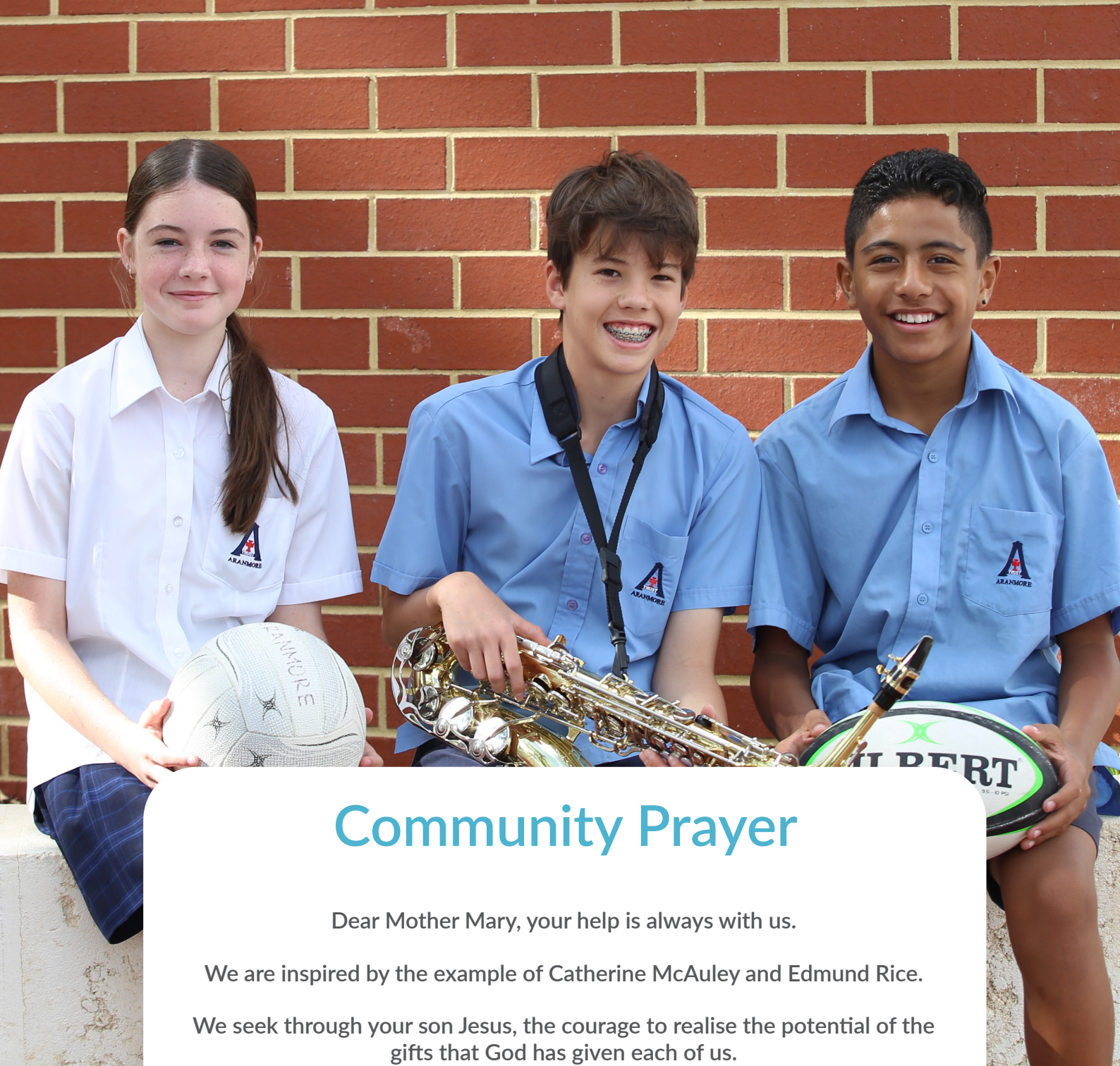
In 1820 Pope Pius VII recognised as a Religious Congregation the group of men who followed in the footsteps of Edmund Rice. They were called the Christian Brothers.

On 29 August 1844 Edmund Rice died at Mount Sion. He was proclaimed Blessed Edmund Ignatius Rice on 6 October 1996.

Edmund Rice set his mind to a mission that was radical indeed. He didn't want to just handout food and clothes or special kindnesses to exceptionally needy families. It was equipping young people mentally, morally and religiously to stand on their own feet and change their lives for themselves and in time, to struggle for change in the society that caused and allowed them to be poor.







# Community Prayer

Dear Mother Mary, your help is always with us.

We are inspired by the example of Catherine McAuley and Edmund Rice.

We seek through your son Jesus, the courage to realise the potential of the gifts that God has given each of us.

Help us grow in faith, hope and love so that we are open to the blessings of the many cultures who are part of this community.

May we respect each person’s uniqueness and affirm their talents.

In all ways we seek God’s peace.  
Assured of your help, we make this prayer to Jesus your Son.

Blessed Edmund Rice - Pray for us

Venerable Catherine McAuley - Pray for us

St Mary MacKillop of the Cross - Pray for us

# Shared Vision & Values

## Our Beliefs and Values

At Aranmore Catholic College, we seek to further the mission of the Catholic Christian community. We are endowed with the rich heritage of the Sisters of Mercy and the Christian Brothers. We educate young people in the values of faith, compassion, justice and mercy, as lived by Jesus and emulated by Catherine McAuley and Edmund Rice.

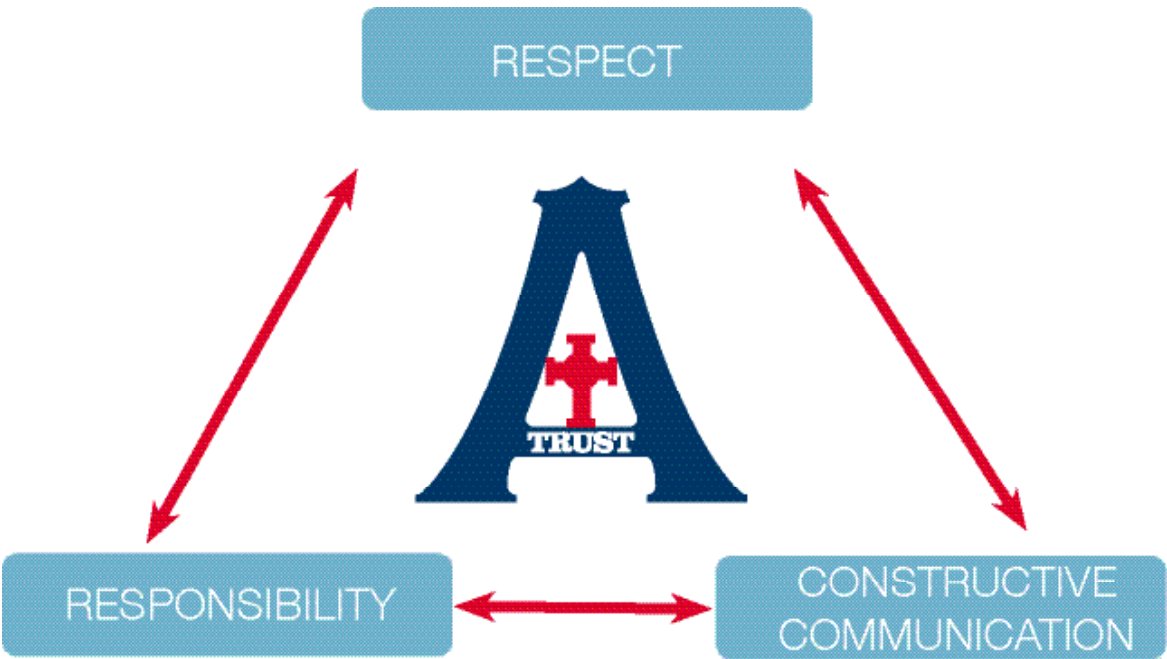
We believe in the inherent dignity of the individual. We provide holistic education, attending to spiritual, physical, intellectual and emotional development, through the nurturing of each student’s abilities, gifts and talents. We promote a culture of respect, reflected in harmonious relationships and open communication. As a multicultural community, we value diversity, believing that all should be accepted and celebrated.

## Our Practice

As a community beloved of God, we celebrate life in prayer, song and Sacrament. We build our community by providing a welcoming, supportive and safe environment where we work in partnership with families and communities. When conflict occurs, we work with students to find solutions which repair harm and restore relationships.

Aranmore’s student-focussed approach leads to the shaping of teaching, learning and assessment programs that meet individual needs, providing opportunities for success and individual excellence. We affirm and award students for diligence, progress and achievement in academic, cultural and sporting programs. A collegial and professional approach guides teachers in the implementation of policies and procedures which facilitate student learning.

Our hope is that students leave us as educated, resilient, responsible and compassionate people. Having been part of the Aranmore community, students have engaged in Christian service, leadership, mentoring and community activities. Formed by this Aranmore tradition, our students are prepared for life beyond school.





# General Contact Details & School Hours

## Front Office - 8am to 4pm: 9201 5200

During the Term, the Office is open from 8am to 4pm. During mid-term school breaks, the Office operates with minimum staff. At the end of the school year, the Office closes for four weeks and re-opens one week prior to the commencement of the school year.

## Change of Contact Details

It is very important that the College has correct contact details of all families enrolled at the College. To update your contact details, please email [enrolments@aranmore.wa.edu.au](mailto:enrolments@aranmore.wa.edu.au) or call 9201 5226.

## Messages to Students

In cases of emergency, please call the Front Office and a message will be passed immediately to students. Mobile phones may not be used between 8:35am and 3:15pm for the sending or receiving of text or voice messages.

## Contacting Staff

Of utmost concern to all staff is that each student reaches his or her full potential. Integral to achieving this is open, two way communication between parents and staff. Parents are encouraged to make contact with their child's teachers through a variety of forums: SEQTA, email, telephone, Student Diary, Parent/Teacher/Student Interviews and Parent Information Nights.

To contact a staff member by email, please use the following format:

First name full stop followed by [surname@cewa.edu.au](mailto:surname@cewa.edu.au)

For example, to contact Mr Danny Battistessa the email address is: [danny.battistessa@cewa.edu.au](mailto:danny.battistessa@cewa.edu.au)

Please be aware that staff teach during the day and will not be able to respond to your message immediately. They will, however, endeavour to contact you in a timely manner. The use of SEQTA direct messages is preferable to phone.

## Student Absentees

It is important that you contact the Office, before 10am, if your child is going to be absent. A note or Medical Certificate is required explaining the reason for the absence.

**Absentee Email:** [absentee@aranmore.wa.edu.au](mailto:absentee@aranmore.wa.edu.au)

**Absentee Hotline (24 Hours):** 9201 5277

When informing the College of your child's absence, please be sure to include the following information in your email/message:

- Student's full name
- Year group
- Brief Reason for Absence (eg sick, appointment, personal reason)
- Duration of the absence
- Explain your relationship to the child (mother, father, grandparent, homestay, guardian)

A note or Medical Certificate to the Form teacher is required when your child comes back to school explaining the reason for the absence.

## School Hours

8:35am - 3:15pm (Mon, Tues, Wed & Fri)

8:35am - 2:30pm (Thurs)

## Breakfast Club

Breakfast Club is held in the CASS and serves breakfast from 7:30am to 8:20am every school day during the term. All welcome.

ARANMORE

BELL TIMES

## Monday, Wednesday & Friday

Time	Event	Minutes
8:35	Warning Bell	
8.40	Period 1	55
9.35	Period 2	55
10.30	Form	15
10.45	Recess (Warning bell @ 11.10)	30
11.15	Period 3	55
12.10	Period 4	55
1.05	Lunch (Warning bell @ 1.30)	30
1.35	Period 5	50
2.25	Period 6	50
3.15	End of college day	

## Tuesday

Time	Event	Minutes
8:35	Warning Bell	
8.40	Period 1	50
9.30	Period 2	50
10.20	Assembly/House/Pastoral	50
11.10	Recess (Warning bell @ 11.35)	30
11.40	Period 3	50
12.30	Period 4	45
1.15	Lunch (Warning bell @ 1.40)	30
1.45	Period 5	45
2.30	Period 6	45
3.15	End of college day	

## Thursday

Time	Event	Minutes
8:35	Warning Bell	
8.40	Period 1	50
9.30	Period 2	50
10.20	Recess (Warning @ 10.45)	30
10.50	Period 3	50
11.40	Period 4	50
12.30	Lunch (Warning @ 12.55)	30
1.00	Period 5	45
1.45	Period 6	45
2.30	End of college day	



# College Procedures

## Arriving at School

All students must be on campus by 8:30am and must remain within the College grounds once they arrive at school. Students should not arrive at school before 8:15am unless taking part in a supervised activity. General supervision is provided from 8:15am.

## Form Periods

The Form period runs from 10.30am – 10.45am on Mondays, Wednesdays and Fridays, with an extended Form (Pastoral Period) on Tuesdays from 10.20am – 11.10am. This scheduled time begins with prayer, attendance will be marked, the Daily Notices read, and any other administrative duties are attended to. This is also a time for Form teachers to build a rapport with the students in their Form.

## Arriving Late to School

If arriving after 8.40am, students must report to Student Services where their arrival will be recorded. A note should be provided explaining the reason for the late arrival.

## Arriving Late to Classes

When a student arrives late to class, their subject teacher will record their lateness. Should the student be released late from a previous class or activity that teacher will record the reason in the Student Diary.

## Leaving College During the School Day

If a student needs to leave the College to attend an appointment, the following procedure is to operate:

- The student must bring a note from a parent/guardian prior to the appointment.
- When the student is about to leave the subject classroom, the note is shown to the class teacher and then is taken to, and handed in at Student Services, where the student's early departure will be recorded before they leave the College premises.
- Students are required to sign out at Student Services before they may leave.

Students will not be permitted to leave the school grounds during school hours without written permission (signed note or email) or a call from Parent/Guardian or Deputy Principal.

## Afternoon Dismissal

Dismissal is at 3:15pm except on Thursdays when dismissal is at 2:30pm. After school, students should leave the grounds promptly, unless taking part in a supervised activity. Students are not permitted to use the ovals or courts, or to engage in active games after school unless these are organised by a supervising teacher.

## Non-participation in Physical Education

Students who are unable to take part in sport/physical education activities are expected to provide a note to their teacher with an explanation from a parent/guardian.

## Leaving a Timetabled Class

Students may not leave, or be out of, a timetabled class without the written permission of their timetabled teacher. This requires the teacher to complete the relevant section in the Student Diary which the student must carry with them while out of class.

## Absence From Tests or on the Day that Assignments are Due

If a student is absent on the day of a test or when an assignment is due, it is the student's responsibility to make any necessary arrangements with teachers on return to school. For more detail, please refer to the College's Assessment Policy, available on the College website.

## Compulsory Attendance

Days for which special events are planned such as sports days, excursions, camps, retreats, Founders' Day, are an integral part of the College's curriculum. Attendance is compulsory on these days as on other school days. Should illness prevent attendance, a Medical Certificate or a note from a parent/guardian should be provided upon the student's return to school.

## Sick Students

Students who feel sick are to ask the class teacher for permission to report to the Sick Bay in Student Services, with their Student Diary signed. Sick students cannot be accommodated for lengthy periods at the school. Parents will be contacted to take sick children home. Students who are feeling ill should not stay in the classroom or toilets or any other unsupervised area. Under no circumstances are students to use a mobile phone or their device to contact parents to inform them of illness. Such notification may only be made through Student Services or the Front Office.

## Mobile Phones

Students may not use their mobile phones on the College campus during the school hours of 8:35am and 3:15pm. Students risk the phone being confiscated if it is seen or heard during school hours. In an emergency, students must come to Student Services for assistance.

## Communication with Staff regarding Student Concerns

The College Learning Management System (LMS), SEQTA Engage, is available through the Parent Portal. Here parents/guardians can find information on behaviour and academic progress. Direct messages or emails can be used to communicate with teachers. If a parent is concerned regarding a student's school performance it is best to email the student's Form teacher in the first instance. The Dean of Students and Heads of Learning Area can also be contacted.

## College Policies and Code of Conduct

Aranmore Policies and Code of Conduct are enshrined in a belief that good relationships are central to good educational outcomes in schools. For further information on College policies, please refer to the College website (aranmore.wa.edu.au).

## Bullying

At Aranmore we respond to all reports of harassment or bullying in a comprehensive manner and according to Catholic Education Western Australia (CEWA) policy.

## College Sanctions

Where students fail to make positive choices in honouring the College's Code of Conduct and Procedures and Policies, sanctions may be imposed. These may include yard duty, recess and lunchtime detentions, after-school detention or suspension.

## Newsletter

A newsletter is emailed to parents/guardians every fortnight and published on the College website. The newsletter provides up-to-date communication. As such, it is important that families inform the College of changes to their email address. Please supply new contact details to enrolments@aranmore.wa.edu.au or 9201 5226.

## The College Annual

The College publishes a yearly magazine which documents individual class groups and showcases the activities of students and College community events throughout the year.

## Student Reports

Academic progress can be monitored in an ongoing capacity via SEQTA Engage. Students receive an Interim Report at the end of Term 1 and reports at the end of Semester One and Semester Two. Reports are visible in SEQTA Engage.

## Parent/Teacher/Student Interviews

Parents are welcome to arrange an interview with their child's teachers at any time during the course of the year. Staff will notify parents through the student diary, by email or by telephone should they be particularly concerned about a student's progress. At published times in Term 1 and Term 3, parents and students in each year group are invited to meet with teachers at special interview nights. Instructions on the procedure for this will be outlined prior to that occasion. The booking system for these nights, 'PTO', is available on the portal on the College website.

## Parent/Guardian School Drop-off and Pick-Up

Students may enter the College from gates located on Shakespeare St, Franklin St and Marian St. There are parking bays available along all of these streets. Please be aware, however, that there are Council restrictions for some bays. Parents are asked NOT to park in the staff car parks located on Franklin St.



### Visitors to the College

All visitors (including past students) are required to report to the Front Office on arrival at the College to sign the visitor's register and receive a visitor's badge to wear for the duration of their visit. Students and staff are asked to direct unauthorised visitors to Reception to fulfill this requirement. In general, visitors are only permitted access to the campus on College business or in cases of extreme need.

### SmartRiders

Students using Transport Authority buses and trains must carry their identification/concession cards (SmartRiders) and comply with Transport Authority regulations which include standing when seats are required for full fare-paying adult passengers. New and replacement Student SmartRiders can be ordered from Student Services. SmartRiders also serve as a library card, sign in card and exam card and must be carried by students at all times.

### Public Transport

A high standard of behaviour is expected of each student at all times when representing the College or wearing the school uniform. Common courtesy and good manners are required when travelling on buses and trains. Students must stand for older people if there are insufficient seats and must ensure that school bags do not block aisles or otherwise inconvenience fellow passengers. Students need to be mindful of the fact that their behaviour when travelling on public transport reflects on the school and in today's digital age, positive and negative behaviours are communicated to the College immediately by the general public.

### Bus Services

A special bus (#15FS) leaves the Wellington Street Bus Station at 8:15am and travels to the College. As a result of recent changes to Route 15, students can now catch Route 15 from Stand 2 at Glendalough Station. Students no longer need to travel into Perth to catch this service to school. This is to assist students travelling in on the northern (Clarkson) service. Other students can still use this service from Roe Street. Additional public service routes leave from the city bus station in the morning and travel along Loftus Street. These are the #276 departing at 7:55am and the #402 departing at 7:58am. Path Transit encourages students to use these services in order to alleviate over-crowding on the #15FS route.

In the afternoon, four buses leave the College from Marian Street. #1 and #4 go to Glendalough Station. #2 goes to Stirling Station via Glendalough and Main Street. #3 goes to the Mirrabooka Bus Station via Flinders Street. A 'public service' bus (#15) which travels via the Leederville Station leaves from outside the CASS on Oxford Street.

### College Bus

Students must be quiet, well-behaved and seated at all times while travelling on the College buses. Students are not permitted to collect the bus keys, or board the bus without permission of a teacher. Students are responsible for their own belongings and must ensure when they depart the bus that they take everything with them and leave the bus in a clean and tidy state.

Any student returning from sport or an excursion wishing to get off the bus before it arrives at school must negotiate this with the teacher in-charge.

### Bike Riders, Helmets and Racks

Students riding to and from the College are required to wear helmets. Helmets should be locked to bikes during the day; a protective bag is recommended for wet weather. Bikes are to be placed in the racks and locked up during the day. Students are not permitted to handle or interfere with another student's bike.

### Student Drivers

It is the responsibility of parents/guardians to ensure that their child has met all the legal requirements to drive a car to and from the College. The College takes no responsibility for any student vehicles, passengers or personal possessions in the vehicle. Students must not park on College grounds and are not permitted to go to parked cars during the school day.

### Confiscated Property

Where excess or incorrect jewellery is worn, or banned items are brought to the College, the property is likely to be confiscated, labelled with the student's name and Form and sent to Student Services. It will be returned to the student at the end of term, or to a parent who calls to the Front Office to collect the property at a time convenient to them.

### Defacing Property

Students are not to write or place offensive or inappropriate material on or in Student Diaries, SmartRiders, pencil cases, files or helmets. Bags and lockers are not to be written on or defaced.

### Lock and Lockers

Each student is provided with a locker and a rotary combination lock. Lockers are located in Year Group clusters and are to be kept clean and tidy. Students are not permitted to carry bags around the school. Students who may find an issue with their lock or locker are to see their Form Teacher or Dean of Students.

### Lost Property

Lost property items will be handed in to Student Services. Named items will be advertised in SEQTA Notices for students to collect. All items of unmarked clothing handed in will be donated to the Uniform Shop if not claimed within the term.

### School Fees Payment

An annual account will be issued early in Term 1 for the whole year. Parents may spread payments by completing a College Direct Debit Form, available from the Finance Office or on the College website.

### Fee discounts and assistance:

Families who are under financial pressure and do not have a Health Care Card or Pensioner Concession Card should contact the College on 9201 5200. Families with a Health Care Card or a Pensioner Concession Card may be eligible for additional assistance. To access this assistance, please phone 9201 5213 or email [ar@aranmore.wa.edu.au](mailto:ar@aranmore.wa.edu.au).

The College offers discount to families with more than one child at Aranmore Catholic College.

### Student Leadership

A variety of opportunities exist for Student Leadership. These include a Head Boy and Head Girl, Aboriginal Leaders, Arts Leaders, House/Sports Leaders, and Social Justice Leaders.

### Award Structure

The College has an extensive structure of Academic and Community Awards. These seek to acknowledge and reward those students who have demonstrated outstanding performance and commitment in a range of areas such as:

#### Academic Awards

Dux of College - WACE  
Proxime Accessit - WACE  
Dux of College - Vocational Education and Training (VET)  
Dux of Year 11 - WACE  
Dux of Year 11 - VET  
Highest Achievement Awards in Years 7-12  
Academic Honours Year 12  
Academic Excellence Years 7-11  
Meritorious Performance Years 7-12

#### Community Awards

The Edmund Rice Medallion, Years 7-11 & IEC  
The Mercy Medal  
Honours Award & Merit Awards  
State/National Representation Awards

#### Graduation Awards

The Catherine McAuley Shield (Year 12)  
The Aranmore Medal (Year 12)  
Sports Leadership Award  
The City of Vincent Citizenship Award  
John Carey Harmony Award  
Basil Franchina Music Award  
James Elliott Principal's Award  
Sr Bernadine Daly Award  
Ampol Best All Rounder  
ADF Long Tan Award (Year 10 & Year 12)  
RSL Bursary

Awards are presented at Whole School Assemblies and other major events. A detailed outline can be found on the College website.

### Christian Service Learning

A structured Service Learning Program is in place for Years 7-12. At each year level students are required to engage in and reflect on a minimum number of service hours. These must be recorded and validated in their log book. Participation in the program is mandatory for all students.

### St Mary's Parish Mass

As part of the College's Evangelisation Plan, all year groups, on a rotational basis, will attend Wednesday morning Mass at St Mary's Catholic Church at 9am. Parents are most welcome to attend. [aranmore.wa.edu.au](http://aranmore.wa.edu.au)



# College Map



# Important Services

## Aboriginal Student Support Unit

The College supports the Aboriginal and Torres Strait Islander students in all aspects of the curriculum and pastoral requirements through the Aboriginal Student Support Unit. The support unit also organises and delivers cultural activities for the students. For further details, please contact the Aboriginal Student Support Coordinator on 9201 5200.

## Breakfast Club

Supported by FoodBank and donations of breakfast items (sugar, Milo, jam and cereals other than Weetbix) from the community, the College offers free, nutritional breakfast from the kitchen in the CASS building. Breakfast Club is operated by volunteer staff members and starts at 7:30am with the last food items served at 8:20am. All students are welcome to sit down and enjoy something to eat or to grab something 'on the go'.

## Canteen

The College Canteen is open from 8:00am to 8:30am, at Recess and at Lunchtime. Students can place a lunch order before school at the Canteen, as well as purchase items at Recess and Lunch directly from the Canteen. Parents and students can also place an order via the online canteen system at [www.quickcliq.com.au](http://www.quickcliq.com.au). The Canteen price list is available on the College website.

## Chaplain

Fr Elias Kilzi, a Catholic priest of the Melkite tradition, serves the Aranmore community as Priest and Chaplain. He is on campus approximately two days per week and is available to assist students and families.

## English as an Additional Language/Dialect (EaL/D)

English as an Additional Language/ Dialect (EaL/D) is offered to students who have undertaken schooling in a language other than English and who speak a different language at home. The students come from diverse backgrounds, with approximately 40 cultures represented within the group. Our students have chosen to come to the College for equally diverse reasons, some have entered the country on humanitarian visas, others have moved with their parents' work, whilst some are full fee paying overseas students. The program is comprehensive with classes from Year 7 to Year 12, including WACE levels. In the lower years, the program is designed to teach core academic skills such as speaking, writing and reading, as well as functional English. The focus in the upper-school program is to prepare students for their post-secondary schooling pathways, be it university studies or accessing alternative pathways.

## Homework Hub

The College runs a Homework Hub for all students on Mondays and Tuesdays in the Library from 3:30pm – 4:30pm. Students from all years are welcome to come along for extra assistance, revision, study or to ask questions on material that is unclear. Each day, there will be staff from a variety of learning areas to assist students.

## Intensive English Centre

The Intensive English Centre prepares students from other countries and cultures for mainstream secondary education in Australia. When their English and general subject knowledge is of a suitable level, many of the students choose to stay at Aranmore and seek enrolment into the mainstream of the school. This process requires a formal interview with the Principal. For further information please phone 9201 5200.

## Learning Support

Aranmore Catholic College provides an inclusive education for all, working collaboratively with parents, families, teachers and external community support agencies to accommodate any learning difficulty or disability a student may have.

The role of the Learning Support Unit is:

- to coordinate appropriate identification, intervention and monitoring of students experiencing difficulty with learning



- to facilitate the delivery of the curriculum in such a way that it is accessible to all our students, taking into account culture, language, learning needs and learning strengths
- to ensure that students with cognitive, physical, social/emotional or sensory difficulties are given every opportunity to reach their potential as per the guidelines set out by the Catholic Education Office in accordance with the Disability Discrimination Act
- to provide a positive and supportive learning environment where students feel valued, supported and able to achieve their goals.

### Library

The JF Moloney Library is used for research (publications, online databases or the internet), recreational reading and playing board games. Students use their SmartRider cards to borrow library resources. The library is open 8:15am to 4:00pm every day.

### International Student Coordinator

The College welcomes many International Students (FFPOS) and short-term exchange students. The International Students Office is situated at the top of the Convent building beside room CO2.3. This is the first point of contact for FFPOS students when they arrive at the College. Students are welcome to the space any time to seek additional support regarding life in Perth as well as questions about homestays, classes and out of school activities. Enquires can be made to the International Student Coordinator directly on 9201 5227.

### Pathways Coordinator

The Pathways Coordinator provides support and assistance to students looking to create an engaging pathway through their senior schooling and into post secondary school life. Specifically, the Pathways Coordinator can assist with career counselling, career exploration, university/TAFE information, goal setting, resume writing and more. Students are welcome to make appointments with the Pathways Coordinator via direct message, or contact can be made by calling the College on 9201 5246.

### Student Services

Student Services is located on the back verandah of the Administration Building and is the point of contact for students if they:

- |                                  |   |
|----------------------------------|---|
| - can't find their class         | - are feeling ill or injured or require First Aid |
| - need a timetable               | - arrive at school after Form class has finished  |
| - need a SmartRider              | - need an early departure due to an appointment   |
| - need lost and found            | or any other general enquiries.                   |
| - signing in from a Music lesson |   |

If a student is ill or injured and their parent/guardian has been contacted then they can be collected from Student Services.

### School Counsellor

The specific role of the School Counsellor is to support the pastoral care structure of the College by assisting students who are experiencing any personal, family or life circumstances that are affecting their ability to achieve their full potential.

To contact the School Counsellor, please call the College on 9201 5246 or 9201 5200.

## Changed your Contact Details?

It is important that families inform the College of changes to their contact details (mailing address, email and mobile number). Please supply new contact details by emailing [enrolments@aranmore.wa.edu.au](mailto:enrolments@aranmore.wa.edu.au) or calling 9201 5226.

# Uniforms, Booklists, Diary & IT

### Stay Social

Follow us on Instagram (@aranmorecc) and on Facebook (@Aranmore Catholic College) for the latest in news and events at the College.

### Uniform Shop

Uniform Price List is available on the College website.

The Uniform Shop is located on Shakespeare St side (Gate 1). The Uniform Shop is open during term at the following times:

Tuesdays from 11:00am – 1:30pm                      Fridays from 8:00am – 11:30am

Any additional opening times during school breaks will be advertised in the College Newsletter and website. During anticipated busy times, an appointment system will be offered and appointments can be booked through the College website.

Please note that the Uniform Shop does not accept cheques.

Families are strongly encouraged to put identification labels or write students names on uniform items. If you have any queries, please phone 9201 5256.

To sell or buy second-hand books or clothing, you may like to join the P&F Buy & Sell Facebook page (@Aranmore Catholic College P & F - Buy & Sell).

### Online Uniform Store

Uniforms can also be purchased through our Online Store on the College website. Payment can be made securely via credit card or PayPal. Once orders have been packed, a text message will be sent advising that the order can be collected from the Front Office.

### Books & eBooks

The College uses a range of books and eBooks across all year groups which can be purchased through WINC as part of a student's booklist order. A student device which meets the minimum specifications (see page 19) is essential to ensure that the eBooks work effectively.

Booklists are listed on the College website under Portal (<https://www.aranmore.wa.edu.au/parent-portal>).

### Student Diary

Each student is provided with a diary to use. It is expected that this diary is used daily for school and therefore should be brought to every classroom lesson (PE, Outdoor Education etc excluded). If a diary is lost, a new diary may be purchased from the Front Office.

### SEQTA Learn and SEQTA Engage

SEQTA is our learning management system which is the main portal of information for parents and students regarding academic and pastoral aspects of the College. The parent and student interface are visually the same, but the log on address and log on details are unique. Please contact the College if you have any difficulty accessing SEQTA.

### Email Address

As part of Aranmore and the Catholic Education WA system, all students will have an email address created. Student's email address can be used for both school and non-school business.

### Microsoft Office

Student's will have access to the full suite of Microsoft products. These can be for school, personal or family use (up to 5 tablets, 5 phones and 5 PCs).

### Wifi Access at the College

Using their email address as their log in, students can access the wifi network at the College.





# School Uniform

The uniform is a sign of identity with the College and should be worn with pride. Each student is expected to be properly attired in full uniform whilst at the College, travelling to and from school and when representing the College at external functions and events. The uniform is compulsory attire. It is a condition of enrolment at the College that students wear the uniform in its entirety. It is particularly important that students realise that whenever they wear the College uniform in public forums - travelling to and from the College, attending sporting events, shopping before and after school, - they serve as ambassadors for Aranmore Catholic College. Therefore, it is essential that in such circumstances the uniform is worn correctly in full. Failure to observe appropriate standards could result in sanctions being imposed.

## Summer Academic Uniform

The summer uniform is worn in Terms 1 and 4. All items listed can be purchased from the Uniform Shop.

### Girls

- White over-blouse bearing the Aranmore emblem
- Blue checked skirt - worn at knee-length or Aranmore blue trousers (substitute designs must not be worn)
- Aranmore banded white crew socks
- Black, polished, lace up shoes (pumps, slip-ons, buckled shoes, sneakers, sandals, thongs or bare feet are not acceptable at any time)

### Boys

- Pale blue tailored shirt bearing the Aranmore emblem (worn untucked in summer).
- Aranmore shorts (fitted at the waist rather than loosely hung at the hips).
- A black belt with an unobtrusive metal buckle.
- Aranmore banded grey school socks.
- Black, polished, lace up school shoes (sneakers or sport shoes are not an acceptable substitute. Sandals, thongs and bare feet are not acceptable at any time).

### All Students

- An Aranmore hat or cap is to be worn whenever students are engaged in activities outdoors for extended periods of time during Terms 1 and 4.
- An Aranmore school bag is a compulsory part of the College uniform. There are several styles of bag: satchel, backpack, sports bag or travel bag.

## Winter Academic Uniform

The winter uniform is worn in Terms 2 and 3. All items listed can be purchased from the Uniform Shop.

### Girls

- White over-blouse bearing the Aranmore emblem.
- Blue checked skirt - worn at knee-length or Aranmore blue trousers (substitute designs must not be worn).
- Blazer.
- Aranmore tie.

- Aranmore royal blue jumper for students in Years 7 –11; Year 12 students may wear the optional Aranmore Leavers' jacket.
- Opaque navy blue stockings or winter-weight tights are worn or the Aranmore white crew socks.
- Black, polished, lace up shoes (pumps, slip-ons, buckled shoes, sneakers, sandals, thongs or bare feet are not acceptable at any time).

### Boys

- Pale blue tailored shirt bearing the Aranmore emblem worn tucked into the trouser waistband.
- Blazer.
- Aranmore grey trousers (fitted at the waist rather than loosely hung at the hips).
- A black belt with an unobtrusive metal buckle.
- Aranmore tie.
- Aranmore royal blue jumper for students in Years 7 –11; Year 12 students may wear the optional Aranmore Leavers' jacket.
- Aranmore banded grey school socks.
- Black, polished, lace up school shoes (sneakers or sport shoes are not an acceptable substitute. Sandals, thongs and bare feet are not acceptable at any time).

### All Students

- As for summer with the following additions and exceptions:
- Students who choose to wear an undergarment or t-shirt under their College shirt for additional warmth, must ensure that the undergarment is white, not visible and is not emblazoned with logos etc which can be seen through the College shirt. T-shirt sleeves must not be visible.
- The College tracksuit jacket is not to be worn in place of the College jumper or blazer.
- The tracksuit jacket is part of the sports uniform and may only be worn with the sports uniform. Therefore, all students must have a College blazer to wear as part of their academic uniform.
- Sneakers or sports shoes are not to be worn with Academic uniform.

## Sports Uniform

- The sports uniform consists of blue sport shorts bearing the Aranmore emblem.
- House shirt (compulsory item for House Days and Inter-House Carnivals. They can also be worn as an alternative to sports shirt in Health and Physical Education classes).
- A navy and red sports shirt bearing the Aranmore emblem.
- Sports shoes with non-marking soles.
- Aranmore white banded crew socks.
- Aranmore hat or cap.

## Grooming and Appearance Policy

Students are expected to take pride in their personal appearance, to be neatly attired and well groomed.

- Boys wearing a tailored shirt may wear it untucked during Terms One and Four. In Winter, when wearing the College tie, all boys shirts must be tucked in.
- Girls' academic uniform skirts are not to be rolled-up and must sit at the top of the knee or below.
- Accessories are restricted to a wristwatch and a Christian symbol on a neck chain. Students may wear one small Gold or Silver stud or small Gold or Silver sleeper in the lobe of each ear. No other earrings or earring positions are acceptable. Face piercing and/or face jewellery is prohibited.
- Hair that is collar length or longer must be tied up. Hair must not be streaked, tinted or dyed in colours that contrast markedly with a student's natural hair colour or complexion. Extreme hairstyles are not permitted. Haircuts shorter than a number 2 are not acceptable. Hairstyles must be of one even length (no undercuts). The Principal reserves the right to decide on the acceptability of hairstyles.
- Coloured nail polish and visible or obvious make-up are not permitted.
- Boys faces are required to be clean-shaven. Beards, moustaches and overly-long sideburns are not permitted.

# Personal Electronic Devices

Aranmore Catholic College has a Bring-Your-Own-Device (BYOD) approach to Personal Electronic Devices (PED). All students in the College will be expected to bring their own electronic device to school.

The specifications for these devices are outlined below.

<b>Operating System</b>	Windows 10 Home or higher (Windows S is not suitable as it only runs applications downloaded from the Windows Store.)
<b>Drive</b>	SSD (Solid State Drive)
<b>Minimum Screen Size</b>	10"
<b>Minimum Storage Capacity</b>	Minimum 128GB or higher
<b>RAM / Memory</b>	8GB or Higher
<b>Minimum Battery Life</b>	6 Hours
<b>Maximum Weight</b>	2kg
<b>Screen Type</b>	Touch Screen with Pen / Stylus Input
<b>Form Factor</b>	A physical keyboard attachment is required (Device cannot be just a tablet)
<b>Recommended Accessories</b>	Protective Case / Cover

It is also recommended that families consider purchasing a 3 year Warranty and 3 year Accidental Damage Insurance.

Students at Aranmore Catholic College will have access to Microsoft Office 365, this means they are not required to purchase this software.

It is important to have a robust case to protect PEDs at school and in their school bags. PED's must be stored in lockers whilst not in use, for security reasons. As these devices are owned by the student, repair, maintenance and theft issues are the owners' responsibility.

It is advisable that you check your own home/contents insurance to ensure it covers the device away from home. The school does not have insurance cover for students' personal devices. Students will also need to ensure that updates needed are done in a timely manner.

Students will need to have their devices charged, and ready for use each day. Students and families must give careful consideration to the protection and safety of electronic devices.

## Implications for mobile phones

Mobile phones may not be used at school between 8:35am and 3:15pm. Phones must not be seen or heard in the yard or at break times. However, there may be times when a teacher, in order to enhance the learning experience for students, may allow the students to utilise personal electronic equipment. If/when this occurs, it would be under very particular conditions established both by the College and by the individual classroom teacher.

## Implications for all PEDs

Overarching guidelines for PED usage include existing practices outlined in our policies on Assessment; Acceptable Network Usage and Bullying and harassment.

These conditions would include the following:

- the devices must not be used or accessed at Recess or Lunchtime (not seen or heard), unless under supervision in the library
- students are responsible for the security of their devices at all times
- at all times, the teacher will explain and expect mature and responsible use of the technology
- the devices may only be used at times stipulated by the classroom teacher
- the devices may only be used for particular purposes stated at that time by the teacher
- the devices will not be used in all lessons; it is unlikely that the devices would be used during a test or assessment
- the devices need to remain silent (requiring use of headphones) unless stipulated by the teacher
- the volume of sound must be low enough for a student to hear a teacher's request for student attention, and low enough such that any other person could not hear what is being played through headphones
- the device needs to be sitting in full-sight on the desk while in use

## Unacceptable usage would include:

- general accessing social media sites (Facebook, Instagram, Twitter etc)
- sending/receiving private emails, text messages or phone calls
- accessing inappropriate internet sites - eg sites not related to the learning or morally offensive sites
- any kind of cyber-bullying or intimidation

# JF Moloney Library Services

**Opening Hours:** 8:15am - 4:00pm

## Library Card

Use your SmartRider card to borrow items. Please do not allow your card to be used to borrow items for other students.

## During class time you are welcome to use the library without your teacher if:

- you have your Student Diary signed by your teacher. You must give this to a library staff member as soon as you enter the library
- you come prepared with your SmartRider card, assignment, pen & paper
- you write your name in the attendance record book and sign out when you leave.

## Library Catalogue

Destiny is the Library Catalogue. Students have access to the Destiny Catalogue on all computers in the library/school or from their own device via the Access Follett Destiny icon on the Student SEQTA Welcome Page. Students can sign in 24/7 using their school username and password. Please ask a library staff member how to use the Catalogue at school or to access online.

## What to find in the library

- Books, magazines, newspapers, graphic novels, board and card games, printer access.
- Online resources – ePlatform eBooks and Audiobooks, Britannica Online, Infobase databases (Bloom's Literature, Modern World History, Science Online), ClickView, Destiny library catalogue.

## Borrowing Resources

- Borrow resources at the circulation desk.
- Please make sure you have your SmartRider card and the resource you wish to borrow.
- Most items can be borrowed for 2 weeks.
- The date due slip will be stamped to remind you of when borrowed resources are due back.



### Returning Items

- Please place your books in the RETURNS slot at the circulation desk.
- Return borrowed devices to the staff at the circulation desk.

### Overdue Items

- Please return or renew all library resources before the due date.
- Reminders will be sent via SEQTA message.
- If your items are very overdue, your parents/guardian may be notified by the school regarding the cost of replacement.

### Reserving a book

Students are welcome to reserve books. Please ask at the circulation desk or reserve online.

### Printing

- Download the printer app (PaperCut) to print from your device; the link is located on the Student SEQTA Welcome Page.
- Students need to log into PaperCut on their device and refresh the printers prior to sending their document to the printer. The document will be held in the printer queue until the student logs into the printer and releases the print job.

### Recess & Lunchtime

The library is used for

- research
- recreational reading
- playing board and card games.

### A library user...

- brings their SmartRider card, diary, pen and paper, to the library
- does not eat or drink in the JF Moloney building
- handles books and equipment carefully as they are expensive to replace.
- asks for any help they need
- works quietly
- borrows books or other resources
- leaves the library tidy, chairs neat and rubbish in the bin
- returns books they are not borrowing to the return slot at the circulation desk.

## Printing Quota & Process

Students will have a quota set at \$10.00 and all printing costs will be deducted from this during the term.

Printing costs:  
Black & White: .10 Cents  
Colour: .20 Cents

If the quota runs out during the term, the following process should be observed:

1. Go to reception to pay for additional 'Printing Credit'.
2. Show the receipt to support personnel in the Library and have the new credit added.
3. Once the new credit is added student is able to print instantly.

Please Note: the \$10.00 credit is re-applied to all student accounts at the start of every term. Any unused credit would rollover/accumulate.

## House System

Each student and their siblings are assigned to a House. These houses are:

Kelly (Blue)  
McAuley (Gold)  
Pascoe (Green)  
Rice (Red)

The House system provides a vehicle and a focus for students to:

- have an additional sense of belonging within the larger school population,
- have an opportunity to mix with different age levels,
- have increased opportunities to form mentor/role model relationships across age-groups,
- further their engagement in College activities,
- have an opportunity to be awarded 'house' points for demonstrating outstanding behaviour and engagement,
- experience the building of team-spirit and cooperation through friendly rivalry and competition.

The name of each of the houses reflect aspects of the College history. The founders of the Sisters of Mercy (Catherine McAuley) and the Christian Brothers (Edmund Rice) along with those who have played vital roles in the Aranmore College Community, Sr Janina Pascoe and Br John (Tony) Kelly. House shirts are worn on House Days, Inter-house carnivals and may be worn as an alternative to the College Sports Shirt in Physical Education classes. For further details see the College website.

### House Shields & Mottos



CHRIST OUR LIGHT



FAITH AND COMPASSION



MAKE GOD KNOWN



STRENGTH FROM HEAVEN

