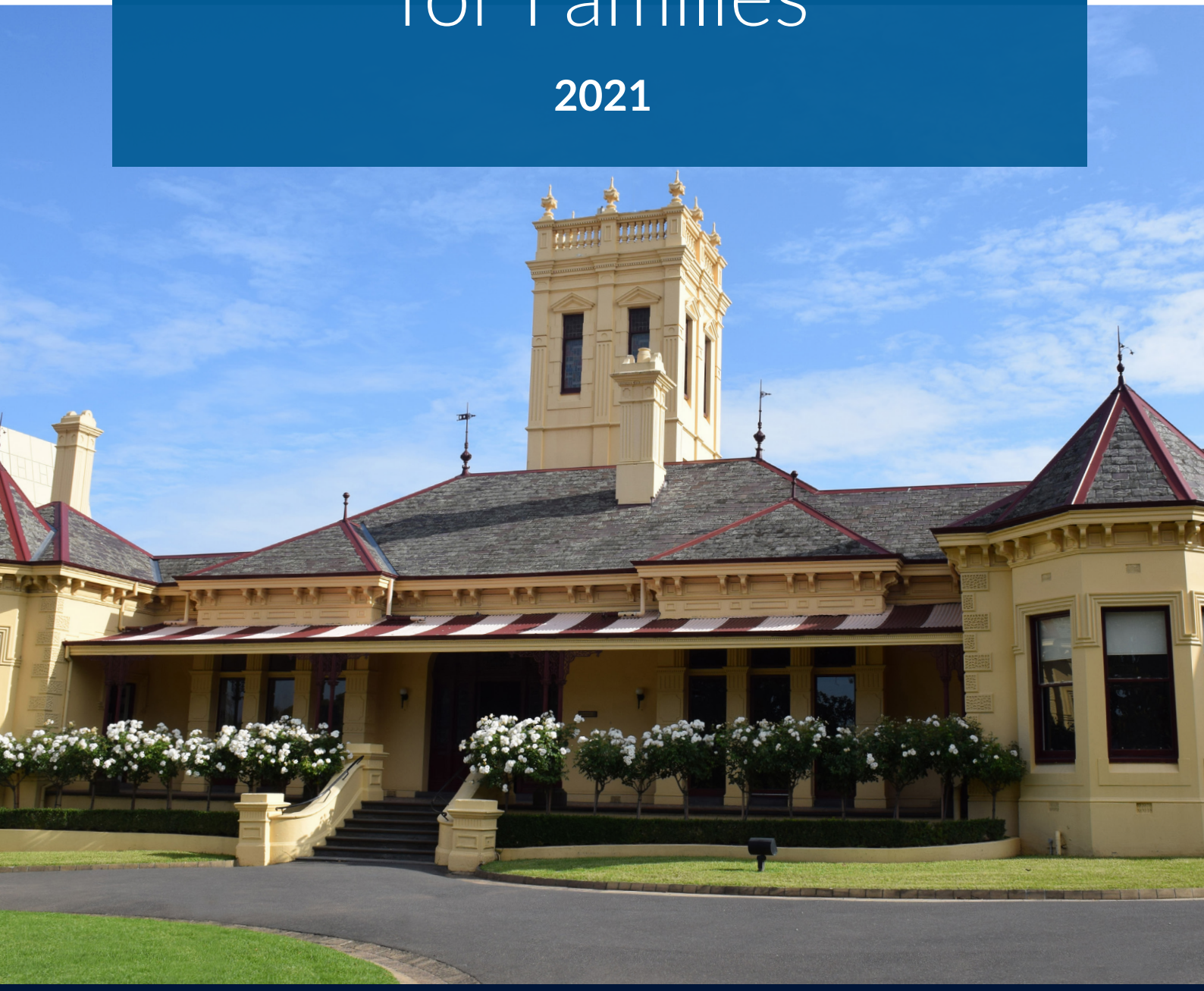
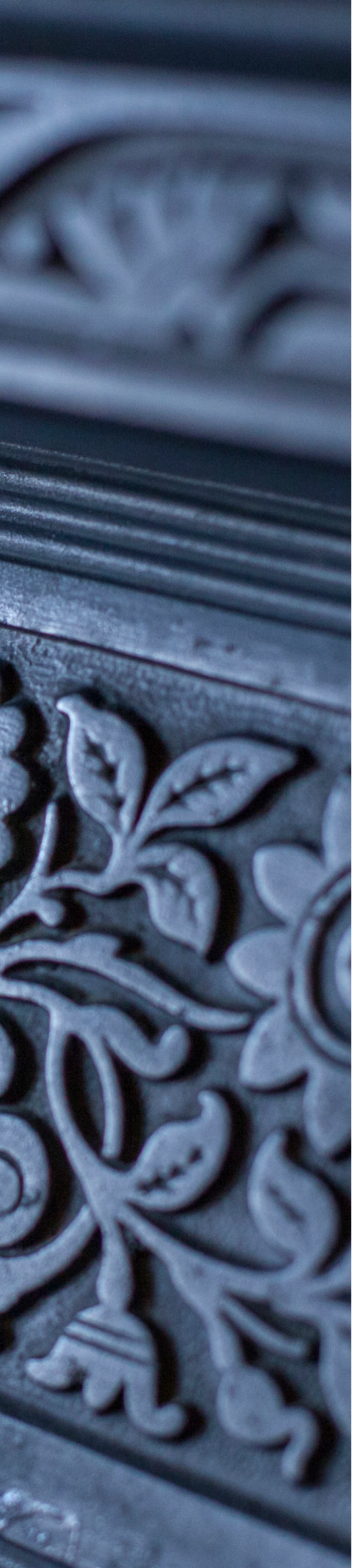
St Leonard's College

An education for life.

Information Handbook for Families

2021





Contents

Introduction	5
Booklists	6
Buses	7
Bring Your Own Device (BYOD)	8
Cafeteria	8
Cocurriculum	9
Communication with Families	13
Contacts	14
Dates and Times	16
Fees and Finance Information	17
Library	20
Lockers	21
Lost Property	21
Medical Information	22
Out of School Hours Care	24
Parent Community	25
Policies	25
Private Lessons	26
Uniform	29
Volunteering	36
Appendix – College Facts and History	37

Our vision is to provide all students with an education for life. We foster in young people the personal qualities necessary for lifelong learning.

Our Mission

Through inspiring and caring professionals and in a physically, emotionally and spiritually safe coeducational environment, St Leonard's College provides an exemplary, innovative education for its students, enriched by the traditions of its heritage and the diversity of all humanity to develop global citizens.

Our Statement of Commitment to Child Protection and Safety

St Leonard's College is committed to the safety and wellbeing of our students.

The College has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse. In this context, the College implements a comprehensive Child Protection Program across the entire College community.

Families are encouraged to be proactive in reporting any concerns or risks to the safety of children in our community.

Introduction

This handbook provides important general information, however there are other resources for families that provide day-to-day information related to managing your child's education.

The College Website

The College website at **stleonards.vic.edu.au** provides an overview of the College, including governance structures, programs, major events and latest news. Parents may find the content on the external website interesting however specific information relating to their child's learning and cocurricular activities can be found on our secure portal, **STL Link**.

STL Link

STL Link is a 'one stop shop' for all the information you will need to help you manage your child's education at St Leonard's College. Here you will find student grades, timetables, curriculum information, assessment details, specific cocurricular information, news, calendars, teacher contact information and more.

When your child starts at St Leonard's College, you will be issued a unique username and password to access STL Link. Students in years 3 and above will also have individual STL Link access as well as a College email address.

STL Link contains a wealth of information targeted to individual users. Students are able to quickly find information relevant to their classes and cocurricular commitments, while parents can find information about the progress of their child.

STL App

Our app integrates with STL Link, providing easy, on-the-go access to news, events, contacts, assignment due dates and timetables, as well as the option to receive push notifications when new information is posted.

The app is available for iPhone, iPad and Android via the App Store or Google Play. To download the app and for more information, please **click here**.

Booklists

For students in years 5 and above, booklists are available through the College provider, Campion Education, and can be ordered online by **clicking here**. Should you be prompted to provide a code to view the lists, please enter **CA54**.

Please note that all stationery and books are provided by the College for children in ELC through to year 4 (with the exception of an iPad for years 3 and 4). Parents need only provide the uniform, a library bag and an art smock, all of which can be purchased at the Uniform Shop.

Buses

The College Bus Service provides six chartered bus routes arriving near our South Road entrance at 8.15am and departing from the same location at 3.50pm each school day. College buses travel through suburbs including Beaumaris, Bentleigh, Black Rock, Brighton, Caulfield, Cheltenham, Dingley Village, Elsternwick, Elwood, Hampton, Highett, Malvern East, McKinnon, Moorabbin, Mordialloc, Murrumbeena, Parkdale and Sandringham.

Stops near Moorabbin, Brighton, Oakleigh and Mordialloc stations provide further options for families seeking to connect with the College Bus Service via the metropolitan rail network. Routes and timetables can be viewed by **clicking here**.

St Leonard's College utilises RollCall, an online program for monitoring student usage. Students are issued with one tag/ticket as part of the registration fee, which they use to touch on and touch off the bus. Parents are able to register to see where the bus is on the route.

Cost and Registration

The 2021 annual Bus Service Registration Fee of $550 per student will allow for unlimited travel on one of the College Bus Service's six routes throughout 2021. The Registration Fee for students using our local train connection stops is $280.

To register to use the College bus service in 2021, please complete the following two-step process.

1. Complete one booking form for every student you wish to register for bus travel by **clicking here**. To do this you will need to know the route and stop number you will be using in 2021, these can be viewed by **clicking here**. If you are registering more than one student, please follow the prompts in the form to register additional children.

2. Once you have submitted the online registration form, you will receive a link via email directing you to make payment of $550 for each student you have registered ($280 per student for a local train station connection). Once your payment has been made and accepted you will receive a tax invoice via email which serves as confirmation of your bus service registration.

If you encounter any difficulty completing the booking and payment process or you need a link for the train conection payment please contact **busbookings@stleonards.vic.edu.au**.

Please note that registrations will be taken on a first come, first served basis. Should the number of registrations exceed the number of seats available on your chosen route, we will contact you to discuss.

BYOD

St Leonard's College operates on a Bring Your Own Device (BYOD) model of student technology provision.

Students in years 3 to 9 are required to bring their own iPad. They are also required to install all of the apps listed on the St Leonard's College App list. Due to the life cycle of technology, students are expected to bring an iPad to school that is no more than four years old. iPads will meet all of the technology needs of students in years 3 to 9.

As students move into the Senior School, they are presented with an increasing array of subject selections and as such an iPad may not meet some students' requirements. Students in years 10, 11 and 12 should choose the most appropriate technology to meet their needs.

More information about device requirements and app lists can be found by **clicking here**.

Cafeteria

The canteen at St Leonard's College is run by our dedicated in-house Catering Team who prepare fresh, healthy meals and snacks in the kitchen each day.

Opening Hours

Middle School Cafeteria

Open: Monday to Thursday, 7.30am – 4.30pm and Friday, 7.30am – 2.00pm

Senior School Cafeteria

Open: Monday to Friday, 7.30am – 2.00pm

Menu

Students can purchase breakfast before school, snacks at recess and a healthy meal at lunch. On Monday to Thursday the canteen is open from 3.30pm to 4.30pm, serving healthy after-school snacks and barista-style coffee or hot chocolate. The full canteen menu and daily specials are available on STL Link.

Lunch orders can be placed and paid for online via **www.flexischools.com.au**.

Cocurriculum

St Leonard's College provides a comprehensive cocurricular program as an integral part of our broad educational offering. A wide variety of activities are offered to enable students to develop interests and skills that will enrich their lives now and into the future.

House System

All St Leonard's students from Prep to year 12 are members of a College House. In Junior School, students compete as part of their House in Athletics, House Music and other House competitions. From years 5 to 12 annual Athletics, Cross Country and Swimming House carnivals are held as well as a range of other competitions such as House Music, surf Lifesaving, Debating, Chess and Dance Off. Students in Junior, Middle and Senior Schools are able to take leadership positions within their Houses. Read more about our six Houses and their histories on page 40 of this handbook.

Theatre

St Leonard's College has its own theatre company called the Hart Theatre Company. Students in years 5 to 12 have the opportunity to audition for a major production each year. The Hart Theatre Company stages five productions annually: a Middle School play, Middle School musical, Senior School play, Senior School musical and Year 5 and 6 musical. In addition to being cast members, there are also opportunities for students to be involved in the backstage and technical aspects of productions and the orchestras for musicals.

Sport

St Leonard's students are offered a wide variety of sporting activities with an emphasis on participation, enjoyment and personal development for all. There are no compulsory Saturday sport competitions, however some school sport and training falls outside school hours.

Interschool Competitions

Students from years 5 to 12 compete in regular team sports throughout winter and summer seasons, as well as annual Swimming, Athletics and Cross Country carnivals. The College also enters teams and individuals in a range of other sport competitions such as snowsports, adventure racing and triathlon.

Prep to Year 4

Students from Prep to year 4 play modified sports and team games designed to develop teamwork, motor skills, confidence and commitment. Year 4 students compete with years 5 and 6 in the South Yarra District School Sports Association (SYDSSA) interschool carnivals in swimming, athletics and cross country. Year 3 and 4 students have after-school sport once a week.

Years 5 and 6

Students in years 5 and 6 participate in the Coeducational Independent Primary School Sports Association (CIPSSA) held each Friday afternoon. They also train once a fortnight during Sport Skills classes. At the end of both summer and winter seasons a Lightning Premiership round robin is held. Year 5 and 6 students also compete in the South Yarra District School Sports Association (SYDSSA) swimming, athletics and cross country carnivals.

Years 7 to 12

Students in years 7 to 12 compete in the Association of Coeducational Schools (ACS) sport competition, with matches held one afternoon each week. Participation in ACS Sport is compulsory for years 7 to 11 and a cocurricular option in year 12. Students train once a fortnight during Sport Skills classes.

Occasionally students may be excused from matches due to injury. In this case a note from a parent or guardian is required and students will be required to either attend matches and assist the team's coach or remain at school in a supervised study period. Each season, students tryout for the variety ACS sports on offer. Students who are not selected in a team or squad are provided with a range other sporting opportunities at this time.

Unless written permission is given by the Principal and Head of Sport, students are expected to attend sport on the following afternoons:

Year 7 and 8: Tuesdays
Year 9: Thursdays
Years 10 to 12: Wednesdays

When playing at home, students are expected to return to the College at approximately 4.30pm, and at approximately 5.30pm when playing away games.

Community Sport

The Community Sport program provides opportunities in sports outside of the compulsory CIPSSA and ACS competitions. These sports are usually conducted outside of schools hours. Opportunities available in community sport include gymnastics, karate, basketball, netball, sports aerobics, cheer sports, cycling, surf lifesaving, kayaking, triathlon and adventure racing. A before school running club and gym fitness classes also operate twice a week during school terms and various specialised training camps are offered during holidays. With many of the sports offered, the College has links with local sporting clubs to provide students with pathways to pursue these sports further or continue with them beyond school.

More information about Community Sport activities can be found in the Community Sport pages on the STL Link by clicking here.

Philanthropy

There are many age-appropriate opportunities for students to contribute to social justice and philanthropy projects. With a blend of giving and service activities, students contribute in the local, national and international spheres.

Music

In addition to the classroom music program and private lessons, students have the opportunity to join one of many music ensembles, which include orchestras, bands, choirs and workshops. These ensembles rehearse weekly and perform at College events and concerts, as well as at external events.

Core Ensembles

Core ensembles are large, usually non-auditioned ensembles that deliver a broad musical offering accessible to all St Leonard's College students. A student cannot be awarded Music Colours or Awards if they are not a member of a core ensemble. Core

ensembles perform at major events such as the Music Festival and Speech Nights. Core ensembles in 2021 are:

Orchestral – SLSO* and STL Pops
Choral – Senior Choir and Middle School Choir
Band – Wind Band*, Symphonic and Concert Band
Guitars – Acoustic Guitar Ensemble
Entry to ensembles marked with an asterisk is by audition

Specialist Ensembles

Specialist ensembles have a focus on a particular musical style or instrumental grouping. All year 7 to 11 students who participate in a specialist ensemble must also be in a core ensemble. Specialist ensembles in 2021 include:
Auditioned Choir*
Big Band*
Chamber Music Groups*
Chamber Strings*
Clarinet Ensemble
Flute Ensemble
Guitar Maestros
Jazz Band*
Jazz Choirs
McMillan House Choir
McMillan House Minors
Melodic Minors*
Middle School Musical Orchestra*
Percussion Ensemble
Power Strings
Senior Choir
Senior School Musical Orchestra*
Stage Band*
Songwriting Workshop
String Maestros
Swing Band*
Tuesday Jazz Ensemble
Wednesday Jazz Ensemble
Year 5/6 Choir

Entry to ensembles marked with an asterisk is by audition.

Unless by special arrangement with the Directors of Music, it is not possible for a student in years 7 to 11 to be in a specialist ensemble but not a core ensemble.

Click here to find out more about the cocurricular music program.

Debating and Public Speaking

The debating and public speaking program equips students with research and communication skills. Students have the opportunity to compete at House, local, national and international levels. Academic staff mentor the students and age/skill appropriate competitions are selected.

Click here to find out more about debating and public speaking opportunities.

Outdoor Education

Students from years 3 to 10 participate in a series of sequential and integrated outdoor education programs. The program fosters the development of a variety of interpersonal and technical skills and helps students develop an understanding of personal and environmental sustainability.

In years 5 to 8 students attend an annual camp at the College's permanent campsite, Camp Ibis, located on the Gippsland Lakes, Banksia Peninsula near Paynesville. Activities include sailing, canoeing, rafting, hiking, mountain biking, caving, initiative challenges, team games and learning about local flora, fauna and Indigenous culture.

At years 9 and 10 the focus moves to remote, mobile outdoor education, where students learn to become self-sufficient. They experience the challenges of bushwalking, bush camping, cooking, navigating and caring for one another while living in small temporary communities.

The year 9 Extended Environmental Experience is an integral part of the Community, Urban, Environment (CUE) program in the environmental domain. The journey currently takes place along sections of the Great South West Walk in the Portland/Glenelg area. The bushwalk ventures through a variety of terrain and ecosystems. Students may also journey in canoes for a section of the program, on the scenic Glenelg River.

The year 10 hike is the culmination of the compulsory outdoor education program and takes the form of an alpine bushwalk through varied terrain with rewards of majestic views and swims in crystal clear mountain streams. It is usually held in the Howqua Valley area, utilising sections of the famous Australian Alpine Walking Track.

Students from years 9 to 12 can participate in the Duke of Edinburgh Award, a voluntary leadership-in-action program which offers opportunities for recognition via involvement in service, skill, physical recreation and expedition activities.

Click here to read more about the Duke of Edinburgh Award.

Throughout the year there are various opportunities for interested students to further their passion for the outdoors through extension programs and competitions. Programs are also offered during term breaks and may include activities such as rock climbing, adventure racing, snowsports, sea kayaking, mountain biking and bushwalking.

Click here to read more about Outdoor Education.

Other Cocurricular Opportunities

Students will have an opportunity to participate in a number of other activities across the College, including the Writers Community, eSports Gaming , Learning Support/Extension Breakfast Clubs, Coding Club, Art Squad and many more.

For a full list of activities, please **click here**.

Communication with families

Teaching and Support Staff

A strong partnership between parents and the College is essential to the wellbeing of each student. Discussion with your child's teachers at information evenings and parent-teacher interviews is one important way of ensuring the home-school partnership is strong and that the College is supporting each individual student to thrive. Mentors are in regular contact with parents throughout the year. In addition, Heads of Year, Heads of House, Heads of School, Counsellors, the College Nurse, Chaplains and the Careers Counsellor are available to assist students and parents with any questions or concerns. Please see the Contacts section of this Handbook for the names and contact details of many of these key members of staff.

Publications

Our weekly newsletter, *STL News*, keeps families abreast of the latest College activities, and includes details of upcoming events and important information such as student grade updates or specific year level information. It is distributed to all parents via email every Friday afternoon.

Our magazine, *Network*, is published three times a year and distributed to all members of the College community. The *Annual Report* is available on the College website and all current families receive a digital copy of *The Leonardian*, our College yearbook. All families also receive a copy of our full colour St Leonard's College calendar.

Student Diaries

Students from Prep to year 2 use a reading log which parents should check every night.

Students from years 3 to 9 use an electronic diary app called App4. This system is used by students to record homework, particular items that are required for classes, assignment due dates and to manage their workloads. Teachers are able to push home learning tasks into their students' electronic diaries. Parents are able to check their children's electronic diary over the Internet and are encouraged to monitor their child's diary every day and sign it off every week. App4 also provides details of student expectations, uniform regulations, maps of the College and other useful information. More information about App4 can be found by **clicking here**.

Students from years 10 to 12 will have developed appropriate self-management skills and are able to select an organisational strategy that works best for them. This may be App4, a provided paper diary or another method.

Updating Contact Details and Medical Information

Parents are responsible for notifying the College of any change in contact details and ensuring the College has up-to-date medical information. Changes should be made via **STL Link > College Data > My Details**.

Contacts

Main Reception

(03) 9909 9300 or reception@stleonards.vic.edu.au

Section Administration

Junior School

Tanya Mazur-McLeod
Junior School Administrator
(03) 9909 9551 or
tanya.Mazur-McLeod@stleonards.vic.edu.au

Years 5/6

Angela Norton
Years 5/6 Administrator
(03) 9909 9533 or
angela.Norton@stleonards.vic.edu.au

Middle School

Ruth McGuire
Middle School Administrator
(03) 9909 9541 or
ruth.mcguire@stleonards.vic.edu.au

Senior School

Jayne Sheehan
Senior School Administrator
(03) 9909 9380 or
jayne.Sheehan@stleonards.vic.edu.au

Absences

To notify the College via email that your child will be absent, arriving late or being picked up early, please email one of the following addresses prior to 8.20am or call the Absentee Line on 9909 9599.

Students from ELC to year 4
absenteeJS@stleonards.vic.edu.au

Students from years 5 and 6
absentee56@stleonards.vic.edu.au

Students from years 7 to 9
absenteeMS@stleonards.vic.edu.au

Students from years 10 to 12
absenteeSS@stleonards.vic.edu.au

If you have children absent in multiple year levels, please send an email to one of the email addresses above and the message will be passed on to all relevant schools.

Students are not to email or call in their own absence. Parents will be notified via SMS if students have been noted as absent.

Please note that private drama and music absences should be reported directly to the teacher, giving as much notice as possible. Please do not use the absentee line to report absences for private lessons.

Other Contacts

Should parents have any questions or concerns regarding their children, their first point of contact should be with their child's classroom teacher or mentor. Other key contacts include the Head of Year or Head of School.

Principal – Stuart Davis
stuart.davis@stleonards.vic.edu.au

Deputy Principal – Lisa Slingsby
lisa.slingsby@stleonards.vic.edu.au

Head of Junior School – Felicity Hutton
felicity.hutton@stleonards.vic.edu.au

Director of ELC – Emily Trenchard
emily.trenchard@stleonards.vic.edu.au

Head of Years 5 and 6 – Simon Daniels
simon.daniels@stleonards.vic.edu.au

Head of Middle School – Pat Kenny
pat.kenny@stleonards.vic.edu.au

Head of Senior School – John Moore
john.moore@stleonards.vic.edu.au

Prep to Year 2 Team Leader – Mimma Tamborriello
mimma.tamborriello@stleonards.vic.edu.au

Years 3 to 4 Team Leader – Brianna Lee
brianna.Lee@stleonards.vic.edu.au

Head of Year 7 – Kate Esler
kate.Esler@stleonards.vic.edu.au

Head of Year 8 – Jess Chirnside
jess.Chirnside@stleonards.vic.edu.au

Head of Year 9 – Thomas Burns
tom.burns@stleonards.vic.edu.au

Head of Year 10 – Jon Wever
jon.wever@stleonards.vic.edu.au

Head of Year 11 – Jane Harrison
jane.harrison@stleonards.vic.edu.au

Head of Year 12 – Rob McArthur
robert.mcarthur@stleonards.vic.edu.au

Junior School Counsellor – Kate Bayne
kate.bayne@stleonards.vic.edu.au

Middle School Counsellor –Pooja Gupta
pooja.gupta@stleonards.vic.edu.au

Senior School Counsellor – Deborah Trengove
deborah.trengove@stleonards.vic.edu.au

Dates and Times

Term Dates 2021

Term 1

Thursday 28 January – Thursday 1 April 2021
(10 weeks)
Australia Day Public Holiday - Tuesday 26 January
Yr 7 induction day (½ day) - Wednesday 27 January
ELC-Yr 12 students commence - Thursday 28 January
Labour Day - Monday 8 March

During term break
Good Friday - Friday 2 April
Easter Monday - Monday 5 April

Term 2

Monday 19 April – Friday 25 June 2021 (10 weeks)
Anzac Day - Sunday 25 April
Queen's Birthday - Monday 14 June

Term 3

Tuesday 13 July – Friday 10 September 2021
(9 weeks)
Curriculum Day – Friday 6 August

Term 4

Monday 4 October – Friday 10 December 2021
(10 weeks)
Mid Term Holiday – Monday 1 November
Melbourne Cup Day – Tuesday 2 November

Office Hours

General office hours are 8.00am to 5.00pm, Monday to Friday.

The College is closed between Christmas and New Year. The switchboard operates with reduced hours at the beginning of January and during term breaks.

From the last week in January, reception and the switchboard will be attended as normal from 8.00am to 5.00pm. Please phone the College on (03) 9909 9300 if you have any questions prior to the commencement of school.

School Attendance Times

ELC

8.40am to 12.00pm or 3.00pm

Prep to year 4

8.30am to 3.20pm

Years 5 to 12

8.30am to 3.35pm

Fees and Finance Information

Tuition Fees

The tuition fee covers all tuition costs and the charges for every student's standard program. The only exceptions to this are the year 6 camp to Canberra, the year 9 Big Experience, and for some VCE and IB subjects where textbooks can be purchased more economically in bulk. In such cases, the cost will be included on the fee account as a separate item.

Included in the tuition fee are:

- Information, communication and technology access at all levels
- Classroom materials and resources for all subjects
- Sports charges and travel to interschool sport
- All excursions and visiting performers/speakers
- All camps which are part of the standard program:
  - Year 3 – Anglesea
  - Year 4 – Airey's Inlet
  - Year 5 – Camp Ibis
  - Year 6 – Camp Ibis/Buchan Caves
  - Year 7 – Camp Ibis/Gippsland Lakes
  - Year 8 – Camp Ibis/Mitchell River
  - Year 9 – Great South West Walk (Portland/Glenelg), five day self-catered hike
  - Year 10 – Alpine Hike, six day self-catered hike (includes hiking boots for year 10 students)
- School calendar and photographs, College planner or record book for year 2 and above
- Locker fee for new students
- Career education

Excluded from the tuition fees are:

- CUE Big Experience for year 9 which varies according to the selected trip and is added to fee accounts in terms 3 and 4 2020 for 2021 Big Experience trip
- Canberra trip for year 6
- Stationery for years 5 and above
- iPad (years 3 to 9) or other chosen technology (years 10 to 12)
- Textbooks on the book list
- Uniform
- Private lessons
- College Bus Service
- Optional overseas trips and excursions (not a compulsory component of a students' course)

St Leonard's College receives some government grants for ELC4 and Prep to year 12 students. These grants are applied against the cost of operations and serve to reduce the tuition fees payable by parents.

Tuition Fees 2021

ELC3 sessional (five mornings)	$12,112
ELC3 part time (four days)	$18,905
ELC3 and ELC4 full time	$21,602
Prep	$19,577
Year 1	$22,249
Year 2	$22,249
Year 3	$24,943
Year 4	$24,943
Year 5	$26,995
Year 6	$26,995
Year 7	$30,658
Year 8	$30,658
Year 9	$31,959
Year 10	$31,990
Year 11	$33,802
Year 12	$33,351

Items not included in the Tuition Fee:
* Canberra Trip estimated at $1,250
^ CUE Big Experience Trip estimated at $4,500-$6,500. Actual cost will depend on destination selected and activities program.
† International Baccalaureate Diploma Programme (see below)

Additional Charges for International Baccalaureate Diploma Programme Students

All students undertaking the IBDP must pay an annual fee to the International Baccalaureate Organization to cover subscription and examination charges. The fee for 2021 is $900 per student.

Standard Family Discounts

The following sibling discounts apply where a family has two or more children attending the College concurrently.

- 5% on consolidated fees for the second sibling attending concurrently
- 15% on consolidated fees for the third sibling attending concurrently
- 50% on consolidated fees for the fourth (and subsequent) sibling attending concurrently

The greatest discount applies to the fees for the lowest year level.

Building Fund Donation

An optional tax deductible donation to the building fund ($440 per annum per child) can be added to accounts and is used to constantly upgrade facilities for students.

Fees for Full Fee Paying Overseas Students (FFPOS)

The fees for full fee paying overseas students for 2021 are detailed below.

* CUE Big Experience fee (approximatelt $4,500-$6,500 is not included)

Private Tuition Fees

Prep	$24,470
Year 1	$27,812
Year 2	$27,812
Year 3	$31,180
Year 4	$31,180
Year 5	$33,744
Year 6	$33,744
Year 7	$39,044
Year 8	$43,264
Year 9	$43,170
Year 10	$43,562
Year 11	$46,120
Year 12	$45,516

Special tuition is available in speech and drama, music, swimming and tennis. Details of these programs can be found on page 26 of this handbook.

Payment of Accounts

Fees are charged on a term basis, with one quarter of consolidated fees on each account. The exceptions to this are for year 12 where one third of annual fees are charged in each of terms 1, 2 and 3 only, and for full fee paying overseas students, where accounts are issued twice per year and payments are required six months in advance. Families new to the College (refer to Terms of Business for criteria) will be billed a whole term in advance e.g. term 1 2021 will be billed 30 days prior to term 4 2020 and payment is due day 1 term 4 2020; term 2 2021 will be due day 1 term 1 2021 etc.

Student Travel Insurance

The College's travel insurance covers students undertaking College approved trips for declared excursions, hikes, holiday camps, snowsports trips and other intrastate, interstate and international trips with a minimum travel distance of 90km from 163 South Road, Brighton East.

Where the College holds accident insurance for accidental injury or illness of students (who are injured or become ill as a result of their involvement in normal activities associated with their enrolment at the College), parents may make a claim on that insurance policy on the terms set out in the Accident Insurance Cover Claim Form. The College makes no representation or warranty as to its liability to parents or students for any direct or indirect loss, cost or expense suffered or incurred by a student and arising from accident or personal injury howsoever caused, or that any cover held by the College will cover such loss, cost or expense.

If parents wish to ensure they are comprehensively covered they should ensure they have private health, ambulance cover and/or other accident insurance in place to cover students.

Private Property

It is recommended that items such as cameras, watches, electronic devices, musical instruments and the like, which students may bring at times to school, should be covered by an 'all risks' policy, taken out privately by the parent. The College does not take any responsibility for, nor does its insurance cover, privately-owned items.

Equipment

The College's insurance on its equipment loaned to students does not cover loss or damage for which the student and/or his or her family bear some responsibility. Where damage is more than normal wear or tear, the student/family will be liable for costs associated with repair or replacement.

If equipment is accidentally damaged or stolen at home, a police report (in the case of stolen equipment), a statutory declaration from the parents, and a letter from the family's insurance company disclaiming liability will be required before the College's insurance company will accept any liability. If these conditions cannot be met, parents will be liable for the cost of repair or replacement.

Library

Junior School

Our ELC students, accompanied by ELC staff, attend a library session once a week and enjoy browsing and borrowing.

Prep to year 4 students attend a timetabled library session with a library staff members on a weekly basis. This includes storytime, library skills and a browse and borrow session.

Students are encouraged to read at home by choosing their own books, with trained library staff to assist as necessary. The library staff are always on hand to facilitate borrowing as requested by students.

Staff also coordinate a Book Fair once a year, which is enjoyed by all. Many other events are organised during the year, including but not limited to a reading picnic, Book Week celebrations and engaging Author visits.

Cornish Library

The Cornish Library is located at the heart of St Leonard's College, opposite the Middle School office and above the school cafeteria. The library meets the educational and pastoral requirements of all students in Years 5 -12. Students in Years 5-9 are timetabled for a Wide Reading Session once a cycle in the library with a Librarian. Library staff are always on hand to assist with book selections.
They are also available to support the curriculum by assisting teachers in running research sessions in the library. These sessions allow the library staff to explain and work with students to ensure appropriate researching of the books, databases, ejournals through the libguides available to all from school and home.

The Cornish Library runs a movie club every Monday lunch time, in the Wide Reading area. Additionally, two book clubs are offered during lunch time once a cycle. One is aimed at Senior School and one for students in years 5 to 6. Both of these clubs are facilitated by the library under the direction of the students.

The Cornish Library is open every morning at 7.30am and closes at 7.00pm on Monday – Thursday. On Friday the library closes at 4.00pm. This allows all students the opportunity to remain at school to study, complete homework or relax with a book before returning home. Student Study Assistants (SSA), - our team of high achieving past students - are available until late closing to assist with homework, research or organisational skills.

Senior School students are also encouraged to use the library on Sundays during term time (11.00am – 4.00pm) and during school holidays (10.00am – 4.00pm), where library staff and SSA's are on hand to assist with any queries. Two quiet study rooms are available for Senior Students to study during the school day.

During recess and lunchtime the library is open for playing games, mindfulness colouring, MakerSpace activities, quiet reading and completing homework.

Lockers

All new students in years 7 to 12 are issued with a combination lock for their locker to keep their bags, books and other belongings safe. The locks remain the property of the College and cannot be taken from the premises at any time. At the end of year 12, students may retain their locks. If students leave at any other time the College retains the lock.

Please note the following in relation to locks:

- Locks are handed in at the end of each year and students are issued with the same lock at the beginning of the next year
- The lock is the responsibility of the student
- If the lock is lost, a fee of $40 must be paid before a new lock is issued
- No locks other than the ones issued are to be used at St Leonard's College

Lost Property

Lost property can be retrieved from the Hawkes Sports Centre Office between 10.30am and 6.30pm Monday to Thursday and 9.00am to 4.00pm Friday. All unclaimed lost property will be cleaned out on the last day of each term and distributed to charitable organisations or for secondhand sale.

Medical Information

To ensure that the College Nurse and staff dealing directly with your child can provide the best possible care in the event of illness or accident, it is vital that current medical information is available.

It is the responsibility of parents to ensure the College has up-to-date student medical information, prior to commencement and ongoing. This information can be updated at any time via STL Link > College Data > My Details.

Up to date medical information is important in helping teachers to know how best to care for their students. It is made available to staff dealing directly with your child and to other staff on a need to know basis, and is treated with the appropriate level of confidentiality. This information will be accessed for excursions and activities without the need for parents to complete a separate medical form each time the student leaves the College. For some camps and extended trips, a separate form may be required.

Medication Procedures

- Parents are requested to inform the Health Centre of any medications being taken by students
- All medications taken during the day should be stored in the Health Centre
- All medications administered by the College Nurse will be recorded

Student Action Plans

If your child has anaphylaxis, asthma or an allergy, you must supply the relevant action plan completed by your doctor to the College Nurse via email to michelle.kinnaird@stleonards.vic.edu.au or via post to:

College Nurse
St Leonard's College
163 South Road, Brighton East, VIC 3187

To view the recommended action plans, please click on the following links: Asthma Action Plan, Asthma Care Plan, Anaphylaxis and Allergy

Prescription and Restricted Medication

- The College Nurse will give assistance in the administration of prescribed medication when requested in writing by the parents/guardians.
- Assistance will be given by our Nurse in the administration of restricted medication (such as Ritalin, Dexamphetamine) after receiving documentation from the doctor and the parents/guardian. Instructions regarding changes to the original dosage of long-term or restricted medications must be in writing from the doctor and parents.
- The College Nurse may only administer or assist with the administration of any medication if the medication is provided in its original container with the label clearly displaying the student's name and the required dosage.
- All medications will be stored in a locked cupboard in the Health Centre.

Non-prescription or Over the Counter Medication/Creams

The following non-prescription or 'over the counter' medications are held in the Health Centre for the relief of minor illnesses. They are administered to students only with permission from parents.

- Paracetamol (Panadol)
- Ibuprofen (Nurofen)
- Naprogesic (period pain)
- Cold and Flu medication
- Demazin mixture
- Anithistamine medication (Zyrtec, Claratyne, Telfast)
- Antiseptic creams
- Betadine gargle (sore throats)
- Cough mixtures
- Throat lozenges – Vicks Vapodrops, Strepsils
- Bonjela (mouth ulcers)
- Eno (stomach upset)
- Visine eye drops (allergy eye drop)
- Refresh eye drops (clear eyes)
- Stingos
- Voltaren gel cream
- Ventolin

Out of School Hours Care

TeamKids Out of School Hours Care (OSHC) programs are run by committed and caring staff and are available to children in ELC to year 6.

Before school care prepares children for the day ahead by creating an informal but well-supervised environment with a variety of quiet activities. The after school care program provides a variety of stimulating, creative and recreational activities within a safe and supportive environment. Children can also take the opportunity to spend some of their after school care time meeting homework commitments, and are provided with afternoon tea each day.

On curriculum and assessment days a full day program operates for students in Prep to year 6, and a holiday program operates daily during term holidays and for part of the December/January break.

Before and After School Hours Programs

For more information regarding operating hours and associated costs please consult the www.teamkids.com.au website

If you have not used TeamKids before then you will need to register your child and add your bookings. Please go to the website www.teamkids.com.au and select the program and follow the enrolment instructions.

If you have used TeamKids before, please contact their Customer Service Team and they will link your account. You will then just need to add your desired bookings.

Holiday Program

Team Kids provides all programs over the holidays and on pupil free days. Bookings and payment are made directly to Team Kids via www.teamkids.com.au
The Program accepts both internal (students of St Leonard's College) and external children

Cost

Full Day: $75.00 plus additional costs for excursions (7.45am – 6.00pm)

Extra Fee: Where specified, extra fees may be incurred in order to cover costs.

Booking and Cancellations: Bookings are subject to availability and may be placed/amended until 11:59pm the night prior to attendance via your TeamKids online account. An additional fee of $5 per child applies to bookings made inside 7 days of attending. Cancellations are unable to be refunded to bank accounts, however, a non-expiring credit will be applied to your TeamKids account for use toward future bookings.

TeamKids' local Customer Service team is always there to help. Please contact their Customer Service team via email info@teamkids.com.au or phone 1300 035 000, press #1 if you have any questions.

Parent Community

There are many opportunities for parents to become involved in the College community. Each year level has several parent class representatives who organise year level events such as coffee mornings, parent dinners and family functions.

The Community Day Fair is a major event on the College calendar and is organised by a parent committee with many parent volunteers required on the day.

There are a variety of other ways parents can become part of the College community such as joining the Community Choir, International Friends, Book Club, Community Sport programs and helping out with the Hart Theatre Productions. We encourage our parents to register as a volunteer if they have a Working with Children Check on our Volunteer link or to apply for a Working with Children Check naming St Leonard's College as their volunteer organisation. (This is a free service). **Click here** for more information

There are also a number of parent events throughout the year. Events in 2021 will include the annual Bangladesh Dinner, Golf Challenge Day and the Christmas Festival of Giving in December.

For more information about our thriving parent community, contact Bronwyn Betro, Community Coordinator, at **bronwyn.betro@stleonards.vic.edu.au**

Policies

College policies relating to students and parents can be found on the **Parents > Policies and Guidelines** page of STL Link. Parents are asked to read them and discuss the policies and the College's expectations with their children.

Please note: you will need to have your STL Link login to access the policies page. Login information will be provided to new families prior to commencement.

Policies relevant to students and families are:

- Acceptable Use of Information Communications Technology
- Admissions Policy
- Anaphylaxis Policy
- Anti-Bullying Policy
- Anti-Harassment Policy
- Behaviour Policy
- Child Safe Policy
- Child Safe Code of Conduct
- Community Code of Conduct
- Drug and Alcohol (Student) Policy
- Grievance Policy
- Home Learning Policy
- Pastoral Care and Student Wellbeing Policy
- Privacy Policy
- Restorative Practices
- Student Images Management Policy
- Student Images Management Practices
- Sun Protection Policy
- Uniform Guidelines
- Volunteer Code of Conduct
- Whistleblower Policy

Private Lessons

Speech and Drama Lessons

(year 3 onwards)

Private Speech and Drama lessons provide students with the opportunity to develop effective communication skills and learn techniques in drama and speech in a supportive and nurturing environment. Interested students can participate in external speech and drama examinations and competitions. Classes are held in small groups on a rotating schedule.

Fees

The charges below apply for eight lessons per term. Class sizes may determine when lessons are held.

Years 3 to 6 – Drama workshop – 40 minute lesson per week – $165 per term

Years 5 to 9 – Speech and drama studio – 40 minute lesson per week – $227 per term

Years 10 to 12 – Speech and drama studio – 80 minute lesson per week – $335 per term

Termination of Lessons and Missed Lessons

Once enrolled in private lessons, a student is expected to attend for the entire school year. If there is a genuine reason to withdraw part way through the year, four school weeks' notice in writing must be given to the teacher. Verbal cancellation will not be accepted. A refund will be paid only if a student is absent for four consecutive weeks and a medical certificate is supplied.

To request private Speech and drama lessons, please complete the **Speech and Drama Tuition form**.

Music Tuition

(Prep to year 12)

Music is a part of the core curriculum from ELC to year 8 and is then offered as an elective subject through to year 12 IBDP and VCE. In year 3 and 4, all students receive tuition in violin, viola, cello or double bass in small groups on a weekly basis. In years 5 to 7 students learn an orchestral instrument or develop their singing skills during their classroom music lessons. Further information on the classroom music program can be found in the appropriate year level handbook.

St Leonard's College also provides on-campus private instrumental, vocal and music theory lessons, delivered by expert specialist music teachers.

Fees

Private Music Lesson Fees

Standard lessons – based on sixteen 30-minute lessons per semester (2 terms)
$820 per semester

Extended lessons – based on sixteen 40-minute lessons per semester (2 terms)
$1,070 per semester

Enrolling in Private Music Lessons

When students enrol in private music lessons, it is assumed that they will undertake lessons for the entire year. There is however a minimum enrolment requirement of one semester's music lessons (approximately 16 lessons). It is not necessary for families to re-enrol a student for lessons in the following semester, as without notice of termination continuation of lessons will be assumed.

To request private music lessons, please complete the Application for Private Music Tuition form available by clicking here.

Dates for Enrolling in Private Music Lessons

Enrolments for semester 1 2021 should be completed no later than 30 November 2020.

Enrolments for semester 2 2021 should be completed no later than 22 May 2021.

While enrolment applications received after these dates will be accepted there may be little flexibility in lesson timings for late applicants.

Scheduling of Music Lessons

Private music lessons are scheduled on a rotating timetable across the day, and students may regularly miss part of academic classes. The rotating timetable is designed to ensure that students do not regularly miss the same academic class, however it is not possible to guarantee a particular subject will never be missed. The scheduling of lessons is organised according to the Allocation of Private Music Lessons policy, found on STL Link. All lesson times are published on STL Link prior to the commencement of each term.

Alteration to Scheduled Lesson Times

It is the student's responsibility to inform their music teacher at least eight days in advance if they are aware that they will be unable to attend a lesson due to any College-sanctioned activity. Lessons cannot be rescheduled if insufficient notice is given. Should a lesson be unable to proceed due to an unexpected school activity, such as an emergency evacuation drill or urgent meeting with the Principal or Head of School, an alternate lesson time will be provided by the music teacher. In some cases these lessons may not be made up until the following term.

Illness

In the case of sudden illness, it is appreciated if families can contact the Music Office on 9909 9484 by 8.00am to advise of this, or email your child's Music Instructor directly. Parents may be entitled to a pro-rata remission of private music lesson fees in the event of a student being absent, through illness or accident for 20 or more consecutive school days. All claims are subject to the production of a medical certificate and/or other appropriate evidence as reasonably requested by the College.

Termination of Lessons

Lessons may be terminated at the end of each semester. An online cancellation form must be received by the Music Office no later than:

- 22 May 2021 to terminate lessons for semester 2 2021
- 11 November 2021 to terminate lessons for semester 1 2022

Failing to do so will mean that lessons will be scheduled and billed for the upcoming semester.

Instrument Hire

Some instruments are available for hire. Students should acquire their own instruments as soon as possible after one year of learning. Piano and keyboard students must have access to their own instruments. Whilst all instruments are insured against theft and fire at all times, parents must meet the the College's

insurance excess at the time of the claim ($500 in 2020) in the event that there is damage or loss while a hired instrument is in their child's possession.

Instrument Hire Costs

$130 per semester
Books and accessories will be charged to school accounts where required.

Details of all costs involved in learning music at St Leonard's College can be found on the **STL Link music website**.

Core Ensembles

As an essential part of their music learning, students in years 7 to 11 who take private music lessons must participate in a core ensemble. They may also choose to participate in any of the specialist ensembles. More information on ensembles can be found on the **STL Link music website** and page 11 of this handbook.

Swimming

St Leonard's Swimming offers professional lessons for swimmers from three years of age through to national level squad training and fitness squads. Lessons are 30 minutes in length and run Monday to Thursday afternoons and Saturday mornings. Squad days and times vary from weekday early morning sessions to evening and Saturday mornings, depending on the group and level. A detailed squad outline and fee structure can be obtained from the Swim Office.

Before commencing any Learn to Swim class or squad program, new students will be assessed to allow our instructors to gain a better understanding of each individual's swimming needs. Assessments normally last 10 minutes and bookings are essential.
Please contact the Swim Office on (03) 9909 9454 to arrange an assessment and for further information on fees.

Uniform

St Leonard's College Uniform Shop

The uniform shop sells uniforms as well as College bags and merchandise. Location details and opening hours can be found on STL Link. Holiday opening hours are advertised on STL Link and in St Leonard's News.

Individual appointments can be made by contacting the Uniform Shop on 9909 9595 or uniformshop@stleonards.vic.edu.au

Secondhand uniform sales are run by a parent group twice a year. Details are distributed to parents via email and St Leonard's News.

Expectations of Students

Each student of St Leonard's College is individually responsible for ensuring that he or she is dressed in the correct College uniform and neatly groomed at all times during every school day. This includes the period travelling to and from school.

Winter school uniform is the official uniform, however in terms 1 and 4 students are allowed to wear the summer uniform unless notified that they should wear the official uniform.

Students must not wear an item of school uniform combined with casual clothes in the street.

Students must wear blazers to and from school throughout the year. On days where temperatures exceed 30 degrees Celsius students will not be required to wear their blazer.

Uniform Guidelines

The following should be noted in relation to the wearing of the uniform:

- The blazer must be worn as the outermost garment when travelling to and from school. The jumper must never be worn as the outermost garment outside the school grounds.
- There will be certain occasions that require the blazer to be worn and students will be forewarned of these occasions.
- The length of skirts and dresses must be on the knee.
- An alternative to wearing skirts and dresses is long pants or shorts. The length of the pants must be level with the top of the heel of the shoe.
- The winter shirt (chambray or long-sleeved white) can be worn all year round and is compulsory in term 2 and 3. The long-sleeved white shirt, with navy mini tattersall check, must be worn with the top button done up and with the tie done up fully at all times other than when actively playing at recess or lunchtime. Shirts must be tucked into the skirt/long pants or shorts at all times other than when participating in active games at recess or lunch time.

- All buttons, except the top one, on the blue chambray shirt are to be done up.
- Hair must be prevented from covering the face. If hair goes beyond shoulder length or is deemed to be untidy, it must be tied back when the school uniform or sports uniform is worn.
- Navy, bottle green or white hair accessories are sold at the Uniform Shop. Neutral coloured hair bands and clips can also be used.
- Unnatural hair colours and extreme hairstyles (including undercuts and significant differences in hair length) are not acceptable.
- Neat grooming of hair is expected.
- A student may be requested to have their hair cut if it is deemed that the style does not reflect College expectations of neat grooming.
- Students must be clean-shaven unless express permission from the Principal has been obtained in writing, such as for those with a religious or cultural consideration.
- Apparent make up of any variety is not allowed, nor is the wearing of visible nail polish.
- Long pants or shorts can be worn throughout the year. There will be certain occasions that require the full College uniform (including long pants) to be worn and students will be forewarned of these occasions.
- Summer shirts are designed to be worn without a tie and not tucked in.
- Shoes must be black leather, clean and well-polished.
- Socks must be worn with the school stripes showing. Students wearing long socks must have them pulled up.
- Jewellery, apart from earrings as described below and watches, is not permitted.
- Necklaces, bracelets, rings and other items of jewellery can be subject to being held by the College unless express permission from the Principal has been obtained in writing, such as those items with a religious or a cultural significance.
- A single or a pair of earrings is permitted and these must be either small plain gold or silver sleepers or studs of not more than 3mm diameter worn centrally in the earlobe – nowhere else.
- No other form of visible body piercing or body art is acceptable.
- The official school bag is to be used and must not be decorated with stickers or writing on the outside.

Summer Uniform

ELC	
Options	Optional
Navy shorts or skort (combination shorts and skirt) with white piping. Navy polo top with navy sleeves and vertical green crested band. Shoes: runners. Navy skivvy. Plain white sports socks. Regulation navy, bottle green or white hair accessories as sold at the Uniform Shop (if required). Navy bucket hat with embroidered crest.	Navy rugby top with crested vertical green and white stripe. St Leonard's D-Tech navy sport jacket. St Leonard's navy fleecy track pants

Prep to Year 4	
Options	Optional
Striped polyester/cotton dress. Wool/polyester worsted navy blazer with crested pocket. White ankle socks with navy and green stripes (if wearing dress) Long pants or shorts may be worn. Wool/polyester worsted striped blazer with crested pocket. Open necked polyester/cotton, short sleeved white shirt with navy mini tattersall check, with straight hem to be worn untucked.	Navy jumper with green trim.

Prep to Year 4 (continued)	
Options	Optional
Navy ankle socks with narrow bottle green and white stripes (if wearing trousers/shorts). Black leather lace-up school shoes. 'Maryjane' shoes. Navy sun smart hat with embroidered crest. Regulation navy, bottle green or white hair accessories as sold at the Uniform Shop (if required).	

Year 5 to Year 12	
Options	Optional
Striped polyester/cotton dress. Wool/polyester worsted navy blazer with crested pocket. White ankle socks with navy and green stripes (if wearing dress). Navy pants, with plain black belt, or tailored navy shorts. Wool/polyester worsted striped blazer with crested pocket. Open necked polyester/cotton, short sleeved white shirt with navy mini tattersall check, with straight hem to be worn untucked. Long sleeved chambray/cotton blouse may also be worn, but must be tucked in. Navy ankle socks with narrow bottle green and white stripes. Black leather lace-up school shoes. Regulation navy, bottle green or white hair accessories as sold at the Uniform Shop (if required). Navy sun smart hat with embroidered crest or College Cap. Black leather lace-up school shoes (no T bars).	Navy jumper with green trim.

Winter Uniform

ELC	
Options	Optional
St Leonard's Navy fleecy track pant. Navy rugby top with crested vertical green and white stripe or St Leonard's D-Tech navy sport jacket. Runners. Plain white sports socks. Regulation navy, bottle green or white hair accessories as sold at the Uniform Shop (if required).	Small navy scarf. Long sleeved navy skivvy.

Prep to Year 4	
Options	Optional
Wool/polyester worsted navy blazer with crested pocket. Long sleeved sky blue polyester/cotton blouse may also be worn tucked in. Plaid tunic, same fabric as skirt, convertible to skirt. Navy knee high socks with narrow bottle green and white stripes or navy tights. Long pants or shorts may be worn. Regulation navy, bottle green or white hair accessories as sold at the Uniform Shop (if required). Wool/polyester worsted striped blazer with crested pocket. Crested dark green tie with navy diagonal stripe. Navy ankle socks with narrow bottle green and white stripes. Black leather lace-up school shoes. 'Maryjane' shoes. Polyester/cotton, classic long sleeved white shirt with navy mini tattersall check.	Navy jumper with green trim. Small navy scarf (ELC to year 12).

Year 5 to Year 12	
Options	Optional
Wool/polyester worsted navy blazer with crested pocket. Long sleeved sky blue polyester/cotton blouse. Wool/polyester worsted blend skirt, navy with green and white over check, adjustable waistband. Navy knee high socks with narrow bottle green and white stripes or navy tights. Long pants or shorts may be worn. Regulation navy, bottle green or white hair accessories as sold at the Uniform Shop (if required). Wool/polyester worsted striped blazer with crested pocket. Crested dark green tie with navy diagonal stripe. Navy ankle socks with narrow bottle green and white stripes. Black leather lace-up school shoes. Black leather lace-up school shoes (no T bars). Navy pants, with plain black belt or shorts (as per summer). Polyester/cotton, classic long sleeved or short sleeved white winter shirt with navy mini tattersall check.	Navy jumper with green trim. Navy and green scarf (years 5 to 12 only) or small navy scarf (ELC to year 12).

Sport Uniform

Compulsory ELC to year 12	Navy polo top with navy sleeves and vertical green crested band
Compulsory Prep to year 4	St Leonard's navy D-Tech sport jacket
Compulsory Prep to year 12	St Leonard's fleecy navy tracksuit pants Navy shorts with green stripe and white piping Plain white sports socks – for PE and sport, except football, soccer and hockey (see below) Good quality sports shoes
Compulsory year 3 to year 12	Navy bathers with green side panels 'Speedo' style navy bathers with green stripe
Compulsory year 5 to year 12	St Leonard's navy D-Tech sport jacket or soft shell jacket
Compulsory year 7 to year 12	House polo shirt: block colour all over with crest
Compulsory all year levels	Sports bag
Compulsory for interschool sport	Netball dress Navy football, soccer and hockey socks with green and white cuff
Optional year 5 to 12	Navy aths shorts with green stripe and white piping (for athletics or running club) Green board shorts with navy stripes and white piping
Optional all year levels	Swimming/beach towel – green and blue stripes

Miscellaneous

Compulsory all levels	School bag (backpack)
Compulsory ELC to year 4	Navy art smock Library bag

Volunteering

Volunteering at the College

St Leonard's College has a strong sense of community and we recognise our families make a considerable contribution by volunteering to give their time and sharing their skills and expertise with others.

When considering the role of volunteers in the College we consider both the risks associated with the health and safety of the volunteers themselves, as well as the welfare of our students. As such, we have a Volunteer Registration process which complies with the Victorian Child Safe Standards in ensuring we provide a child safe environment for all students.

Who needs to complete the Volunteer Registration Process?

Volunteers who will be working in direct contact with children including by oral, written or electronic communication as well as face-to-face are required to complete the online Volunteer Registration process.

Please **click here** to register.

Please note: If you are visiting the school for a meeting with a staff member or if you are volunteering to assist the Community Coordinator (and will not be in direct contact with students), you do not need to register here.

Examples of volunteer work within the College include:

- College Council membership;
- Coaching and managing sporting teams;
- Assisting with theatre and musical productions;
- Volunteering at the annual Community Day Fair;
- Reading and learning support;
- Assisting on excursions and camps;
- Assisting with College events and functions.

Appendix – College Facts and History

The College Crest and Motto

The book: open, breaking the chains of ignorance and illiteracy

The chain: representing the Patron Saint of Prisoners, St Leonard

Alpha and Omega: the first and last letters of the Greek alphabet, the beginning and the end

White cross: cross of St Andrew, the Patron Saint of Scotland

Yellow cross: Cross of Christianity, coloured yellow to denote light, purity, power, youth, glory and splendour

White figures: representing the 12 disciples

The motto: *Nulla Dies Sine Linea*, Latin translation: never a day without a line – learn something new every day

Blue background: Presbyterian Blue – used as the school was a Presbyterian school before becoming a Uniting Church school

History

1897-1901 St Leonard's Private School was situated at 'Sutton', 28 Seymour Grove, Brighton.

1901-08 St Andrew's College was at 'Ardoch', at 12 Seymour Grove, Brighton.

1909-10 The College moved to the vestry of St Leonard's Presbyterian Church.

1910 St Andrew's College was at Hampton Tea Rooms and Gardens in New Street, Brighton.

1914 Miss Rebecca Cullen opened a private coeducational school at St Leonard's Church Hall, Wolseley Grove, Brighton. It was called St Andrew's College from 1911–1921, and became St Leonard's Primary School from 1921.

1930 The school moved to 76 Were Street (later renumbered to 100) Brighton; four new classrooms were built in the grounds, enrolment was 117.

1937 Miss Cullen retired and sold the school to Miss Florence Munro who became Headmistress.

1945 St Leonard's became a girls' school, although boys were enrolled for the kindergarten and preparatory classes.

1946 Miss Munro sold the school to the Presbyterian Church of Victoria.

1947 The school became known as St Leonard's Presbyterian Girls' College.

1950 Mrs Thelma Woolhouse appointed third Principal of St Leonard's College.

1955 Move to the South Road site; 600 girls enrolled; opening of the boarding school with 16 boarders.

1960-63 Classroom block (now Middle School) constructed in two stages.

1965 Outdoor pool built.

1969 Science wing completed.

1970 Principal Mrs Thelma Woolhouse retired in June due to ill health; Mr Richard B Cornish appointed fourth Principal of St Leonard's College.

1971 Mirams converted into administration centre; McMillan House building completed; Heathfield Road house acquired for a music/speech centre.

1972 The school became coeducational and renamed St Leonard's Presbyterian Coeducational College; staff centre and information resource centre opened.

1973 T C Woolhouse Theatre opened.

1974 Major restructuring of Harefield as music and art school; 60th anniversary celebrations at Ripponlea; Ratho House acquired for Junior School.

1975 Acquisition of Ibis Lodge, Banksia Peninsula; boarding school closed.

1978 Junior School Library opened; rebuilding of Ibis Lodge following the January bushfires that destroyed the original lodge.
1982 Kevin Wood Centre opened; International Baccalaureate Diploma Programme introduced.

1983 Middle School extensions opened; the Betty McMeekin Art Collection established.

1986 Joan Daniels Wing (Senior School) opened; development of Patterson River site earthworks and landscaping and construction of stage one of the building.

1987 Stage one of Patterson River campus opened.

1989 Patterson River campus re-named 'Richard B Cornish Campus' and extensions opened; Mr Richard Cornish retired.

1990 Dr Timothy F Hawkes appointed fifth Principal of St Leonard's College.

1993 Cornish Campus Music Centre opened; Middle School building extension opened.

1994 Refurbishment of assembly area completed; McMillan House (stage one) extension completed; Cornish Campus art centre and classroom extension opened.

1995 Refurbishment of T C Woolhouse Theatre completed; Cornish Campus gymnasium/multi-purpose area opened; school museum opened in Harefield; Cornish Campus Early Learning Centre opened.

1996 Cornish Campus administration office refurbishment completed; Cornish Campus caretaker's home completed.

1997 International Studies Centre and extension to Cornish Resources Centre, Brighton Campus, completed; Cornish Campus extension to early learning centre and additional classrooms commenced.

1998 Mr Richard Bowman appointed sixth Principal of St Leonard's College; extension to Brighton staff common room completed; Cornish Campus year 9 and 10 building extension facilities commenced and completed; Cornish Campus staff work centre completed; commencement of extension to sports centre at Brighton Campus; commencement of refurbishment and extension of Brighton front office.

1999 Dr Norman Fary appointed seventh Principal of St Leonard's College; Cornish Campus extended to year 9; information resource centre at Cornish Campus named Simpson Resource Centre and officially opened May 1999; completion of new indoor sports centre and swimming pool at Brighton, named Hawkes Sports Centre, opened in August.

2000 Dr Roger Hayward appointed as eighth Principal of St Leonard's College; Cornish Campus extended to year 10.

2002 Middle School science facility extension completed.

2003 Junior School additions and ELC buildings at Brighton commenced.

2004 Work completed and Junior School redevelopment opened October.

2006 Both campuses accredited to teach the International Baccalaureate Primary Years Programme (IB PYP); Sustainability Centre at Cornish Campus opened; Harefield Club launched.
2007 Opening of Senior School and Music, Art and Drama buildings; McMeekin and Newman Houses established at Brighton; The Colin Davey Drive and John Donnell Room named at Cornish Campus, and the Wendy Adams Courtyard, Marjorie Menzies Hall, Ron Munro Level and Alan Ross Courtyard named at the Brighton Campus.

2008 Launch of the College history Head, Heart and Soul.

2009 Dedication of Junior School playground in memory of Susie Harris.

2010 Mr Stuart Davis appointed as ninth Principal of St Leonard's College.

2011 Cornish Campus closed end 2011; new year 5/6 building at Brighton opened.

2012 Launch of the Hart Theatre Company; renovations to Harefield; introduction of iPads for teaching and learning.

2014 St Leonard's College celebrates its Centenary, marking 100 years since Miss Rebecca Cullen established the school at the St Leonard's Presbyterian Church.

2015 New Cafeteria and Health Centre opened.

2016 New Museum opened in Harefield; Visual Arts Centre completed and opened in November.

2017 Relocation of the Cornish Library, new Drama and Theatre studios, opening of the Learning Futures Project in the Middle School.

2018 Inspiring Innovations building commenced.

2019 New Junior School STEM space and new Junior School Library.

2020 New Senior School Building 'Merton', Junior School Playground, Leonardian Centre and Central Agora.

Our Houses

The first two Houses were Cullen House and Munro House, established when the school was located at Were Street, Brighton Beach. In 1955, the first full year at South Road, two more Houses were created as a result of increases in student numbers: School House (coloured white and centred on the boarding school), and Forster House. In 1960 School House was replaced by Allen House. Two new Houses – McMeekin and Newman – were introduced in 2007.

Allen House (Yellow)

Mr Ronald F Allen was a member of the College Council from 1948 to 1971, being Honorary Secretary and Treasurer up to 1957. He worked tirelessly to promote the interests and growth of the College, including the transfer from Were Street to South Road in 1954.

Cullen House (Green)

Miss Rebecca M Cullen bought the school in 1915 from its previous owner, Miss Wallace, at which time it was conducted in St Leonard's Church Hall in Wolseley Grove. She moved the school to Were Street in 1930, gave it the motto *Nulla Dies Sine Linea*, introduced the uniform and school badge (since changed), and guided it through wartime, depression and epidemics. Miss Cullen remained Owner/Principal until retiring in 1936, and is generally acknowledged as the founder of St Leonard's Girls' College. Up to her death in 1955 she had seen the school grow in numbers from fewer than ten in 1915 to 595.

Forster House (Red)

Mr K Murray Forster was foundation Chairman of the College Council in 1946, a position he held until 1956 although he continued as a member until 1966. He was instrumental in assisting Miss Munro to sell her school to the Presbyterian Church of Victoria in 1946, and in the finding, purchasing, and moving of the school to 'Merton' hospital at South Road in 1954. Mr Forster was honorary architect to the school and designed both the original outdoor swimming pool and the Middle School building. He also designed the present school badge.

McMeekin House (Purple)

Mrs Betty M McMeekin first joined the staff of St Leonard's Presbyterian Girls' College in 1958, initially teaching English and History and later specialising in Mathematics. In 1971 Mrs McMeekin was appointed as Senior School Coordinator for one year prior to becoming Senior Mistress. In 1979 she became Vice Principal and in 1980 was acting Principal. Mrs McMeekin was Deputy Principal of St Leonard's when she retired at the end of 1983 and had served the school continuously for 24 years. She was instrumental in the introduction and implementation of coeducation in 1972.

Munro House (Blue)

Miss Florence Munro became Owner/Principal in 1937 after buying the school from Miss Cullen. She had originally joined the school in 1919 as Miss Cullen's assistant. When the Presbyterian Church bought the school in 1946 they invited Miss Munro to continue as Principal which she did for another three years.

Newman House (Aqua)

Mrs Una Newman was Head of Middle School and instrumental in the transition to and implementation of coeducation at St Leonard's College. She joined the staff of St Leonard's Presbyterian Girls' College in 1959 and in 1966 was appointed Head of Primary and Middle Schools, holding this position for six years. In 1972 she was made Head of Middle School, as a

result of increasing student numbers over the years and the move to coeducation. Upon her retirement in 1981, Mrs Newman had served at the College for 23 years. In addition to her administrative and pastoral duties, she was a classroom teacher of General Science and Religious Education.

College Hymn

Almighty Father of All Things That Be

Almighty Father of all things that be,
our life, our work we consecrate to thee,
whose heavens declare thy glory from above,
whose earth below is witness to thy love.

Thine still the changeful beauty of the hills,
the purple valleys flecked with silver rills,
the ocean glistening 'neath the golden rays:
they all are thine, and ceaseless speak thy praise.

Thou dost the strength to worker's arms impart;
from thee the skilled musician's mystic art,
the grace of poet's pen or painter's hand,
to teach the loveliness of sea and land.

Then grant us, Lord, in all things thee to own,
to dwell within the shadow of thy throne,
to speak and work, to think and live and move
reflecting thine own nature, which is love.

That so, by Christ redeemed from sin and shame,
and hallowed by thy Spirit's cleansing flame,
ourselves, our work, and all our powers may be
a sacrifice acceptable to thee.

St Leonard's College

An education for life.

St Leonard's College
163 South Road, Brighton East VIC 3187

stleonards@stleonards.vic.edu.au
stleonards.vic.edu.au

P (+61 3) 9909 9300
ABN 52 006 106 556

CRICOS 00343K