



Sacred Heart
College
G E E L O N G

STUDENT EXPECTATIONS

Everyday Expectations

Sacred Heart College is a Catholic, learning, faith community in the Mercy tradition that has at its centre the dignity and safety of each person. To ensure all young people have the right to a positive learning experience, where diversity and individual differences are celebrated and respected, Sacred Heart College students are expected to:

- Participate actively and cooperatively in learning, taking responsibility for their learning and having high expectations in themselves that they can learn
- Model the College's core Mercy values of respect, compassion, justice, service, courage, and hospitality
- Take responsibility for their own behaviour and the impact of their behaviour on others
- Refrain from inappropriate language
- Follow all reasonable requests of staff
- Respect the rights of others to be safe and learn
- Respect the property of the College and others
- Seek permission from staff before entering a staff working space
- Report any matter they observe or are involved in that does not reflect Mercy values and does not build a sense of inclusion and community within the College
- Advocate for others within the College community to ensure they are treated with respect and dignity
- Use informed, respectful, and appropriate processes to provide their views on school community decisions
- Be at school attending class or in a permitted area, unless a valid reason to be absent has been received by the school from the family

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Location checklist: ☒ Hub>Site Admin ☒ Compass(Families/Students) ☐ Website

- Punctually attend all scheduled classes, have the required learning materials with them, and all homework completed. This includes arriving on time for classes at the beginning of each school day, promptly attending Living Mercy and House Connect sessions, House meetings, whole school events and year level events, other meetings, and assemblies
- Remain on the school premises during school time unless they have permission to leave from parents and the College
- Advise mentor and subject teachers in advance of any known absence (eg medical treatment, sporting or other excursions)
- Complete all missed work when absent from class
- Sign in/out when arriving or leaving the College outside of normal school hours. An email, SMS, or phone call from the student's parent or carer is required to explain late arrival/early departure
- Keep the school environment clean, placing all litter in the bins provided. Chewing gum is detrimental to the environment and therefore should not be consumed at school
- Use electronic devices only when it assists their learning and only after seeking permission from a staff member. At all other times during school hours (from first bell to final bell), mobile devices should be placed in students' locked lockers. Headphones of any kind can only be worn in class as directed by staff members or during self-directed learning periods (refer to Mobile Devices Policy)
- Only publish material that does not harm the reputation of SHC, its staff or students. Images or videos of SHC students and staff cannot be published without their permission. Use of the College logo, name or images can only be used if approved by the principal (refer to Student ICT Policy)
- Store their belongings and school bags in a securely locked locker, bags should not be taken to class
- Ensure a safe and healthy learning community, free from cigarettes or vaping devices, alcohol, illicit drugs and other banned substances. These substances should never be brought to school or consumed whilst in the school environment, or in school uniform (refer to Drugs in Schools Policy)
- Ensure they act in a sun safe manner by sitting in the shade or wearing a hat during recess and lunch time especially during Term 1 and 4
- Observe all expectations relating to the wearing of uniforms, jewellery, hair and grooming (refer to Uniform Policy and see details below).

Innovation Precinct and Learning Centre Expectations

- To ensure staff have adequate time for professional dialogue and preparation during recess and lunch, staff will be provided priority use of microwaves

- Seating outside staff work spaces in the Innovation Precinct is for conversations between staff and students or for students waiting to speak to staff members.
- Lifts are provided for use by staff and students who are physically unable to use the stairs
- The Innovation Hub has been set up for group work. In order to use this space, a booking is required. These spaces are available for use during scheduled class time. The Innovation Hub is not available during recess and lunch time.
- The Maker Space in the Court Precinct is available for use by staff and students once appropriate training has been undertaken. Use of the space is to be in accordance with the Maker Space Guidelines.
- Students who have Independent or Self-directed Learning periods are expected to use their time wisely to complete projects and other school-based work.
- When using collaborative spaces students need to be mindful of the volume of their voices respecting the needs of classes within the area
- Classroom and specialist areas are food free zones. Food is permitted in meeting areas with the expectation that these areas are left clean.
- Level 3 and 4 in the Learning Centre have been set aside for quiet study, while Meeting Rooms 3 and 4 on Level 4 are for silent study.
- The toilets in the Learning Centre are to be used by staff and visitors only
- To ensure that food areas are clean and usable, staff and students using the kitchenettes throughout the Court Precinct and Learning Centre are required to clean up and dispose of all rubbish in the bins provided.

College Uniform Expectations

The following points outline pertinent uniform expectations and should be read in conjunction with the [Uniform Policy](#) and/or [Uniform Infographic](#).

- Blazers are to be worn to and from school when wearing the winter uniform. The blazer need not be worn with the summer uniform whilst travelling to and from school, however, the jumper cannot replace it as the outer garment. The College navy-blue scarf may be worn outside the classroom with the winter uniform.
- The SHC waterproof jacket can replace the blazer on wet days only.
- The blazer need not be worn with the summer uniform whilst travelling to and from school, however the jumper cannot replace it as the outer garment.

- Students may wear one simple silver or gold bracelet, ring and necklace, and one small sleeper or stud in each ear (small pearls and clear stones are permitted). Makeup and coloured nail polish are not to be worn.
- With the exception of a single piercing of the ear, no other form of body piercing is to be visible. If necessary, a small, clear plastic retainer may be used to prevent the piercing from closing over. Covering piercings with tape is not permitted.
- Winter skirts are to be mid-calf or knee-length, not ankle length. The summer dress should be no shorter than 5cm above the knee.
- The College winter scarf can only be worn with the winter uniform, not the summer or summer PE uniform.
- Shoulder length hair is to be tied back with a navy-blue ribbon or natural hair tie. Only single, natural hair colours are allowed. Extreme hairstyles, multiple or unnatural colours are not acceptable.
- Black, lace-up school shoes need to be polished and fully laced up.
- Appropriate runners are required for PE. Converse, skate shoes, ballet-style shoes, etc. are unacceptable. PE uniform can only be worn as requested by the subject teacher or as part of a scheduled lunchtime trial or practice (e.g. double PE and dance). Sports socks are to be white, unbranded sports socks reaching 3cm up the ankle.
- PE socks must be College-branded or plain white sports socks (reaching approx. 3cm above the ankle).
- SHC caps are to be worn during PE classes in Term 1 and 4.
- The College sports tight must be worn under the College track pants to/from school but can be worn on their own for PE, drama, and dance classes.

Student Policies

School policies such as the Digital Devices policy, Home Learning, Academic Honesty and Submission of Work policies are listed below. Other student related policies are on the College Intranet. Please familiarise yourself with these policies so that you are informed on expectations and procedures.

- Child Safety and Wellbeing Policy - Student Version
- Student Digital Technologies Policy

- Mobile Devices Policy
- Student Positive Behaviour Policy
- Uniform Policy
- Sun Awareness Policy
- Submission of Work Policy
- Academic Integrity Policy
- Hygiene Policy
- Student Commitment Charter
- Catholic Education - Identity and Sexuality Policy
- Grievance Policy - Student Version

Other College Policies

The College's policies are available to view on the [school website](#).