



# A Guide to Starting at St Edmund's College



**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. 67 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 <https://www.erea.edu.au/>



## Junior School Bell Times

<b>8:45am</b>	<b>Move to class bell</b>
<b>8:50am - 9:42am</b>	Period 1 (52 Minutes)
<b>9:45am - 10:37am</b>	Period 2 (52 Minutes)
<b>10:40am - 10:45am</b>	Tutor Group (15 Minutes)
<b>10:45am - 11:15am</b>	<b>Recess</b>
<b>11:20am - 12:12pm</b>	Period 3 (52 Minutes)
<b>12:15pm - 12:55pm</b>	Period 4 (40 Minutes)
<b>12:55pm - 1:40pm</b>	<b>Lunch</b>
<b>1:45pm - 2:32pm</b>	Period 5 (50 Minutes)
<b>2:35pm - 3:25pm</b>	Period 6 (47 Minutes)

## High/Senior School Bell Times

<b>8:45am</b>	<b>Move to class bell</b>
<b>8:50am - 9:42am</b>	Period 1 (52 Minutes)
<b>9:45am - 10:37am</b>	Period 2 (52 Minutes)
<b>10:40am - 10:55am</b>	Tutor Group (15 Minutes)
<b>10:55am - 11:15am</b>	<b>Recess</b>
<b>11:20am - 12:12pm</b>	Period 3 (52 Minutes)
<b>12:15pm - 1:05pm</b>	Period 4 (50 Minutes)
<b>1:05pm - 1:40pm</b>	<b>Lunch</b>
<b>1:45pm - 2:35pm</b>	Period 5 (50 Minutes)
<b>2:38pm - 3:25pm</b>	Period 6 (47 Minutes)

## College Reception

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

During school holidays, College Reception is open 9.00am – 3.00pm. 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 - <https://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](mailto:development@stedmunds.act.edu.au).

Vortex is also accessible through the College website.

## Pelican (Biannual Magazine)

Pelican is the College's Biannual Alumni 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 Parent Portal (see Page 10). Please contact Reception if you would like assistance.

# Student Services

## 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.

### How to report your son is not attending College:

If your son is not attending the College please call or email Student Services. If you do not notify the College a SMS message will be sent out alerting parent/carer that their son is absent.

Please reply to this SMS with the explanation for absence - 1 for illness, or 2 for family reasons. Parents can also explain absences through the Eddies Dashboard (see Page 10).

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.

### Absences are to be reported to:

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

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

If your son 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 be collected; and,

### If your child is late:

If your son is late we ask that they:

- Report to Student Services and sign in.
- Lateness is treated as an absence and therefore, every time a student is late, it must be explained.

## Sickbay

### **If your child is feeling unwell during the day:**

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 Student Services.

Any student who is unwell must report to Student Services. Students are not to use their personal mobile to ring home, they must report to Student Services. We will then contact the parent/carer to collect the child if need be.

We ask that you collect your son within 30 minutes of the College making contact with you.

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](mailto:studentservices@stedmunds.act.edu.au) or on 6239 0694.

## Camp Levy

A Camp Levy is included on the fee statement for students in Years 5, 7, 10 and 12, in the term that the camp occurs.

Students in Year 4 and 6 will also have the opportunity to attend camps. The cost of these camps and payment options will be communicated to families Separately.

## Payment of Fees

Student fees are billed each term with an exception for Year 12 fees. Year 12 fees are billed over the first three terms.

The College prefers that fees are paid via Direct Debit at regular intervals. Alternative fee arrangements can be discussed with Finance.

### **For further information please contact**

Finance

02 6239 0647

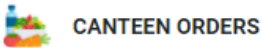
[finance@stedmunds.act.edu.au](mailto:finance@stedmunds.act.edu.au)

Current fees are available on the College website.



## College Canteen

The College Canteen can supply gluten free options and is happy to work with Parents to provide for dietary requirements where possible. Students and parents can place lunch orders through the Eddies Dashboard as shown below. More information about the Dashboard can be found on page 10 of this document. :



**CANTEEN ORDERS**

Breakfast Specials Sandwiches **Hot food** Cold food Drinks Ice creams Chips Lollies

Order date:

Total **\$0.00**

All orders must be placed before 10:00am on the day.  
Menu changes depends on the week day.

NAME	PRICE	RECESS	LUNCH
<b>HOT FOOD</b>			
AVAILABLE RECESS & LUNCH EVERYDAY			
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		
Hot Dogs	\$2.50		
Noodle cups	\$2.50		
6 Chicken Nuggets Gluten Free	\$3.00		
Sauce	\$0.30		

## 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 in Years 7-12 have access to dedicated computer labs for Media Art, Music TAS and IT. 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.

Parents will be provided with their username and instructions for setting their passwords at the start of the year.

## St Edmund's College Dashboard

The College has developed the Eddie's Dashboard 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. Parents and students can also use the Dashboard to order food from the canteen, check attendance data and parents can use it to explain absences.

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 and Chromebooks 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](mailto: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



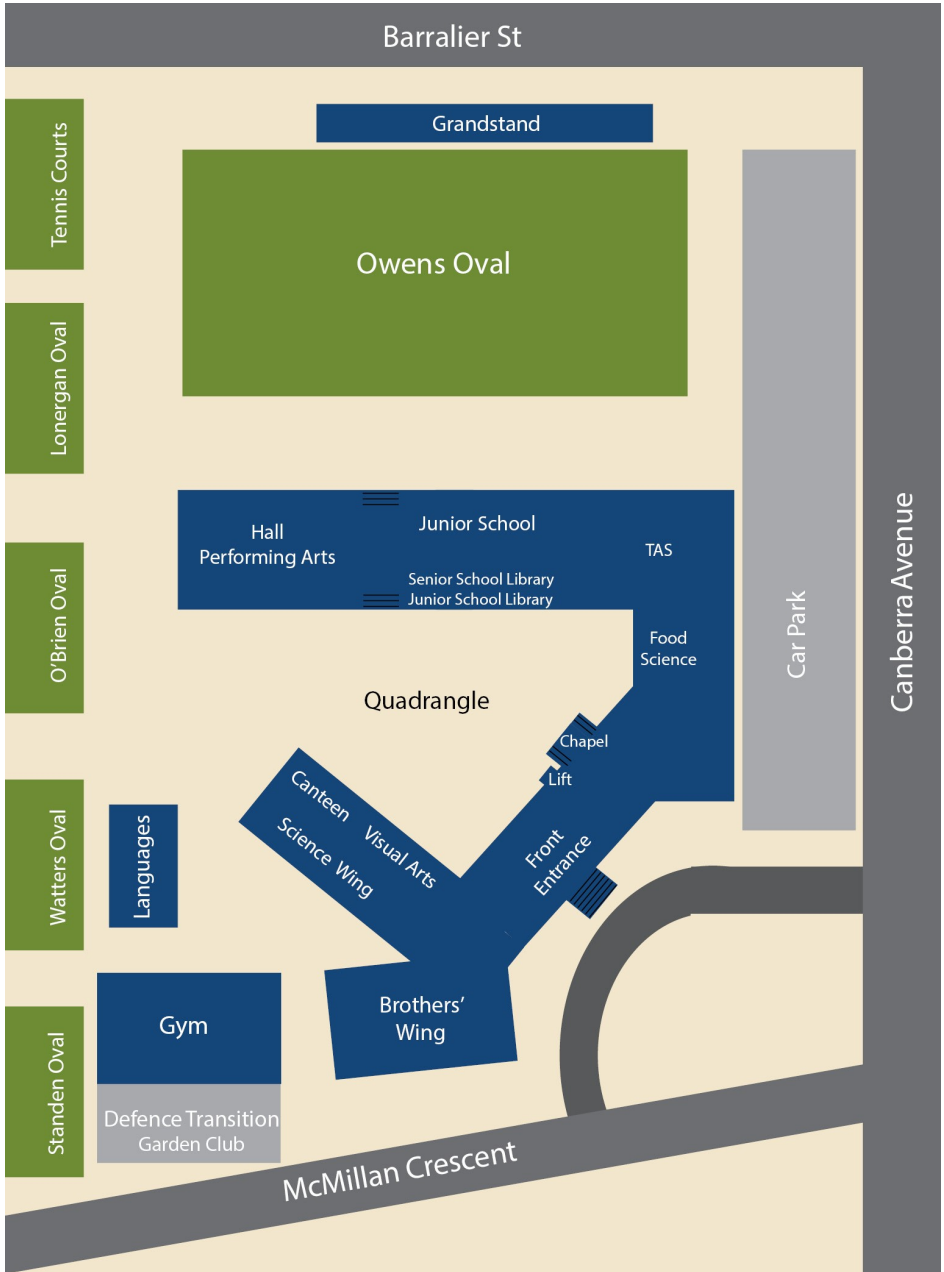
# College Houses

Upon enrolment all students are carefully assigned to a House Group for the duration of their time at the College.

These House Groups foster a strong sense of belonging and community across the whole college.



# College Map





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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.