



INFORMATION BOOKLET



ST EDMUND'S
COLLEGE

CANBERRA · EST 1954

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Welcome to St Edmund's College

St Edmund's College is a Catholic boys' College in the Edmund Rice Tradition – the ethos of Edmund Rice permeates College life and the College community.

The College was opened by the Christian Brothers in 1954 as St Edmund's War Memorial College to educate boys from years 4 to 12. 66 years later the College continues to provide a liberating education and a diverse program of cultural, pastoral and co-curricular experiences within a supportive and inclusive community.

St Edmund's College offers teaching and learning programs specifically tailored to boys' learning styles and a vertical House system which provides structure and support during the school day. Students have the opportunity to experience vibrant Youth Ministry and community service programs, be part of a diverse range of team and individual sport, artistic, musical and performing arts experiences, and participate in a variety of camps, excursions and immersions. These opportunities form the many dimensions of an 'Eddie's' education.

Edmund Rice Education Australia

Edmund Rice Education Australia (EREA), as part of the mission of the Catholic Church, is charged with responsibility for governance of the EREA schools throughout Australia and to ensure that Edmund's charism lives on.

EREA has defined four Touchstones which describe the culture of an authentic Catholic school in the Edmund Rice tradition:

- Liberating Education
- Gospel Spirituality
- Inclusive Community
- Justice and Solidarity.

These Touchstones give ideals which underpin the ministry of our College. They also help us set our direction and define goals which follow Blessed Edmund's example and make the Gospel a living reality in our community.

More information on EREA is available from erea.edu.au



Junior School Bell Times

8.50am - 9.05am	Tutor Group
9.08am - 10.00am	Period 1
10.03am - 10.45am	Period 2
10.45am - 11.15am	Recess
11.20am - 12.10pm	Period 3
12.13pm - 12.45pm	Period 4
12.45pm - 1.35pm	Lunch Lunch orders collected 12.45pm-12.50pm Students purchasing cold items 12.50pm Students dismissed from class 12.55pm
1.40pm - 2.32pm	Period 5
2.35pm - 3.25pm	Period 6

High/Senior School Bell Times

8.50am - 9.05am	Tutor group
9.08am - 10.00am	Period 1
10.03am - 10.55am	Period 2
10.55am - 11.15am	Recess
11.20am - 12.10pm	Period 3
12.13pm - 1.00pm	Period 4
1.00pm - 1.35pm	Lunch
1.40pm - 2.32pm	Period 5
2.35pm - 3.25pm	Period 6

Pastoral Care Program

Wellbeing and Pastoral care at St Edmund's College is based on the Edmund Rice tradition which "provides care that nurtures the dignity of each person as uniquely reflecting the image of God." *Charter for Catholic Schools in the Edmund Rice Tradition, EREA*

Wellbeing and Pastoral Care in Junior School is provided by class teachers in Years 4 to 6. Those families with a strong family affiliation to a particular House may request for their son to be placed in this House and every endeavour will be made to accommodate this request.

Wellbeing and Pastoral Care in the High School is provided in Tutor Groups which are arranged vertically with a mix of students from Years 7 to 12. These groups meet first thing each morning. There are also regular House meetings and year level meetings where age specific activities take place.

What is Wellbeing and Pastoral Care at St Edmund's?

- Caring for each student, by putting his interests and welfare in the center of a decision making process.
- Focusing on attending to a variety of the student's needs.
- Working in partnership with home.
- Linking with academic care.

How do we do this?

- Through an Edmund Rice charism that has a preferential treatment for those at the margins.
- Establishing and maintaining positive and productive relationships between home and school.
- By respecting that the needs of boys and young men vary and change in relation to circumstances.
- Through the use of Restorative Practice as a Gospel inspired way of resolving differences and rebuilding relationships.
- Through implicit and explicit teaching of Positive Psychology initiatives

How does this happen?

- Through our vertical House system which is the chief means of administration, organisation, communication and partnership that the College offers to families.
- By looking for ways to get to know each student through
 - Daily Tutor Group Yr 7-12
 - Weekly wellbeing based briefings
 - House Camp
 - Buddy Program Yr 7 and Yr 11
 - Year based wellbeing and pastoral care program scope and sequence specific topics tailored to the students' needs
 - House based points competitions
 - Athletics and swimming carnivals, whole school event days
 - House based academic programs
 - Masses, liturgies, retreats, reflection and prayer

Pastoral Care Program (continued)

How does it work?

- Each House is led by a Head of House and each Tutor Group is led by a Tutor.
- It is the Tutor and Head of House who lead the initiation of the care we offer.
- We link our pastoral care and pastoral program with the 6 C's

Create Challenge Collaborate Contemplate Connect Celebrate

- A whole school approach to classroom management including the use of Restorative Practice

Year/Age based Pastoral Program Topics

Years 4, 5 and 6

- Students work on relationships and optimism, meaning and purpose, strength and emotions, exercise and vitality as well as skills and achievement

Year 7

- Transition into the High School and participation in the buddy program
- Study Skills and organization - time management
- Beliefs around building resilience, empathy, ownership of behaviour
- Identity- strengths and virtues
- Teamwork and building relationships
- Service
- Social media

Year 8

- Study Skills - organisational and time management
- Building Resilience - coping with adversity and combating a fear of failure, mindfulness
- Respectful Relationships - diversity
- Community Service - serving
- Identity - strengths and virtues
- Social media

Year/Age based Pastoral Program Topics (continued)

Year 9

- Relationships: Perspectives and Compassion
- Identity- strengths and virtues
- Cultivating gratitude and mindfulness
- The Law and Consent
- Social media

Year 10

- Healthy and Unhealthy Relationships
- Masculinity and Manhood
- Career pathways
- The law and consent
- Etiquette
- Social media
- Strengths and virtues

Year 11

- Positive relationships
- Building resilience and pro social thoughts and actions
- Growth mindset
- Risk taking
- Social media
- Being a Leader and implementing the buddy program (Y7)
- Strengths and virtues

Year 12

- Contributing to the College through leadership and implementing the buddy program (Y4)
- Service
- Cultivating character strength- spirituality ,
- Stress management strategies
- Contributing to Society: Wider Perspectives
- Financial Literacy

Formation and Elevated Learning

In 2020 the College will provide two new timetabled programs for your son that are called 'Formation' and 'Elevated Learning'.

The Formation program will be a combination of relevant Student Wellbeing exercises, Faith Formation/Religious Education and will also include a Community Service component.

The Community Service will entail the following:

Year 7-10 Formation Program - Community Service for 2020

- Clancy** - Visiting and serving lunch for residents at Baptist Care Griffith Aged Care Centre Address: 45 Blaxland Crescent (walk to Griffith shops)
- Haydon** - Visiting store and learning more about their work. Vinnies Narrabundah Address: 47 Boolimba Cres, Narrabundah ACT 2604 (walk to Narrabundah)
- Mulrooney** - Cooking meals for HOME in Queanbeyan (held at school)
- O'Brien** - Stocking and cleaning Vinnie's Food Vans (held at school)
- Rice** - Participate in bottle recycling Initiative (Held at school)
- Treacy** - Visiting and serving lunch for residents at Mountain View Aged Care Centre Address: 301 Goyder St, Narrabundah ACT 2604 (school bus to transport students)

Each year the House service activity will rotate so that your son has a variety of service experiences over his time at St Edmund's.

For students in Years 7 – 11, Elevated Learning will focus on the development of strategies for academic success, including study skills and time management.

For Year 12, for those students sitting the AST, test preparation will be the focus. For others the focus will be on vocation and career development.

Both programs will occur on a Friday in period 3 and 4, with Formation occurring on odd weeks and Elevated Learning occurring on even weeks throughout each term.

College Reception

College Reception hours during school term is 8.00am – 5.00pm, unless alternative hours are advertised.

During school holidays, College Reception is usually open 9.00am – 3.00pm, unless alternative hours are advertised. Prior to each school holiday break the Reception hours are outlined on the website, in Vortex and in the main entrance to the College. Please note that although Reception is open, teaching staff are unavailable during school holidays.

If you are visiting the College

If you are visiting the College you are asked to report to Reception and sign-in as a visitor. If you need to collect your child or would like to drop something off for them you will not need to sign-in but should still report to Reception.

Vortex (Newsletter)

Vortex is our weekly College newsletter emailed every Wednesday. The Vortex contains information and news from the College, sport fixtures, upcoming events and more.

To receive the Vortex you will need to sign up through the College website - sec.act.edu.au. If you need assistance signing up or require any additional information, please contact the Development Office at development@stedmunds.act.edu.au.

Vortex is also accessible through the College website.

Facebook

The College Facebook page can be accessed at fb.com/seccanberra

Pelican (Biannual Magazine)

Pelican is the College's Biannual Magazine. Every family receives a copy of each publication. Publications are produced at the end of each semester.

Change of Details

It is very important that current work/home, medical details and emergency telephone numbers are provided to the College by Parents/Carers. You can update your details via the Community Portal. Please contact Reception if you would like assistance.

Student Attendance

Students are required to attend school unless there is a justified reason for being absent or leave has been granted by the Principal. Every absence that is not Principal's Leave must be explained by the parent/carer.

Yard supervision commences at 8:30am.

How to report your son is not attending College

Parents/carers inform the College of a student absence by written note or email, via the appropriate office listed below. Parents may also respond to the SMS message which the College will send, alerting them that their child is absent. Please note that SMS and email responses will only be accepted if they are from the registered email accounts and mobile numbers provided by the parents/carers for communication purposes.

An SMS will be sent out for any absences. Please reply to this SMS with the explanation for absence - 1 for illness, or 2 for family reasons.

Absences are to be reported to:

Student Services Office: studentservices@stedmunds.act.edu.au
The office can be contacted by phone on 6239 0694.

If your child is late

Students who arrive late to College report to the Student Services at Reception. Lateness is treated as an absence and therefore, every time a student is late, it must be explained.

If your child needs to leave early (due to an appointment or other reason)

If your child needs to leave the College early due to a planned appointment or event, we ask that they:

- provide a note from their parent/carer explaining the circumstances of leave, email student services or phone the office
- sign out at Student Services just before they need to leave; and,
- report to Student Services at Reception to be picked up. (Seniors who have permission to make their own way to the appointment also leave from Student Services).

If your child is feeling unwell during the day

Any student who is unwell must report to Student Services. Parent/carer will be contacted by staff if your child is not well enough to stay at school.

If your child is sick during college exam weeks or times where assessments are due, a medical certificate is required.

Lost Property

The College stores lost property items at Student Services.

Please make sure you label all items of clothing and other valuable items. Every effort will be made to return items that are labelled, if they are handed into Lost Property.

Enquiries in relation to lost property can be made to -

Student Services Office via studentservices@stedmunds.act.edu.au or on 6239 0694.

Student Services

The Student Services Office has a fully equipped Sick Bay and will handle all first aid needs. If you are requested to pick up your son, you will be advised to pick him up from Reception.

School Bus Information

Bus route information for Canberra students is available by contacting Transport Canberra Customer Service on 13 17 10 or at transport.act.gov.au. Bus information for New South Wales students can be obtained from QCity Transport (Deane's Bus lines) 6299 3722 or at qcitytransit.com.au

Payment of Fees

Student fees are billed each term except for Year 12 students which are billed over the first three terms.

Fees may be paid in the following ways:

- Online Option (link to online payment portal can be found on the Parent Portal)
- Cash
- Eftpos
- Credit Card
- Cheque
- Direct debit

For further information please contact

Finance

02 6239 0647

finance@stedmunds.act.edu.au

Current fees are available on the College website.

Junior School and Senior Library

The Library at St Edmund's operates as one library with two distinct areas:
Kath Durie Library (Year 4-6)
Brother Fields Education and Resource Centre (Year 7-12)

Resources

- A great range of fiction books.
- Comics, graphic novels, picture books.
- Quick Read collection.
- Promotion of new release fiction books including student written book reviews.
- A wide range of non-fiction books to help with assignments or provide information about personal interests and hobbies .
- Computer Laboratory and access to the Internet.
- Electronic whiteboard.
- Online resources including World Book online and a variety of academic databases.
- Black and white, and colour photocopying and printing facilities.
- Board games, card games, puzzles

Opening Hours

Junior Library - Kath Durie Library (Year 4-6)

Wednesday and Friday 8.30am—8.50am and lunchtimes (also operating throughout each school day)

Junior students will attend class lessons in the Library once each week. During these lessons, students will be introduced to the newly released publications, books in the library collection, learn to use Oliver, the library catalogue, expand their library skills, and develop their own reading and book selection skills.

Senior Library - Brother Fields Education and Resource Centre (Year 7-12)

Monday—Friday 8am—5pm (closed for recess)

Senior students will participate in research and referencing lessons with their class in a variety of curriculum areas.

Borrowing Period

The borrowing period is two weeks. Students are encouraged to return books when they have finished reading them.

Digital Technology

Students in the Junior School attend lessons in the Computer Lab once a fortnight. Research skills and Digital Citizenship is developed through a wide range of programs. In addition, students learn computer programming languages (coding).

College Canteen

The College Canteen can supply gluten free options and is happy to work with Parents to provide for dietary requirements where possible. For current menu refer to College website

ST EDMUND'S COLLEGE CANTEN MENU

DAILY SPECIALS MENU	
MONDAY Chicken Schnitzel & Gravy Rolls	\$5.00
TUESDAY Pasta Bolognese - small - large	\$4.50 \$5.50
WEDNESDAY Chicken & Gravy Rolls	\$5.00
THURSDAY Chilli Chicken Wrap	\$5.00
FRIDAY Flame Grilled Chicken Burger	\$5.00

MENU (AVAILABLE EVERYDAY)	
BREAKFAST MENU (8:30am - 8:50am)	
Ham & Cheese Croissant	\$3.00
Hash Brown	\$1.00
Cheese Burger	\$2.00
Omelette	\$4.00
THURSDAY & FRIDAY ONLY	
Breaky Wrap	\$4.00
RECESS & LUNCH MENU	
HOT FOOD	
Cheese & Bacon Pie	\$4.00
Plain Pie	\$3.50
Cruiser Lite Pie	\$3.50
Sausage Roll	\$3.50
Chicken Burger	\$5.00
Beef Burger	\$5.00
Sauce	\$0.30
Ham & Pineapple Pizza (order)	\$4.00
Meat Lovers Pizza (order)	\$4.00
6 Gluten Free Chicken Nuggets	\$3.00
WRAP/SROLLS/SALADS	
Ham/Cheese/Tomato Sandwich	\$4.50
Egg/Lettuce Sandwich	\$4.50
Chicken/Lettuce/Mayo Sandwich	\$4.50
Salad Sandwich (order)	\$2.00
Vegemite/Cheese (order)	\$5.00
Ham/Salad Wrap	\$5.00
Chicken/Salad Wrap	\$5.00
Ham/Salad Roll	\$5.00
Chicken/Salad Roll	\$5.00
Gluten Free Sandwiches available by order only	
COLD FOOD	
Sushi	\$3.50
Chicken Caesar Salad	\$6.00
Fresh Fruit Cup	\$3.00
Jelly	\$2.00
Yoghurt	\$2.50
Yoghurt Breakfast to Go	\$3.50
DRINKS	
Bottled Water 600ml	\$2.00
Daily Juices 500ml	\$3.50
Flavoured Oaks 300ml	\$2.50
Flavoured Oaks 600ml	\$3.50
Oak Thick	\$4.00
Oak Energisers	\$4.00
Powerade	\$4.00
ICE CREAMS	
Zooper Doopers	\$0.50
Various	\$1.00 - \$2.00
CONFCTIONARY & CHIPS	
Lifesavers/Mentos	\$2.00
25g Mini Chocolate Treats	\$0.50
Chocolate Bars	\$2.50
Cough Lollies	\$2.00
Killer Pythons	\$1.00
Fruca Lollies	\$0.10
Chips	\$2.50
Popcorn	\$0.50
CAKES, COOKIES & MUFFINS	
Various	\$1.00 - \$3.50

CANTEN OPENING HOURS	
8:30am - 8:50am - All Students	
10:45am - 11:00am - Junior School Recess	
11:00am - 11:15am - Years 7-12 Recess	
12:45pm - 1:00pm - Junior School Lunch	
1:00pm - 1:20pm - Years 7-12 Lunch	

Junior School students must place a lunch order by Recess if they require hot food for lunch.

We can cater for all dietary requirements. Please contact us to discuss your son's requirements.

The Canteen needs volunteers from 10.45am till 11.30am everyday. If you are able to help please contact Pam on 02 6239 0649

Co-curricular

For students of St Edmund's College, participation in the Co-curricular Program of the College is an integral part of their Edmund Rice education.

The College strongly believes that co-curricular involvement is significant in building a sense of community and identity. Co-curricular participation is important in developing self-esteem, service, friendships, resilience and school spirit.

At the time of enrolment, the following commitment is outlined in College documentation. Where the College offers a sport at an appropriate level, students are expected to play for the school. Under no circumstances should a St Edmund's student play against St Edmund's College.

Students are expected to fulfill this commitment throughout their time at the College.

The College offers an extremely wide range of activities so that each student can find an activity that meets their interests and abilities.

Co-curricular Activities available at St Edmund's College

Basketball	Cricket
Debating	Dragon Boating (7-12)
Duke of Edinburgh	Snow Sports (7-12)
Football (Soccer)	STEAM
Mountain Biking (7-12)	Band
Musical/Cabaret	Choir
Rugby Union	

Please Note: We offer many other activities throughout the year. Some of these activities do not fully satisfy co-curricular requirements. Students who do not fulfill their co-curricular obligations will not be eligible for leadership positions in their senior years at the College.

Information Communication Technology

St Edmund's College aims to foster the intellectual curiosity of our students and to equip them with 21st century knowledge and skills. The College understands the vital role that Information Communication Technology plays in transforming learning. As such, ICT is embedded into all areas of the curriculum.

The College has a Bring Your Own Device (BYOD) program for students in Years 6-12 to help motivate and empower our students to become responsible digital citizens and self-directed learners. The BYOD program provides teachers with additional scope to create innovative opportunities for students to use their personal devices to think critically and to work collaboratively to solve problems.

The College is committed to ensuring that students have access to the latest technology and programs. Students have access to dedicated computer labs for Media Art, Music TAS and IT. Electronic whiteboards are installed in classrooms and teachers and students have recourse to the wireless network to support anywhere/anytime learning.

Students in Years 4 and 5 have structured IT classes in a computer lab and use school provisioned laptops and iPads in their classes.

Canvas

St Edmund's College uses Canvas as its learning management system. Canvas is a web-based system that not only supports the teaching learning process but allows for its transformation.

Canvas is a versatile platform that includes powerful tools to create engaging, collaborative and relevant resources for students. Students can access Canvas on a computer or they can download the App and access Canvas from their mobile devices. Students and parents can elect to receive email or SMS notifications when new content has been posted to their class pages or when assignments are due.

Access to the portal is via the College Website (link is in website footer). Login details will be provided at the start of the new year.

St Edmund's College Dashboard

The College has developed a new platform to help streamline communication channels between home and school. The IT team has created the St Edmund's Dashboard to serve as a landing page for parents and students. The link for the Dashboard is: <https://dashboard.stedmunds.act.edu.au/> . Parents are sent their login details for the Dashboard at the start of the school year.

Parents and students can use the Dashboard to view relevant information including daily timetables, assessment calendars, contact details for class teachers as well as a list of the co-curricular activities that the student has enrolled in for the year. The Dashboard allows each student to view a history of their academic progress and effort grades and they can keep track of how many awards and positive pastoral care merit slips they have received. The Dashboard also provides easy access to **Canvas**, the **Parent Portal** and student email accounts.

Parent Portal

Parents can access academic term reports, update personal details and make bookings for parent teacher interviews through the College's Community Portal.

Office 365

St Edmund's uses Office 365 for its student email accounts. All students not only have access to Outlook but they are also able to access other features of the Office 365 suite including advanced Calendar functionality, Word, PowerPoint and Excel online. Office 365 is fully integrated into Canvas so students can send and receive emails through both platforms. Students can download copies of Office to their personal devices.

BYOD Requirement

Bring Your Own Device (BYOD)

All students in Years 6-12 are expected to bring their own computing device to school every day. These devices will be used in classrooms to support student learning.

What type of device is allowed?

Students can bring either a laptop or a tablet with a physical keyboard attachment. The device **must** follow the required specifications listed below. **Please note that iPads are not supported.**



Required Specifications



Operating System

Microsoft Windows 10
Apple OS X 10.12 or newer

Wireless Connectivity

Device must have 5GHz
802.11n support.



This may be advertised as
"Dual Band Wireless",
"802.11abgn", "802.11agn",
"802.11ac" or "Gigabit
Wireless".

Note: Devices marketed as
"802.11bgn" will not be
supported.



Battery Life

Advertised battery life of at
least 6 hours without
charging.



Screen Size

Minimum screen size: 9.7"



Protection

The device must have virus
and malware protection.

The device should have a
protective case/cover.

Devices

The College has partnered with JB HiFi to offer devices to St Edmund's parents at affordable prices through a BYOD portal. The link for the portal is: <https://www.jbeducation.com.au/byod> The school code is SECBYOD.

Warranties and Protection

It is highly recommended that extended warranty and accidental damage protection be obtained for the device that you choose.

Software Specifications

The device must have a word processing application, a spreadsheet application and a video editing tool. These applications and tools are all available for **free** as every student is able to download Microsoft Office as part of the College's Microsoft agreement. Students could also make use of other free software such as Google docs or OpenOffice.

College Uniform Shop

The St Edmund's College Uniform Shop is operated by Ranier and is the sole supplier of St Edmund's uniforms.

The shop is located beneath the main stairs leading into the College.

Operating Hours (during term)

Mon 8am-12pm

Wed 2pm-6pm

Fri 8am-12pm

Check the College website for special opening times, contact details, and for any changes to the published hours.

Online available

Online purchases are available via a link on the College website.

T (02) 6239 0681

E stedmunds@ranier.com.au

RANIER DESIGN GROUP

Junior School Summer Uniform (Yrs 4-6)

Shorts

Short sleeve check shirt worn tucked in without a tie

Junior jumper (optional)

Knee high socks

Traditional leather lace up, black school shoes.

College Backpack

Reversible bucket hat or Cap



Junior School Winter Uniform (Yrs 4-6)

Trousers worn with a black belt

Long sleeve check shirt or short sleeve check shirt, worn tucked in with the junior tie

Junior knit jumper

Junior jacket

Trouser socks

Traditional leather lace up, black school shoes

College Backpack

Reversible bucket hat or Cap



High School Summer Uniform (Yrs 7-10)

Shorts or trousers worn with a black belt

Short sleeve white branded shirt worn tucked in with the high school tie

High school knit jumper (optional)

Quarter crew socks (worn with shorts)

Trouser socks (worn with trousers)

Traditional leather lace up, black school shoes

College Backpack

Reversible bucket hat or Cap



High School Winter Uniform (Yrs 7-10)

Trousers worn with a black belt

Long sleeve white branded shirt or short sleeve white branded shirt, worn tucked in with the high school tie

High school knit jumper

High school blazer

Trouser socks

Traditional leather lace up, black school shoes

College Backpack

Reversible bucket hat or Cap



Senior School Summer Uniform (Yrs 11 & 12)

Shorts or trousers worn with a black belt

Short sleeve white branded shirt worn tucked in with the senior school tie

Senior school knit jumper (optional)

Quarter crew socks (worn with shorts)

Trouser socks (worn with trousers)

Traditional leather lace up, black school shoes

College Backpack

Reversible bucket hat or Cap



Senior School Winter Uniform (Yrs 11 & 12)

Trousers worn with a black belt

Long sleeve white branded shirt or short sleeve white branded shirt, worn tucked in with the senior school tie

Senior school knit jumper

Senior school blazer

Trouser socks

Traditional leather lace up, black school shoes

College Backpack

Reversible bucket hat or Cap



PE Uniform (Yrs 4 - 12)

Polo Shirt

Shorts

Track Pants

Track Jacket

Training Jumper

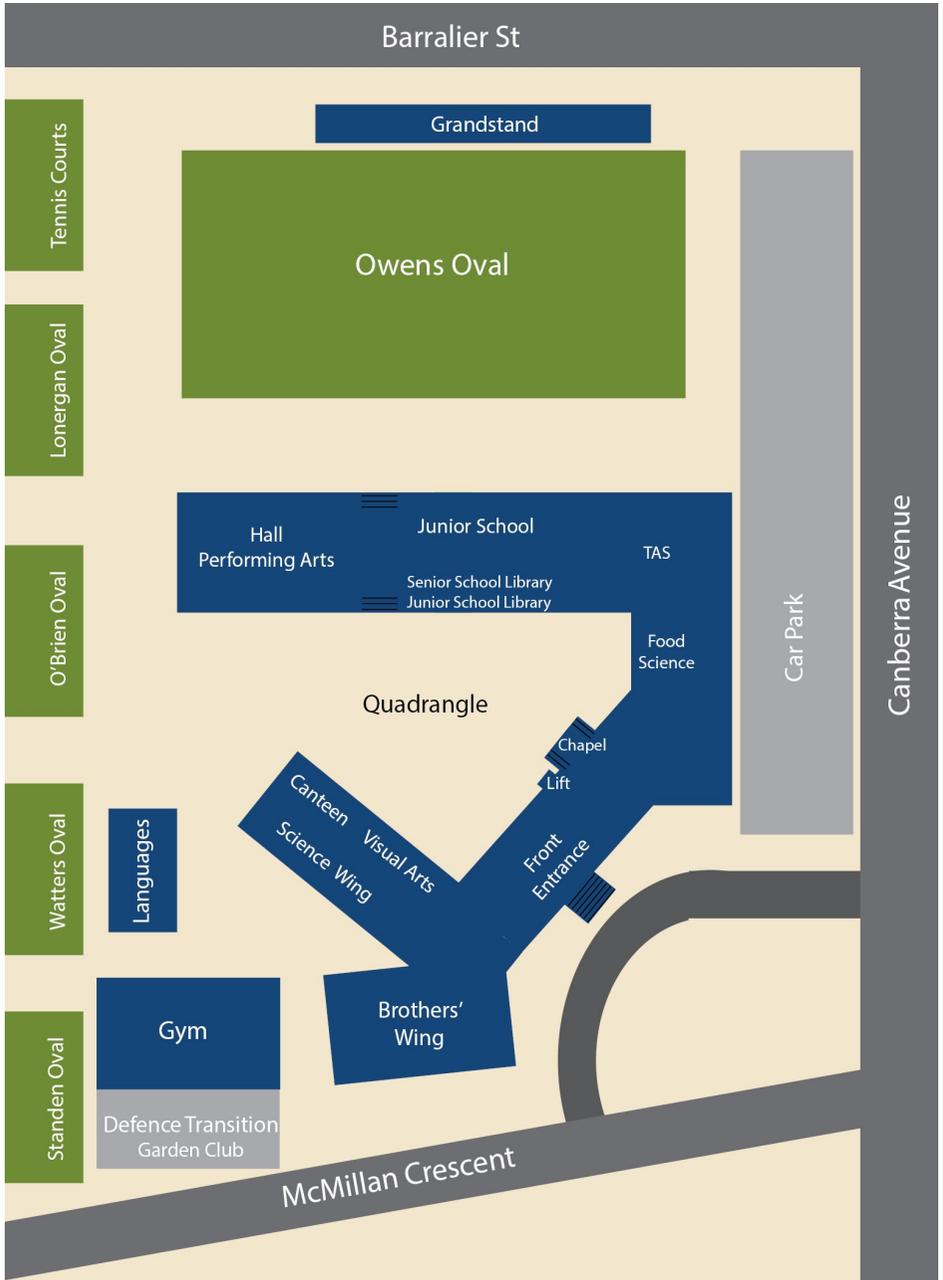
Sports Socks

White or minimal colour lace up sports shoes

Reversible bucket hat or Cap



College Map





110 Canberra Avenue, Griffith ACT
sec.act.edu.au • 02 6295 3598

A Catholic College in the Edmund Rice Tradition.
Educating boys Years 4 to 12 since 1954.