St Francis

CATHOLIC COLLEGE

Parent Handbook

Faith In Action

Introduction

The St Francis Catholic College Parent Handbook provides information to help you and your child navigate day-to-day life at our Melton and Cobblebank campuses.

Whether you are new to our community or have been with us for some time, this handbook includes procedures, policies and other guides listed alphabetically on topics commonly accessed by parents and guardians.

Campus locations
Melton Campus: 109-141 Bulmans Road, Melton West, Victoria, 3337
Cobblebank Campus: 456 Bridge Road, Cobblebank, Victoria, 3338
Postal address: PO Box 530, Melton, 3337
Phone: (03) 8099 6000
Reception hours: 8am - 4pm, Monday - Friday
Website: www.sfcc.vic.edu.au
Email: info@sfcc.vic.edu.au
Facebook: www.facebook.com/sfccmeltoncobblebank
Instagram: www.instagram.com/stfranciscatholiccollege
LinkedIn: www.linkedin.com/stfrancsicatholiccollege

Overview

St Francis Catholic College is a multi-campus, co-educational secondary school situated in one of Australia's fastest-growing areas.

Our Melton Campus opened in 1980 as Catholic Regional College Melton. In 2023, we adopted a new name, uniform, charism, and motto – Faith in Action.

The College provides secondary education for students in the Melton, Melton South and Bacchus Marsh parishes and embraces the charism of St Francis of Assisi.

The College prides itself on providing students with a wide range of engaging experiences and pathways during their learning journey.

We are firmly committed to their holistic development and welcome all who seek Catholic education, irrespective of their social and economic background or ability.

We have high expectations of our students and strive to challenge and encourage them at each year level and through their chosen pathway. We also value the strong partnerships

we have with our families and work hard to maintain and strengthen these from enrolment right through to graduation.

Vision

Our vision is to have every student come to know that each has an inherent human dignity as they are all made in the image and likeness of God.

Mission

At St Francis Catholic College, our mission is that students come to understand that they are deeply loved by God.

We want to equip students with the skills and disposition that allow them to flourish and make a meaningful contribution to our local and global society.

We will develop in our students a desire to be models of Christ, called to place their faith into action.

We will challenge our students to follow the teachings of our Lord Jesus Christ, walk in his footsteps and, in the words of St Francis, “preach the Gospel at all times and where necessary use words”.

The College nurtures the personal, spiritual, and academic growth of each individual in its community in an atmosphere of faith, care, challenge and encouragement.

We foster the growth of personal worth and develop the gifts of students through the pursuit of prayer, knowledge, communication and service.

While respecting individual differences, we challenge each other to use our talents to benefit all in our community.

We develop in students an appreciation for quality education and teach each to embrace inclusion.

We also promote personal excellence, self-discipline, resilience and a sense of responsibility. This is displayed in our respect and concern for the wellbeing of all.

In fulfilling our mission, St Francis Catholic College - the students, parents and staff - will be a visible and ongoing sign of God’s presence in the local community.

Motto

Faith in Action
Our story is an ever-evolving one. Linked to the ties of our past as Catholic Regional College and bound by the newly adopted charism of St Francis of Assisi, our motto calls us to be beacons in our world and provide hope for the future.

We inspire our students to live the gospel values they have learned, in whatever path they choose, beyond their six years at the College.

Democratic Principles

Melbourne Archdiocese Catholic Schools (MACS) schools operate with the consent of the Catholic Archbishop of Melbourne and are owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS).

Democratic Principles
MACS schools recognise that the school plays a vital role in advancing democratic ideals and principles. For democracy to continue to thrive, children must be taught democratic ideals and principles and to value its way of life. MACS schools will explicitly and implicitly support and promote the principles of Australian democracy, including a commitment to:

- elected government
- the rule of law
- equal rights for all before the law
- freedom of religion
- freedom of speech and association
- the values of openness and tolerance.

MACS schools will prepare children and students to become citizens who will preserve and shape democracy in the future through their curricular and extracurricular programs. Democratic values will be taught explicitly in the curriculum and implicitly through the child's experience of the school, in educational programs, and from what is taught, and how it is taught.

Reporting and monitoring
The MACS board will monitor the publication of this Democratic Principles Statement by MACS schools through the Annual Report to the School Community (ARSC) Principal Attestation and regular school compliance review processes (at least once every five years).

Key Contacts

Principal Marlene Jorgensen	principal@sfcc.vic.edu.au
Deputy Principal - Head of Melton Campus Cheryl Bullen	cbullen@sfcc.vic.edu.au
Deputy Principal – Head of Cobblebank Campus Kerrie-Ann Matthews	kmatthews@sfcc.vic.edu.au
Deputy Principal Learning and Teaching Jennifer Frisardi	jfirsardi@sfcc.vic.edu.au
Deputy Principal Professional Practice and Staff Wellbeing Ray Green	rgreen@sfcc.vic.edu.au
Director of Faith and Mission Terri Curnow	tcurnow@sfcc.vic.edu.au
Business Manager Lisa Isaac	lisaac@sfcc.vic.edu.au
Director of Student Wellbeing – Melton Campus Meryem McLeod	mmcleod@sfcc.vic.edu.au
Director of Student Wellbeing – Cobblebank Campus Brad Ryan	bryan@sfcc.vic.edu.au
Director of Community Relations Amy Rowley	arowley@sfcc.vic.edu.au
Registrar Kylie Perry – Melton Campus Yasmin Guy – Cobblebank Campus	kperry@sfcc.vic.edu.au yguy@sfcc.vi.edu.au

All teaching staff have email addresses that adhere to the initial of their first name, followed by their surname and @sfcc.vic.edu.au

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Accidents and illnesses

If your child becomes sick or injured while at school, they will be attended to in the Sick Bay by the School Nurse.

The Sick Bay is for short-term assistance. It is located near Reception and is primarily supported by the School Nurse during school hours, so students can receive immediate attention if they are sick or injured.

Parents and guardians are contacted to collect their child if a student is assessed as unfit to remain at school. In circumstances of significant injury or illness, an ambulance will be called at the absolute discretion of the School Nurse, and parents will be contacted.

If parents are unavailable, the nominated emergency contact person will be notified. Therefore, your child's contact details should be kept up to date. **All updates should be emailed to enrolments@sfcc.vic.edu.au**.

If your child requires regular medication during school hours, please contact the College reception for a Medication Authority Form.

You must provide the medication (prescribed and over-the-counter) to the School Nurse. The medication should be in its original packaging, labelled with your child's name, the dosage and storage requirements, and the time it should be administered. The medication will be held in a locked cabinet in the Sick Bay.

The College complies with the Victorian Government's policies for students with anaphylaxis, asthma, diabetes or epilepsy.

When students enrol at the College, parents and guardians are asked to complete a relevant Action Plan or Medical Management Plan if their child has a specific medical condition.

Keeping your child's medical details up to date is essential. The College must have all the relevant information to ensure the best possible care for your child in case of an emergency.

Changes in medication or medical conditions should be promptly communicated to the College Nurse.

In all cases, the College will take the necessary steps to ensure your child's wellbeing.

Asthma and Anaphylaxis

Parents and guardians are responsible for providing an up-to-date action plan reflecting the student's medical condition. This should be reviewed by the student's medical practitioner as indicated in the plan.

If a student's action plan is not current, they cannot attend excursions or camps.

Assemblies

Campus assemblies celebrate our Catholic faith and student achievement. They highlight the different initiatives and opportunities available to students throughout the year.

Regular house assemblies and pastoral sessions provide opportunities to celebrate our faith and build house spirit and connections among students across different year levels. It is also a time to reinforce students' knowledge of key themes and provide information.

Attendance

The College should be notified of student absence before 8.30am on a school day.

You can notify the College via the Simon Everywhere app or online via PAM.

You can also phone the College on 8099 6000 and follow the prompts.

The College will notify parents via SMS by 9.30am if students are absent or late without reason.

Students need to arrive at school before 8.40am to prepare for the day and morning Mentor time, which runs from 8.45am to 8.55am.

If a student arrives at the College late, during morning mentor time, they should go immediately to their mentor group. Their House Mentor will indicate the time they are late on the attendance roll.

If students arrive after the morning mentor time, they should report to Student Reception, sign in, and explain why they are late.

At Melton Campus, if a student arrives late to school without a reasonable excuse, they will be expected to remain in the Restorative Room until the end of the period and then proceed to their class at the beginning of the next period.

If a student is repeatedly late to school, their House Mentor and the House Leader will discuss the issue with them and their parents or guardians to ensure appropriate support is provided.

Students are expected to maintain an attendance rate of 90% or higher throughout every year of school. They are expected to attend all classes to enable the following:

- proper continuity of programs
- development of understanding
- completion of work during the time allocated in class
- completion of practical activities where applicable
- reliable contribution to group work
- authentication of individual work.

A record of class attendance is provided with each report.

The MACS Student Attendance Policy, along with additional information about holidays during the school term and participation in school events, is available on our website.

If a student needs to leave the College during school hours, they must sign out at reception. A parent or guardian must come into the College reception to collect their child.

Awards

The College awards Semester 1 Certificates of Excellence to students who achieve an average of 90% or above in their formal assessment tasks. We also award Certificates of Endeavour to students who consistently work to the best of their ability during a semester.

These certificates are presented at House or Mentor Group assemblies.

Annual awards ceremonies are held at both campuses in the final week of Term 4 to recognises students' outstanding achievements across subjects and year levels and within Community, Sport and Arts Leadership.

Parents and guardians of award winners are invited to attend.

Our Senior Awards Ceremony is held early in the first term of the school year. Awards are presented to the Year 12 College Dux and our top achieving VCE, VCE Vocational Major and Victorian Pathways Certificate students (from the previous year). Parents and guardians of award winners are also invited to this event.

VCE awards are presented to students obtaining the highest study score in a Unit 3/4 subject and all those who receive a study score above 40. The ceremony also recognises student achievements through Community Awards.

Year 12 Community, Leadership, Peer and Sports Awards are presented at the end-of-year Graduation Mass. All families are invited to this occasion.

Before and after school supervision

The College prides itself on providing appropriate care and supervision for students on-site. Every effort is made to ensure that staff members are actively supervising before, during, and after school.

Some students stay back for extracurricular activities under the supervision of relevant staff. Parents and guardians must provide permission for this to occur (via PAM) and are advised by our staff of the appropriate pick-up time.

Melton Campus
At Melton Campus, students are supervised from 8.20am to 4pm.

We strongly suggest that your child not be left to wait outside the College before 8.20am or after 4pm.

Students finish classes at 3pm, and staff are rostered to supervise bus areas and those who remain at the College in the Alexandria Resource Centre. This supervision ends at 4pm. Supervision of students does not occur in the Alexandria Resource Centre on Friday afternoons.

Cobblebank Campus
At Cobblebank Campus, students are supervised from 8.10am to 3.25pm.

Our gates open at 8.10am, and staff supervise students on the school grounds. There is no access before 8.10am, and we strongly suggest that your child not be left waiting outside the College before this time.

Students finish classes at 3pm, and staff are rostered to those who remain at the College. This supervision ends at 3.25pm.

Behaviour – wellbeing and learning

At SFCC, we provide all students with a safe, respectful, and inclusive learning environment.

The Student Behaviour Policy outlines student expectations.

As a Catholic school, we recognise that the sacredness, dignity, and giftedness of each person are grounded in the belief that each person is made in the image and likeness of God (Genesis 1:27). Each student is nurtured and cared for and is guided to make positive choices for both their behaviour and learning.

Our teachers are skilled in restorative practices. They collaborate with the House Leader to repair damaged relationships and strengthen existing ones through restorative conversations and additional support as needed.

More information about students' rights and responsibilities is available on our website.

Bikes and e-scooters

The College encourages students to be physically active and provides bike racks for those who would like to cycle to school.

Safety is paramount; all students must ride safely and predictably in traffic and obey road laws. All students riding bikes to and from school need an approved helmet and must walk their bikes once inside the school grounds.

All bikes should be locked onto the racks with a secure lock.

Students who are not at least 16 years old should not be riding e-scooters to and from school.

Any student who arrives at school on an e-scooter and is under 16 will not be allowed to ride it home. Parents and guardians will be contacted to arrange the e-scooter's collection.

Please ensure your child follows the road laws to keep themself and others in our community safe.

Bullying and harassment

The College does not tolerate bullying or harassment by staff or students in any form. We are committed to providing a child-safe environment for all. Our Bullying Prevention Policy, available on our website, outlines how we identify and manage these issues.

Calendar

The College Calendar is available on our website and includes term dates, excursions, camps, exam periods, student-free days, events, and co-curricular activities for both campuses. Updated regularly, it provides most of the important dates parents and guardians require.

Camps, Sports and Excursions Funding (CSEF)

The Victorian Government provides CSEF to assist eligible families in covering the costs of school trips, camps and sporting activities. Parents and guardians who hold a valid means-tested concession card or pension card, or are foster parents, may be eligible for CSEF.

To apply, parents and guardians can contact the College for the relevant form. If you are eligible, the payment will be applied directly to your school fee account to cover the cost of camps, sporting activities and excursions. For more information, click here.

Canteen

Melton Campus
The Melton Campus canteen is next to the Alexandria Resource Centre. It accepts cash, card or contactless payments. Mobile phone payments are not accepted from students after the first school bell.

The canteen also partners with Flexischools to provide parents and students with a more convenient way to order and pay online.

Simply download the Flexischools app from the Apple or Google stores and follow the prompts to create an account. Once set up, click *Order Food* to see the online menu, place your order, and pay.

Orders can be placed at any time (up until 8.45am on the day you require your order). Students can also visit the canteen to place their orders before school starts.

Lunch orders are served during Big Break from 11.25am. Students with lunch orders will be served first. Limited hot items are available during short break.

Additionally, the canteen offers $5 and $10 vouchers that can be purchased via Flexischools and used for any items, with no requirement to redeem them in a single transaction.

Your child can collect vouchers from the canteen on the day they are purchased. Please be aware that they are non-transferable, non-refundable, and cannot be replaced if lost.

Cobblebank Campus
The Cobblebank Campus canteen is located near the main entrance of the Blue Building. It accepts cash, card, or contactless payments and is open during both breaks. Phone payments cannot be made as the canteen is not open before school.

The canteen also partners with Flexischools to provide parents and students with a more convenient way to order and pay online.

Simply download the Flexischools app from the Apple or Google stores and follow the prompts to create an account. Once set up, click *Order Food* to see the online menu, place your order, and pay.

Orders can be placed at any time (up until 8.45am on the day you require your order).

Lunch orders are served during Big Break from 11.25am. Students with lunch orders will be served first. Limited hot items are available during short break.

Additionally, the canteen offers $5 and $10 vouchers that can be purchased via Flexischools and used for any items, with no requirement to redeem them in a single transaction.

Your child can collect vouchers from the canteen on the day they are purchased. Please be aware that they are non-transferable, non-refundable, and cannot be replaced if lost.

Car parking and student drop-off

Melton Campus
Parallel parking bays are available along Bulmans Road opposite the College, and angle parking is available at Arthur Westlake Reserve.

Limited general and disabled parking is also available at the front of St Catherine of Siena Primary School and near our main entrance at Gate 8.

Parking in the bus parking areas on Bulmans Road outside the College is not permitted. These are required for buses before and after school and throughout the day for excursion pick-ups and drop-offs.

Student drivers are not permitted to park on the school grounds at any time. Students who are 18 and hold a driver's licence should seek permission to drive to school from their House Leader. Students who gain approval are not permitted to have passengers other than siblings.

Cobblebank Campus

Cobblebank Campus has an on-site drop-off and pick-up zone that operates before and after school.

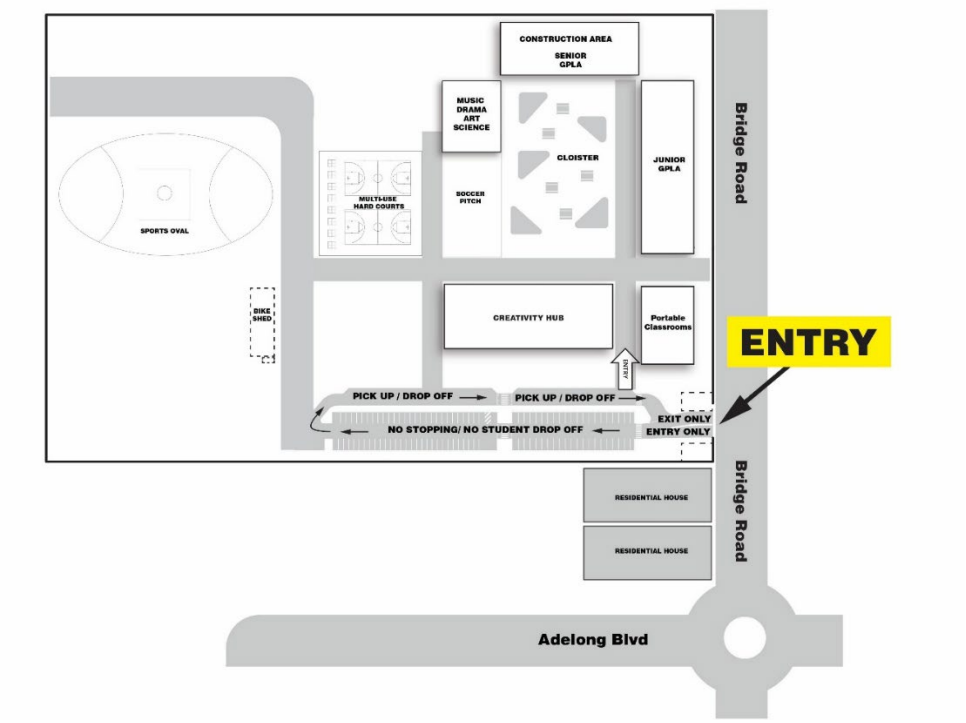
Vehicles can enter the school grounds from Bridge Road.

Please follow staff directions when dropping off and collecting students and move through the zone at a walking pace.

Vehicle access opens at 8.10am, closes at 8.50am, and reopens from 3pm to 3.30pm.

Please refer to the map below for the pick-up and drop-off zone location and follow the guidelines below.

- Do not leave your vehicle.
- Children should travel with bags in the car (not in the boot).
- To assist with traffic flow, drivers should remain in the car while children get in and out. If you need to leave your vehicle, please park on Bridge Rd or Adelong Blvd.
- Pick-up: If your child is not in the designated pick-up zone when you arrive, you must leave immediately and re-enter the zone.
- Please ensure children get in or out of the vehicle on the kerb side.
- Stay in sequence: drop off or pick up your child near the top of the zone, as far forward as possible. This allows vehicles following you to enter the zone in an orderly manner.
- Observe traffic when entering or leaving the zone. Use your indicator to advise when moving into or out of the zone.
- No parking is permitted on the school grounds.



Pedestrian access to the campus is via the gates on Bridge Rd.

Change of details/personal information updates

Parents and guardians should keep the school informed of any changes involving their family circumstances, home address, telephone numbers and the names and telephone numbers of other people responsible for the student's welfare when parents or guardians are unavailable.

All updates should be emailed to enrolments@sfcc.vic.edu.au.

Changes in medication or medical conditions should be promptly communicated to the College Nurse.

Advice of a change in family circumstances will allow the school to comply with the necessary legal requirements.

Child safety

All students at the College have the right to feel safe and be safe. We do not and will not tolerate child abuse. Policies and guidelines relating to Child Safety are available on our website.

We continue to embed a culture that provides a child-safe and child-friendly environment where children are free to enjoy life without concern for their safety. Particular attention is paid to the most vulnerable children, including Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds and children with a disability.

Co-curricular activities

The College is committed to ensuring that all students can access a range of co-curricular performance, sports, and community service activities. More details about these co-curricular opportunities are available on our website, and specific examples are featured in our weekly newsletter and on our social media pages.

College tours

Tours of our facilities are held many times throughout the year. For all dates and to register for a tour, please visit our website.

Communication with families

The College uses several communication methods to ensure all relevant information reaches families.

Parent Portal – PAM

The Parent Access Module (PAM) is accessed through the Portals tab on the College website.

PAM provides a single platform in which we store information about your child and from which you can monitor their progress.

It is also where you will receive permission requests from the College.

We need your current and correct email address to ensure you receive all information and notifications related to your child. You can update your child's details at any time by emailing enrolments@sfcc.vic.edu.au.

From PAM, parents and guardians can access the following information for any of their children enrolled at the College:

- Student timetable
- Ongoing assessments
- Mid-Semester and End-of-Semester reports
- Attendance
- Behavioural incidents
- Daily student notices
- Sports results
- Presentations from information evenings
- Relevant intranet links

Login details and a guide to accessing PAM are provided when your child begins at the College.

Simon Everywhere app

Parents and guardians can download the Simon Everywhere app to gain access to PAM, the online parent portal.

The app is designed to streamline the communication process for families. It puts permission requests for excursions, emails and school reports at your fingertips and is also one of the quickest and easiest ways to let the College know your child will be absent.

Simon Everywhere can be downloaded from the Apple or Google Play stores. Guides to help you are on our website. Please email itsupport@sfcc.vic.edu.au if you require further information or assistance.

Newsletter

The College newsletter is published weekly, and a link is emailed to parents and guardians every Tuesday during the school term. It includes messages from the College leadership team, reminders about upcoming events and activities, and a focus on student achievements. The current newsletter and previous editions are available on our website.

Social Media

Our Facebook and Instagram pages complement our website and newsletter. We use social media to keep families updated on what students learn at school, their achievements, and their co-curricular activities. All year levels are represented, and the posts aim to give a snapshot of day-to-day life at the College. Please be aware that comments on the College's social media pages are monitored, and parents and guardians must adhere to our Parent Code of Conduct, which they sign when they accept a position for their child at the College.

Complaints and grievances

St Francis Catholic College is committed to building a school culture featuring positive and respectful relationships. We recognise that, at times, parents and guardians will have concerns about something happening at the College.

Every member of our school community has a right to have their complaint or grievance addressed. We commit to working positively and resolutely to achieve a satisfactory outcome for the people involved. Our Complaints Handling Policy is available on our website.

In the first instance, parents and guardians are encouraged to contact the staff member most closely connected to the concern. In most cases, this will be the class or mentor group teacher. If you are unsure who to contact, please call the College and our reception staff will refer you to the appropriate person.

Computer and internet usage

All students have access to computers and the Internet at the College. They are issued a password and email account exclusively for their use.

The ICT Acceptable Usage Policy, available on our website, provides teachers, parents and guardians, and students with guidelines and instructions for the appropriate use of electronic equipment during school hours.

Before students can use the school's digital devices and the internet, they must read and sign the St Francis Catholic College IT Device Agreement.

Students are issued a College-mandated laptop in Year 7 and then again in Year 10. Providing a standard student device makes them easier to manage and monitor. This benefits our students by providing them with equal privileges and engaging them in their curriculum without the limitations that can arise from a device that may not be suited to the purpose.

Daily timetable

The College runs a 10-day timetable with four 70-minute periods each day.

All students are allocated a House Mentor Group, and each day, the College begins with a brief Mentor Group session from 8.45am to 8.55am.

Morning Mentor time provides all students with the opportunity to cultivate a strong sense of connection to the College and their peers across different year levels. House activities are organised to enhance house spirit and foster a positive learning environment in preparation for the day ahead.

Your child's House Mentor is your first point of contact should any general issues arise. Any subject-related matters should be raised with the relevant subject teacher first, followed by the House Mentor if necessary.

College timetable

Mentor Group: 8.45am – 8.55am

Transition time between HR and P1: 8.55am – 9.00am

Period 1: 9.00am – 10.10am

Transition time between Period 1 and 2: 10.10am-10.15am

Period 2: 10.15am – 11.25am

Big Break: 11.25am – 12.05pm

Period 3: 12.10pm – 1.20pm

Short Break: 1.20pm – 1.45pm

Period 4: 1.50pm – 3.00pm

Emergency management

Emergency and fire drills are held at specific times throughout the year. Students are shown how to enter or exit buildings in an orderly manner along planned routes, stay indoors or move indoors when required, and always carry personal medication.

In evacuation situations, classes are assembled in designated areas, and student names are checked against the period roll.

St Francis Catholic College has an Emergency Management Plan and a Critical Incident Management Plan. All staff are trained in correct emergency management procedures.

English as an Additional Language (EAL)

Support for students learning English as an Additional Language (EAL) allows them to achieve the same educational success as other students. Our staff work alongside EAL students in the classroom, one-on-one or in small groups. Some EAL learners follow a different English pathway from students for whom English is their first language.

Through the EAL curriculum, students develop English language competence in speaking and listening, reading and viewing, and writing.

Enrolment

All information relating to enrolment procedures and due dates is available on our website.

Fees

Current fees and levies and payment options are available on our website.

FIRE Carrier School

St Francis Catholic College is a FIRE Carrier School. FIRE stands for Friends Igniting Reconciliation through Education. Students and staff organise initiatives and events to educate and inform our College community about Reconciliation, our shared history and culture. More information about the FIRE Carrier Program is available on our website.

Headphones

Headphones (except those with noise-cancelling technology) must be kept out of sight in a student's pocket, pencil case, laptop bag, or any other appropriate place for safe storage.

College-approved noise-cancelling headphones may be worn or carried by a student with permission from a Learning Diversity Leader or a psychologist, in consultation with the House Leader. This must be recorded in Connect Fields on Simon.

Headphones may not be used during break times, and only wired headphones may be used during class time.

Our full Mobile Phone and Headphone Policy is available on our website.

Homework

Homework is a complementary component of the learning process. The importance of home study cannot be overstated. Homework is not only work set by the teacher; it should also involve reading, summarising and studying. Good learning is based on regular work over an extended time.

Homework is entered into the student diary, where parents can follow what is being set. The amount of time students should spend on home study varies from day to day and from subject to subject.

As a general rule, please refer to the guide:

Year 7	45 minutes per day
Year 8	60 minutes per day
Year 9	75 minutes per day
Year 10	90 minutes per day
Year 11	120 to 150 minutes per day
Year 12	150 to 180 minutes per day

Learning Lounge
The College offers a Learning Lounge (formerly known as Homework Club) every Monday and Wednesday after school at both campuses from 3pm to 4pm. This provides students with additional access to teachers and student support officers.

The session is held in the Alexandria Resource Centre at our Melton Campus and in the Collaborative/Library Space in the yellow building at Cobblebank Campus.

House System

At St Francis Catholic College, there are eight Houses.

House name	Patron	Colour
Anthony	St Anthony of Padua	Gold
Bakhita	St Josephine of Bakhita	Cyan
Bernard	St Bernard of Clairvaux	Orange
Catherine	St Catherine of Siena	Blue
Dominic	St Dominic of Osma	Maroon
Glowrey	Dr Sr Mary Glowrey	Green
Lawrence	St Lawrence of Brindisi	Purple
MacKillop	St Mary MacKillop	Red

At Melton Campus, each of our eight houses has seven Mentor Groups comprising a mix of Year 7 to 12 students, who meet each morning and for pastoral periods once a fortnight. Students remain in the same Mentor Group with their House Mentor during their time at the College.

In 2026, at Cobblebank Campus, each of our eight houses has four Mentor Groups, made up of Year 7-10 students. As the campus grows, it will have the same mentor group structure as our Melton Campus.

Students remain in their year-level cohort for subject classes, excursions, camps, and reflection days.

Having the same House Mentor and House Leader from Years 7 to 12 ensures that students are well known and nurtured throughout their time at the College. It also means parents and guardians know who to approach if they need to communicate with the school.

House events

Each campus has two major sporting events annually: a Swimming Carnival and an Athletics Carnival. The House at each campus that wins these carnivals is presented with a perpetual trophy.

Students can also compete for their House in various academic and co-curricular activities. These can include participation in maths and science competitions, social justice initiatives or performing in the College Production.

Students accrue House points throughout the year. At the end of Semester 2, one House at each campus is named the overall winner.

House Mentors and Leaders

Our House Mentors are the first point of contact for teachers with concerns about their students. They work closely with their House Leader to achieve the best outcomes for students in their care.

Our House Leaders also plan and oversee House activities.

2026 Wellbeing Team – Melton Campus

Director of Student Wellbeing	**Meryem McLeod**
Anthony House Leader	Rebecca Toms
Bakhita House Leader	Lucas McLennan
Bernard House Leader	Jo Clinton

Catherine House Leader	Johnathon Bissell
Dominic House Leader	Jesse Sciberras
Glowrey House Leader	Nathan Hunter-Gerber
Lawrence House Leader	Jordan Reithofer
MacKillop House Leader	Bianca Mifsud

2026 Wellbeing Team – Cobblebank Campus

Director of Student Wellbeing	**Brad Ryan**
Anthony House Leader	Lauren Marett
Bakhita House Leader	Lauren Smith
Bernard House Leader	Cassi Bottrell
Catherine House Leader	Sophie Martin
Dominic House Leader	Blake Ivory
Glowrey House Leader	Michael Bretag
Lawrence House Leader	Stuart Carter
MacKillop House Leader	Shey Gordojn

Immunisations

During their secondary school years, the local council provides students with free vaccinations against tetanus and human papillomavirus (HPV).

The local council seeks consent from parents and guardians to administer the vaccinations.

Completed consent cards must be returned before the student can receive an immunisation. Consent cards contain information about the vaccine, the disease your child will be protected against and possible side effects.

Parents and guardians can decline the offer of free school-based immunisation for children in their care under the age of 18. However, consent forms should still be completed (marked as ‘declined’) so authorities can collect data on immunisation coverage.

The local council works with the school to arrange for immunisation nurses to visit on a particular day to administer the vaccines.

Learning and teaching

Students have access to a wide range of engaging experiences and pathways throughout their learning journey at the College. Contemporary learning is at the forefront of the

opportunities we provide, including the development of skills in innovation, creativity, critical thinking, teamwork, and collaboration.

More information about the Year 7 to 9 curriculum is available on our website.

More information about the Year 10-12 curriculum and Pathways Education is also available on our website.

Learning Diversity

The role of our Learning Diversity team is to address the learning needs of any student facing individual challenges. The team works collaboratively with teaching staff to provide a learning environment for students that acknowledges and supports different needs and skills through focused and targeted teaching.

The aim is to cater to students' learning requirements and help them succeed academically, socially, and emotionally. Our team consists of a Learning Diversity Leader and four Learning Diversity Assistants. There are also Learning Support Officers who assist in the classroom.

The team can help teachers modify tasks and assessments and support teachers and students in implementing these personalised programs in the classroom.

Library – Alexandria Resource Centre

The Alexandria Resource Centre provides our students with a range of physical and digital resources.

Students from both campuses can access these on-site at Melton or Cobblebank.

The Alexandria Resource Centre provides access to numerous databases and digital collections, enabling students to meet all their learning needs outside school hours.

Digital videos are available through the ClickView program, and eBooks and audiobooks are available via the Wheelers platform.

Resource Centre staff deliver all required curriculum and learning support in person and online through the Library Management System and the St Francis Catholic College Library webpage.

Students can access the Alexandria Resource Centre Infiniti Library Platform by logging in here.

Melton Campus students can access the resource centre daily from 8.20am to 4pm.

At Cobblebank Campus, a library space has been established in the collaborative space in the Yellow Building and is available from 8.30am to 4pm daily.

A library staff member supervises students in the library during Big Break and Short Break.

Staff and students may still request items from the Infiniti Library catalogue, as deliveries will continue across campus.

The library collection at Cobblebank Campus will continue to increase as the campus grows.

Liturgy

For Catholic communities, celebrating the Eucharist is the central and defining ritual.

Each campus gathers to celebrate Mass at the beginning and end of the school year and on St Francis' Feast Day.

Each House also celebrates Mass together for their patron's feast day.

Lockers

The College provides a locker for each student. Lockers should be used to store bags, books and other equipment.

All students must have a lock on their lockers to keep valuables secure.

A lock is provided when they begin at the College and remains with them until they leave. If your child loses their lock, they need to have a replacement as soon as possible. Locks can be purchased at student reception (Melton Campus) or front reception (Cobblebank Campus) or they can bring one from home.

Students are expected to organise themselves to collect items from their lockers before school, after break times and at the end of the day. There should not be any need for students to go to their lockers between lessons.

Lost property

Any enquiries about lost property can be made at the College reception. Clear and permanent naming of any item brought to school assists in its speedy return.

Mobile phones

Students are not permitted to use their mobile phones from the time they arrive inside the College gates until the end of Period 4.

When they arrive at their campus, they must place their phone in their assigned phone pouch and close it. They can unlock the pouch at the end of the day before they leave.

Mobile phones must be kept in a pouch at all times, including during break times.

If your child does not have a mobile phone and does not require a pouch, you must email their Mentor Teacher to inform them. You should also notify the Mentor Teacher if this changes.

Our full Mobile Phone and Headphone Policy is available on our website.

Parent communication with students during school hours

All communication with students during school hours must go through the College reception.

Every effort will be made to deliver messages to students during recess and lunch breaks, or immediately before the end of school.

Unless urgent, please keep messages to students to a minimum.

Students must obtain permission from student reception (Melton Campus) or front reception (Cobblebank Campus) or a staff member to call a parent or any other person during school hours. Students are not permitted to use their mobile phones during school hours.

Parent Student Teacher Interviews

Parent-Student Teacher Interviews (PSTI) are conducted twice a year. If requested by a subject teacher through the interim reports, both parents and students are expected to attend. All others are welcome to make bookings to see subject teachers.

Staff can also be contacted via email or phone to discuss issues, progress and other learning-related concerns.

Parents and Friends

Families are welcome and encouraged to become involved in the College community through the Parents and Friends Association, which meets monthly. The meetings are an opportunity to meet other families, hear about current events and initiatives, provide feedback and contribute ideas.

Pathways and careers

The Pathways Department offers a range of programs and services designed to support a smooth progression through secondary education and from secondary school to further education or employment.

To find out more visit our website.

Privacy Policy

Our Privacy Policy sets out how the College collects, uses and manages personal information provided to or collected by it. The policy is available on our website.

Reports

All students receive formal reports via the Parent Access Module (PAM) at the end of Semesters 1 and 2. The exception is Year 12 students who receive their Semester 1 report internally, indicating their progress, and final year results externally through the Victorian Curriculum Assessment Authority.

VCE and VCE VM students are assessed against outcomes. Students undertaking VET studies are assessed against competencies. Students in Years 7 to 10 are reported along the learning continuum against the Victorian Curriculum Achievement Standards. The grading system is included with each report and is used to identify our high-achieving students for recognition awards.

Families will also receive an interim report before each round of Parent Student Teacher Interviews. Students undertaking VET subjects through the Western Edge Cluster may not receive a report for these subjects, as many are assessed externally or online.

Students with individualised learning needs may also receive a Personalised Learning Report with learning goals. Students' progress towards these goals is assessed at the end of Semesters 1 and 2.

Parents and guardians are encouraged to discuss their child's progress with school staff at any time. Should a staff member have concerns regarding the ability, attitude, or application of any student, they will communicate these concerns to parents and guardians, most often through email, the student diary, or a phone call.

Social justice

The Faith and Mission Team provides many opportunities for young people to put their faith into action.

The group aims to enact positive social change within the College and the wider community.

Members meet to discuss current social justice issues and plan advocacy and fundraising events held throughout the year.

More information about the key events each term is available on our website.

Student leadership

Student leaders at the College are responsible for providing a student voice with the guidance of the Student Leadership Coordinator.

All student representatives are expected to lead by example, seek to serve others and be proactive in community service.

The Student Leadership Teams at both campuses are made up of:

- College Captains (Melton Campus)
- Campus Captains (Cobblebank Campus)
- House captains
- Faith and Mission captains
- Academic captains
- Arts captains
- Culture captains
- Environment captains
- Sport captains

Student Wellbeing Practitioners

Our Student Wellbeing Practitioners offer confidential, short-term counselling and wellbeing programs that support students' emotional, social, and academic skill development.

Referrals can be made by staff or parents through House Leaders, while students in Years 10–12 may self-refer via the online form on Simon under *Student Links*.

Parental consent is required for ongoing support for Year 7-9 students, and external referrals may be recommended based on individual needs.

Term dates

For a full list of Victorian school term dates, click here.
Specific term dates for St Francis Catholic College are available on the College Calendar.

Transport

For the latest information about accessing our campuses, please visit the Transport page on our website.

Unenrolling/Student exit

All forms required to withdraw a student from the College are available on our website.

Students transferring to another secondary school
Parents and guardians of students who are leaving the College and transferring to another secondary school are required to complete and return the St Francis Catholic College Exit Form to the Registrar by emailing enrolments@sfcc.vic.edu.au.

The Exit Form is required by the College and is used to settle family accounts. Parents will be charged fees until the form is received, and the student's official exit date must be included.

Students not transferring to another secondary school
Parents and guardians of students under 17 who are not transferring to another secondary school need to complete and return two forms:

1. the St Francis Catholic College Exit Form
2. the Victorian Government Transition from School Form. Students under 17 need to seek an exemption to leave school for TAFE, Apprenticeships, Work and Alternative Job Training options.

Both are available on the Enrolment page of our website.

Families can assist the College by completing sections A, B, C and E of the Transition from School Form. The College will complete Section D and sign Section E of the form.
Once completed and endorsed by the College, the Transition from School Form will be sent back to the family for use in enrolment at TAFE or training. The form may also be required for the employers' records.

Please note: Students in Years 10 to 12 who are not transferring to another secondary school will be required to have an interview with the Pathways Coordinator before the Transition from School Form is signed by the Principal.

School reports

Once students are removed from College records, their reports can no longer be accessed via the Parent Portal (PAM). Parents and guardians are advised to print, download, and save the reports for future reference.

Uniform

The College uniform is gender-neutral and trans-seasonal.

There are academic and sports uniforms, and students can wear any piece of the academic uniform at any time during the year.

Students must wear the correct uniform to school each day unless they have a note from a parent or guardian explaining the reason.

A full list of uniform items and the College Uniform Policy are on our website.

Families can purchase the College uniform from:

Uniform Group Melton Retail Outlet

Unit 4, 18 Harrison Court, Melton. Phone: 03 9768 0328

Opening hours are Tuesday-Friday, 9am-5pm and Saturday, 9am-2pm.

Uniforms can also be ordered online at academyuniforms.com.au

To order any uniform items, please select St Francis Catholic College.

Please note: our uniform is no longer stocked at the Academy Uniforms store in Deer Park.

Visitors

All visitors should report to the College reception to sign in and obtain a visitor's pass. This pass should be worn while the visitor is on school grounds and returned to reception when signing out to leave. This allows the College to monitor those on-site in case of emergency.

Last reviewed: July 2026