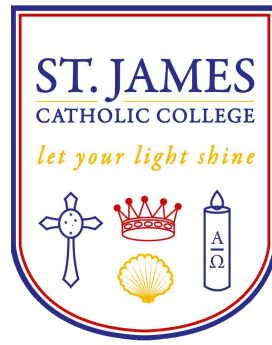


ST JAMES CATHOLIC COLLEGE

# *Prospectus*



*Let Your Light Shine*



# *From our Principal*

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St James Catholic College actively engages in the evangelising mission of the Catholic Church. The College operates within the Diocese of the Catholic Church in Tasmania and under the auspices of the Tasmanian Catholic Education Office.

At St James Catholic College we recognise the dynamic nature of the educational endeavour from Kindergarten to Year 10. In partnership with families, we work towards realising the spiritual, academic, emotional, social and physical potential of the child.

*'The child grew and became strong, filled with wisdom,  
and the favour of God was upon him' Luke 2.40*

We believe in and strongly promote the value of each individual child and we work to provide opportunities for them to *'Let their Light Shine'*.

I welcome your interest in our College and invite you to learn more about us by reading this Prospectus, visiting our grounds, and speaking with myself or other members of the College Community.

I look forward to meeting you and your family soon.  
Mr Allan Clark





# Our History

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The Sisters of St Joseph arrived in Cygnet in 1896 and began teaching local children at St. Mary's School (on the site of the current *School House Coffee Shop* building).

On the 6 March 1922, a new red brick building was officially opened providing the Sisters with access to classrooms. The Sisters taught in the red brick building until 1955. This building is currently still in use at the College as the Early Learning Centre.

In 1944, the Christian Brothers arrived in Cygnet with the aim of establishing *Lourdes/Hill Agricultural College*. The College consisted of fifteen acres used as an orchard with small crops and grazing areas. The Brothers taught boys from Year 5 upwards, in the red brick building. In 1955, six new classrooms were constructed, the Sisters moved their classes into the new rooms where they taught girls and junior boys.

In 1973, St Mary's School and Lourdes Hill Agricultural College were combined. Following in 1976 the first lay Principal was appointed following the departure of the Brothers and the school was then known as St James' Convent School and later St James College. Since 2009 the College is known as St James Catholic College.



# Our Faith

St James Catholic College values the Catholic tradition and faith, as a community we teach the Gospel values and closely follow our founder's Sisters of St Joseph and Blessed Edmund Rice charisms.

At St James Catholic College, we promote a quality faith-based education, which allows us to maintain close links with the local Catholic Parish of the Huon Valley, other Catholic Schools and the wider community. Students will be encouraged to develop their spirituality through Prayer, reflection, Liturgical celebrations and other activities.

Students at the College are invited to take part in the Parish Sacramental Program, St Vincent de Paul group as well as many opportunities to explore their faith, through action and support of others, particularly those in need.



Archdiocese  
of Hobart



# Our Community

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## **COLLEGE ADVISORY BOARD**

The College Advisory Board acknowledges fully the sacrifices of parents (both past and present) which have enabled St James Catholic College to maintain the high standard of education and resources offered. The Board serves the Church and the Community by assisting in the promotion and support of the management of the College.

The Board supports the College Mission Statement and is dedicated to upholding the Catholic ethos and values of our College.

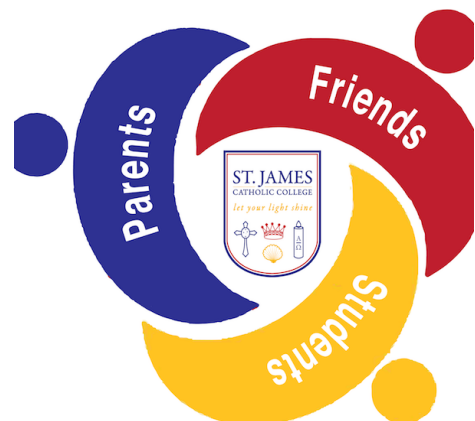
## **PARENTS & FRIENDS COMMITTEE**

The College P&F committee welcomes and encourages all parents, carers and grandparents to get involved in the Parents & Friends Committee. Your involvement can be in a variety of capacities including attending meetings throughout the year and volunteering to be involved in the planning and/or coordinating of activities that will help our students and raise funds to benefit our College community.

## **PARENT INVOLVEMENT**

Parents are encouraged to become active members of our school community, a variety of roles available include:

- College Advisory Board member
- Parents & Friends Committee member
- Canteen volunteer
- Multiliteracy program volunteer
- Assisting in fundraising/working bees
- Parent help in the classroom, excursions/camps, or in the Kitchen Garden
- Sport (coaching, management, transportation)
- Classroom - Excursions/camps
- Celebrations (i.e. May Ball)
- Fair volunteers



ST JAMES CATHOLIC COLLEGE

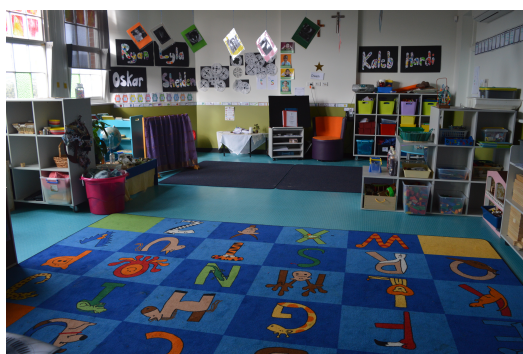
# Kindergarten

St James Catholic College Kindergarten is the perfect place to start your child's learning journey.

Our wonderful staff provide your child with a learning environment that is engaging, educational and fun. Students in Kindergarten spend the day using play as the basis of their learning and together work hard to develop skills including counting, drawing and writing, cutting and manipulating equipment and well as respecting each other and building friendships.

All of the fun activities in Kindergarten help to develop the skills children will need throughout their schooling life.

Our quality program is designed for students aged from four years of age and is held on Mondays, Tuesdays and Wednesdays each week (term time only) from 8.40 am - 3pm.





# Primary

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St James Catholic College Primary school, Prep to Year 6 offers a safe, nurturing environment for the development of literacy, numeracy and positive social skills as well as creative and practical experiences which together build engaged and resilient learning.

Small class sizes and committed, experienced staff ensure that individuals needs are prioritised and learning support and extension provided as needed. Music, LOTE and HPE are delivered by specialist teachers.

Our rigorous curriculum is supported by innovative learning activities. Subjects offered to students align with the Australian Curriculum including English, Mathematics, Science, Humanities and Social Sciences, Health and Physical Education, LOTE, Music, Art and Drama, additionally students undertake Religious Education.

To support student development the College offers a dedicated pastoral care program integrated through our F.L.A.M.E.S (Faith, Learning Attitude, Mutual-Respect, Encouragement and Safety).







# Secondary

St James Catholic College Secondary school Year 7- Year 10 offers students a supportive and inclusive environment focused on the individual learning needs of the student.

The College endeavours to provide students access to learning opportunities that encourage innovation, the use of imagination and the development of sound inquiry skills.

All Secondary students are required to undertake the following Australian Curriculum subjects: English, Mathematics, Humanities, Science and Health & Physical Education. Students are also required to undertake Religious studies.

In Years 7 and 8 students also undertake the following 'taster' subjects: Art, Digital Technology, Food Studies, LOTE, Music and Workshop.



# Secondary Electives

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To complement core subjects, Year 9 and 10 students at St James Catholic College are offered the following elective subjects:

- Art
- Digital Technology
- Drama
- Food Studies
- Independent Studies
- Media Arts
- Music
- Outdoor Education
- Sports Science
- Workshop

To further support future pathways for our students, St James Catholic College offers students the opportunity to complete Nationally recognised VET courses. In 2017, the Trade Training Consortium (which St James is a part of) was awarded the National "School Pathways to VET" award a true recognition for all the efforts in delivering vital industry-linked courses and training provided to students. St James Catholic College offers the following VET courses:

- Certificate I Agrifoods Operations
- Introduction to Construction
- Introduction to Metal Trades
- Introduction to Hospitality

Please refer to the College Subject Elective Handbook.



# FLAMES

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## SWPBS

School Wide Positive Behaviour Support Systems (SWPBS) is a systems approach for establishing the social culture and behavioural support needed for a school to be an effective learning environment for all students.

Its features include:

- Explicit teaching of positive social expectations;
- Clarity about what those expectations are;
- Acknowledgement and rewards for appropriate behaviour;
- Consistent consequences for unacceptable behaviour;
- The use of data about behaviour for decision-making.

At St James Catholic College our expectations regarding school-wide positive behaviour are contained within our FLAMES acronym. Students are expected to demonstrate values and attitudes that promote...

F aith

L earners

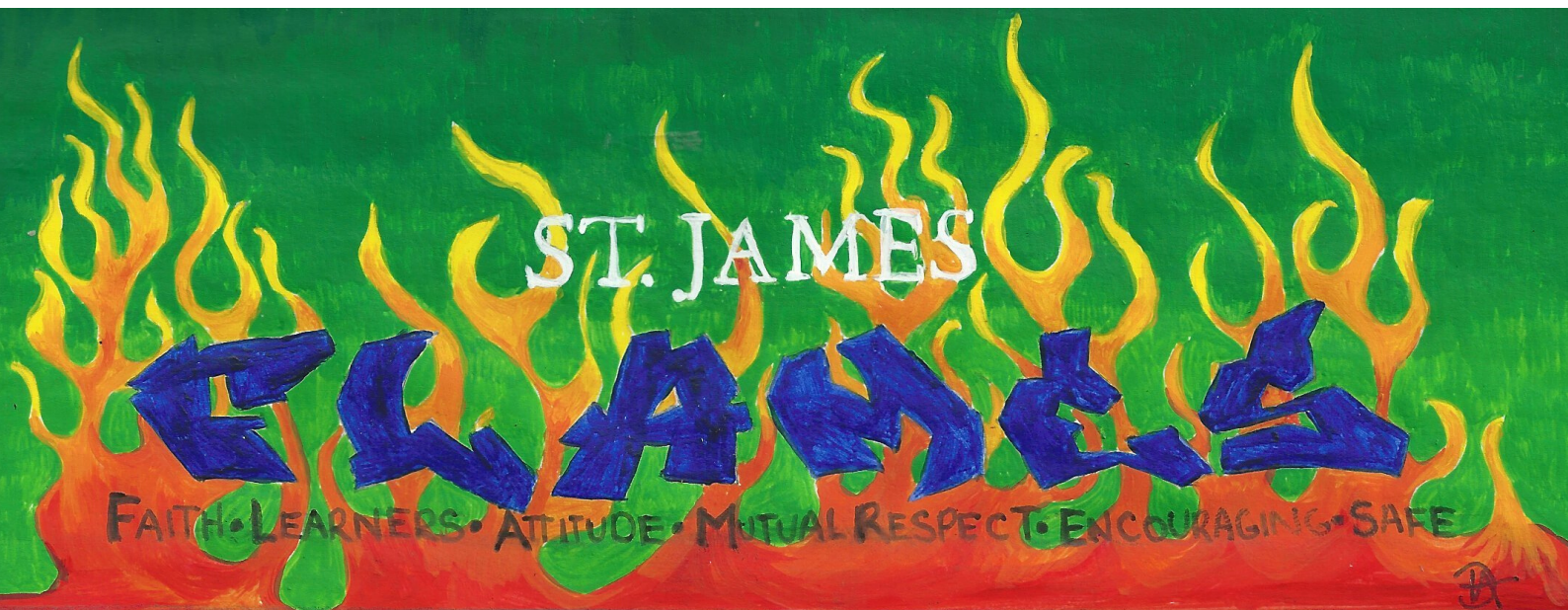
A ttitude (positive attitudes)

M utual Respect

E ncouraging others

S afety

A reward system of diary stamps, house competition and rewards, certificates, postcards, wristbands, and special morning teas with the Principal underpin the positive behaviour support system.





# Enrolment

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## ENROLMENT CRITERIA

St James Catholic College is established to serve the needs of Catholic families. If there are places available, all Catholic applicants will be accepted.

To be considered for Kindergarten enrolment your child must turn four years of age on or before the 1st January in the Kindergarten year. The following order of criteria is used for the overall process of acceptance:

- Catholic students from Catholic schools;
- Siblings of Catholic students currently in St James Catholic College or those who have progressed through to other Catholic schools;
- Siblings of non-Catholic students attending St James Catholic College or those who have progressed through to other Catholic schools, provided that they are attending a Catholic primary school currently;
- Any Catholic student not attending a Catholic school, other than those in the above categories;
- Siblings of non-Catholic students currently in St James Catholic College, or those who have progressed through to other Catholic schools, but who have not attended a Catholic Primary School;
- Any non-Catholic student from within the Catholic primary schools, other than those in the categories above;
- All other applicants.

A copy of the Tasmanian Catholic Education Commission (TCEC) Enrolment policy can be found here: <http://catholic.tas.edu.au/key-documents/policies-1/tcec-enrolment-policy>

## ENROLMENT PROCESS

After being provided with a Prospectus, parents are encouraged to contact the College to arrange a meeting with the Principal and a School Tour.

Parents are required to return the Student Enrolment Application Form and other associated forms prior to commencing at St James Catholic College.

On receipt of the 'Student Enrolment Application Form, the College will review the application and if successful send an acceptance letter to families.



# Daily Schedule

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<b>TIMES</b>	<b>LESSONS</b>
8.40am	Primary Classes / Secondary Class Teacher Commences
8.50am	Period 1 Commences
9.35am	Period 2 Commences
10.20am	Period 3 Commences
11.05am	Recess Commences
11.30am	Period 4 Commences
12.15pm	Period 5 Commences
1.00pm	Lunch Commences
1.35pm	Period 6 Commences
2.20pm	Period 7 Commences
3.00pm	Primary Classes Dismissed
3.05pm	Secondary Classes Dismissed

# Enrolment Checklist

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- 1. Obtain a copy of the Prospectus**
- 2. Return the completed Student Enrolment Application Form**  
(Original documents to be sighted and copies kept by College)
  - Enrolment form signed
  - Identification documents provided
  - Immunisation records provided
- 3. Meet with Principal and had a tour of College Facilities**
- 4. Receive an acceptance of enrolment letter**
- 5. Purchase uniforms & stationery items (per booklist)**
- 6. Obtain start date**
- 7. Meet with Business Manager to discuss financial arrangements**



# Fees and Levies

## FEES AND LEVIES

### Accounts

Accounts are forwarded to families as per the details provided on the enrolment form. The annual fee and general levies are invoiced at the commencement of the school year and can be paid by equal monthly instalments from February to November or by arrangement with the College Business Manager.

### Sibling Discount

Discounts are available to parents who have three or more children, in Catholic schools within Tasmania. Discounts are applied in accordance with the Tasmanian Catholic Education Commission School Fees Assistance Policy.

The discount rates are:

- 3 children 10% discount on tuition fees
- 4 children 20% discount on tuition fees
- 5+ children 30% discount on tuition fees

### Methods of Payment

The following payment options are offered:

BPAY Credit Card (Visa/Mastercard) EFTPOS Cash/Cheque Direct Debit Centrepay

## 2020 FEES AND LEVIES

Kindergarten	\$1,230.00
Prep	\$1,633.00
Year 1	\$1,633.00
Year 2	\$1,633.00
Year 3	\$1,633.00
Year 4	\$1,633.00
Year 5	\$1,857.00
Year 6	\$1,857.00
Year 7	\$2,345.00
Year 8	\$2,345.00
Year 9	\$2,345.00
Year 10	\$2,345.00
* Tuition fees are per student per year	

### Levies & other charges

Capital levy	\$250.00 per family per year
School Magazine	\$ 25.00 per family per year
Year 6 Leadership Camp	\$875.00 per student
Year 7 Camp/Retreat Days	\$200.00 per student
Year 8 Camp/Retreat days	\$200.00 per student
Primary Learn to Swim	\$ 50.00 per student
ICT Device levy	\$120.00 as required
School Uniforms	*refer to College website

## 2020 ELECTIVE SUBJECTS

\*Year 9/10 Students

<b>Performing &amp; Visual Arts</b>	<b>Fees</b>
Arts - Visual Arts	\$85.00
Media Arts - Digital photography/film	\$220.00
Drama	\$85.00
Music	\$85.00
<b>Technology</b>	
Design Technology - Textiles	\$280.00
Design Technology- Workshop	\$280.00
Digital Technology	\$85.00
Food Studies	\$280.00
<b>STEM Studies</b>	
Mathematics Extended	\$85.00
Science Investigation	\$85.00
<b>Sport and Recreation</b>	
Outdoor Education	\$280.00
Sports Science	\$220.00
<b>Garden</b>	
Horticulture	\$85.00
<b>HASS Electives</b>	
Business Studies/Economics	\$85.00
Philosophy	\$85.00
Geography	\$85.00
<b>Vocation Education &amp; Training Courses</b>	
AHC10216 Certificate in Agrifoods Operations	\$280.00
Introduction to Construction	\$280.00
Introduction to Hospitality	\$280.00
Introduction to Metal Trades	\$280.00

\*\* all subjects are per student per year

# Our Uniform

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The wearing of correct uniform maintains and enhances the very positive image that the School enjoys in the wider community and is important for students in the development of respect for themselves and the School. Every student enrolling at St James Catholic College is expected to adhere to the School's uniform policy and to wear their uniform with pride during school hours, while travelling to and from school, and when engaged in school activities out of school hours. This policy is developed by the School and College Advisory Board and there is an expectation that parents/carers will enable their son/daughter to be in School uniform every day at School.

Summary of uniform expectations for students:

- to wear the College uniform in the correct manner as per the Uniform Policy;
- to wear the College bucket hat during Terms 1 and 4;
- to wear their ties correctly;
- to have their hair is tied back and groomed neatly – extreme styles or dyeing of hair are not permitted, e.g. undercuts, dreadlocks, rat-tails, less than no. 3 cut and unnatural colours;
- to wear regulation school and sports shoes;
- no visible piercings are permitted with the exception of one earring in each ear-lobe;
- no additional items of clothing or accessories are to be worn;
- to use a school backpack which is not to be graffitied in any way;
- Girls are permitted to wear a simple ring, and are not permitted to wear makeup; coloured nail polish.
- Shorts/skirts/tunics are to be of a reasonable length;
- Boys – must be clean shaven at all times.

It is the expectation of the College that parents will:

- provide their child with the correct uniform;
- ensure that their child wears the uniform correctly;
- provide a note of explanation when their child is unable to wear the correct uniform.

## **The SJCC formal uniform for girls consists of:**

College blouse  
College jumper  
College skirt (Yr 4 - Yr 10)  
College tunic/summer dress (P-Yr 3)  
College navy stockings/socks  
Black leather school shoes  
College tie (winter)  
College backpack  
College hat

## **The SJCC formal uniform for boys consists of:**

College shirt  
College grey trousers/shorts  
College jumper  
College socks  
Black leather school shoes  
College tie (winter)  
College backpack  
College hat

## **The SJCC unisex Sports Uniform consists of:**

College polo top  
College Rugby top  
College track pants/shorts  
White socks  
Sandshoes - suitable to physical activity

## **Personal Protective Equipment/Other**

Apron/safety goggles/boots (MDT)  
Smock (Kindergarten)  
Apron/tea towels/container (Kitchen)



# Our Uniform

## UNIFORM SHOP

Uniform items are available from the Uniform Shop located at the College. The Uniform Shop is open Mondays and Wednesdays from 2.30pm-3.30pm during the school term. School holiday Uniform Shop hours will be advised prior to each term break.

## PRICE GUIDE

Item	Price	Sizes
Knit Jumper	\$66.00 \$69.00 \$72.00 \$75.00	4 - 8 10 - 16 18 - 22 24 - 26
<b>Shirts</b> Boys short sleeve banded Boys straight cut	\$29.95 \$29.95	4 - 26 4 - 26
Girls short sleeve	\$29.95	8 - 24
<b>Trousers</b> Boys - elastic back Boys - belt-loop (to be discontinued)	\$45.00 \$25.00	6 - 18 S - 3XL
<b>Shorts</b> Boys - elastic back Boys - belt-loop (to be discontinued)	\$29.95 \$20.00	6 - 24 S - 3XL
<b>Trousers</b> Girls - navy	\$45.00	8 - 16
<b>Skirts</b> Girls - royal (Yr 3 - 10)(to be discontinued)  Skirts - girls - navy	\$65.00 \$70.00 \$40.00	8 - 12 14 - 24 6 - 24
<b>Cullotes</b> - girls - navy	\$40.00	6 - 16
Ties - unisex or girls bow tie (Yr 3 to 10)	\$20.00	
<b>Sports</b>	<b>Price</b>	<b>Sizes</b>
Trackpants	\$40.00	4 - XL
Shorts - rugby knit	\$29.95	2 - 16
Short - microfibre	\$29.95	16 - XXL
Rugby jumper	\$70.00 \$75.00	4 - 14 XS - 2XL
Polo shirts	\$35.00	4 - XL
Soft shell jacket	\$60.00	4 - XXL
<b>Accessories</b>	<b>Price</b>	<b>Sizes</b>
School bag	\$65.00	S (28 Litres) L (40 Litres)
Reversible bucket hat	\$10.00	M - XL
Library bag	\$10.00	

\*Prices are subject to change

# Our Canteen

<b>Salads</b>	<b>\$</b>
Quiche & Salad	\$5.50
Salad in a bowl	\$4.00
Salad bowl with meat (chicken, ham or tuna)	\$4.50
Salad with fish	\$4.50
Salad Wrap FULL	\$5.50
HALF	\$3.50
Salad Wrap with meat (FULL)	\$6.50
(chicken, ham or tuna - half)	\$3.50
Salad roll	\$4.00
Salad roll with meat (Chicken, ham or tuna)	\$4.50
Salad sandwich	\$4.00
Salad Sandwich with meat (chicken, ham or tuna)	\$4.50
Curried egg sandwich	\$4.00

## **Salad Fillings Included**

Lettuce, cucumber, carrot,  
tomato, egg, cheese, capsicum  
avocado (when in season), mayonnaise  
mushrooms

(if there is something you would  
like left out please tell us and  
we will be happy to do so)



<b>Toasted Sandwiches</b>	
Ham.....plain	\$3.50
Chicken.....plain	\$3.50
With cheese, onion, tomato ect. EXTRA	\$0.50 each

<b>Hot Foods</b>	<b>\$</b>
Quiche	\$4.00
Meat pie (large)	\$4.00
Party pie	\$1.50
Sausage roll	\$2.50
Chicken burger (mayo, cheese)	\$4.50
Chicken burger (salad)	\$5.50
Vegie Burger (plain)	\$3.50
Vegie Burger (salad)	\$4.50
Chicken KFC Strip	\$2.00
Chicken nugget	\$0.70
Chicken Crackle	\$0.70
5 * Chicken Crackles	\$3.50
Potato wedges (Large)	\$4.00
Potato wedges (Small)	\$3.00
Pizza singles	\$2.50
Corn Jack	\$2.50
Nachos (Large)	\$4.00
Nachos (Small)	\$3.00
Hot cheese roll	\$2.50
Garlic bread (full)	\$2.00
Garlic bread (half)	\$0.90
Hash Browns (small)	\$0.40
Gravy Extra	\$0.50

\* Lunch items must be ordered

\* Primary students - a lunch box  
with money and order

\* Secondary students - 5cents extra  
each order for bag.

\*Prices are subject to change



# Our Canteen

<b>Counter Sales</b>	<b>\$</b>
Pop Corn (small)	\$ 0.30
Pop Corn (large)	\$ 0.60
Boiled Eggs	\$ 1.00
Red Rock deli chips (small)	\$ 1.50
Red rock deli chips (large)	\$ 3.00
Cookies	\$ 3.50
Jelly	\$ 0.50
Muffins large	\$ 1.50
Muffins small	\$ 1.00
Fruit Kebabs	\$ 2.00
Fruit Tubs	\$ 2.50

<b>Drinks</b>	<b>\$</b>
Classic milk (500ml) (honey comb, chocolate)	\$3.50
Nippy's milk (375ml) (strawberry, chocolate, ice coffee, honeycomb)	\$3.00
Big M milk (250ml)	\$2.50
Mizone	\$3.50
Up & Go (350ml) (Chocolate & Vanilla)	\$2.50
Juicy Isle pop top (300ml) Apple & Blackcurrent, Apple, Orange	\$2.00
Plain water (large) 600ml	\$1.50

## **Icy Poles and ice creams**

50c to \$2.50

<b>Ice creams</b>	<b>\$</b>
Long Icy Poles	\$ 0.50
Milo Cups	\$ 2.50
Paddle Pops	\$ 1.50
Paddle Pop Twister	\$ 1.00
Paddle Pop Thickshake Cup	\$ 2.00
Frozen Yogurt	\$ 2.00



Please write child's name, class and order on lunch bag or in lunch box.  
Please indicate if sauce is required.  
Refer to newsletter for "Healthy meal deals" and specials.

**Sorry - Re-heating is not available due to health and safety requirements.**

\*Prices are subject to change

# *Books and BYOD*

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## BOOK LIST

### Book List

A copy of the College booklist (including diary) will be provided by the College Office. Items will vary for each year level. Items may be purchased from Cygnet Newsagency or other stationery suppliers.

## BYOD PROGRAM

### BYOD Program

The College Bring Your Own Device (BYOD) program is for students in Years 3-10. Students are required to bring an iPad to school, each day, charged and ready for use. The use of this technology allows the College to integrate online resources into everyday learning.

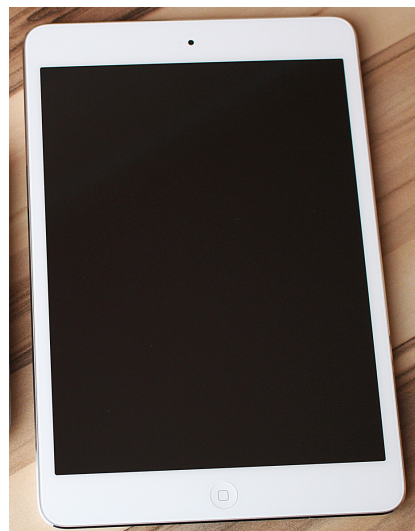
**In 2019, the minimum requirement for a student iPad is an iPad Air or newer. Older devices will not be an acceptable option. If you need to purchase a new iPad, the 2018 6th Gen, 9.7inch, iPad is the recommended option.**

### BYOD Levy (hire)

If an outright purchase of the iPad creates financial hardship for families, there is an opportunity to pay a device levy of \$120 per year to the College. If you wish to access this option, please contact our Business Manager, Kelly Du Bois to discuss this option further.

### BYOD Portal

If you require a new iPad, the College has set up access for families to the JB Hi-Fi BYOD Device Portal. For more information visit <https://www.jbeducation.com.au/byod> and enter the school code: STJCS2019.





# Transport

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Currently, families with students enrolled at the College can access a variety of bus services available in the Huon Valley area.

## **Sacred Heart Geeveston Buses**

Judbury | Dover | Geeveston | Franklin | Mountain River

Contact:

Sacred Heart Geeveston

Phone: (03) 6297 1313

## **Roberts Coaches (Tas) Pty Ltd.**

Dover | Geeveston | Franklin | Huonville

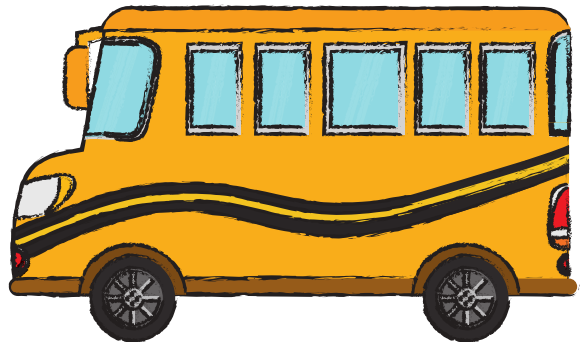
Contact:

Pat & Harry Roberts Phone: 6264 1174

Tammy Roberts Phone: 6264 1532

Phone: 0408 641 174 or 0408 641 175

Email: francis.roberts5@bigpond.com



## **Shane and Pauline O'Neill**

Lymington | Petchey's Bay | Cradoc | Silver Hill | Wattle Grove

Contact:

Shane & Pauline O'Neill Phone: 6295 1491 or 0407 951 491

Email: sponeill@internode.on.net

## **John and Judy Smith**

Slab Road | Nicholls Rivulet | Gardners Bay | Oyster Cove | Kingston | Kettering | Woodbridge

Contact:

John & Judy Smith Phone: 6267 4543 or 0428 674 543

Email: jj.smith@bigpond.com

## **Hilary Direen**

Abels Bay | Deep Bay | Garden Island Creek | Verona Sands

Contact:

Hilary Direen Phone: 6295 0790 or Fax: 6295 0758

Email: cynthiadireen@hotmail.com

## **Student Greencard**

Depending on the destination, students may require a Student Greencard.

For more information including an application form please visit:

[https://www.transport.tas.gov.au/passenger/student\\_travel](https://www.transport.tas.gov.au/passenger/student_travel) or visit your local Service Tasmania store.





**St James Catholic College**

25 Mary Street Cygnet

P. 62951541

E. [stjames@catholic.tas.edu.au](mailto:stjames@catholic.tas.edu.au)

f [StJamesCatholicCollege](https://www.facebook.com/StJamesCatholicCollege)