



Rostrevor
College

College
Handbook

Grounded in tradition,
focused on tomorrow.

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Welcome to Rostrevor College

As a Catholic School in the Edmund Rice tradition, Rostrevor College is committed to academic excellence and student wellbeing and delivers a well-rounded education aimed at bringing out the best in every boy.

Rostrevor College is an all boys day and boarding College for students in Reception to Year 12.

Term Dates

Term start and end dates and important dates throughout the school year are listed on the College website.

Contact Information

Business Hours

Monday to Friday 8.00am - 4.00pm

School Hours

8.34am - 3.15pm

Main Switchboard

(08) 8364 8200

enquiries@rostrevor.sa.edu.au

Duggan Boarding House

(08) 8364 8204

Junior Years Office

(08)8364 8333

jyinfo@rostrevor.sa.edu.au

Absentees

(08)8364 8387

absentees@rostrevor.sa.edu

Contact Details

contactdetails@rostrevor.sa.edu.au

Finance

finance@rostrevor.sa.edu.au

Enrolments

(08) 8364 8244

enrolments@rostrevor.sa.edu.au

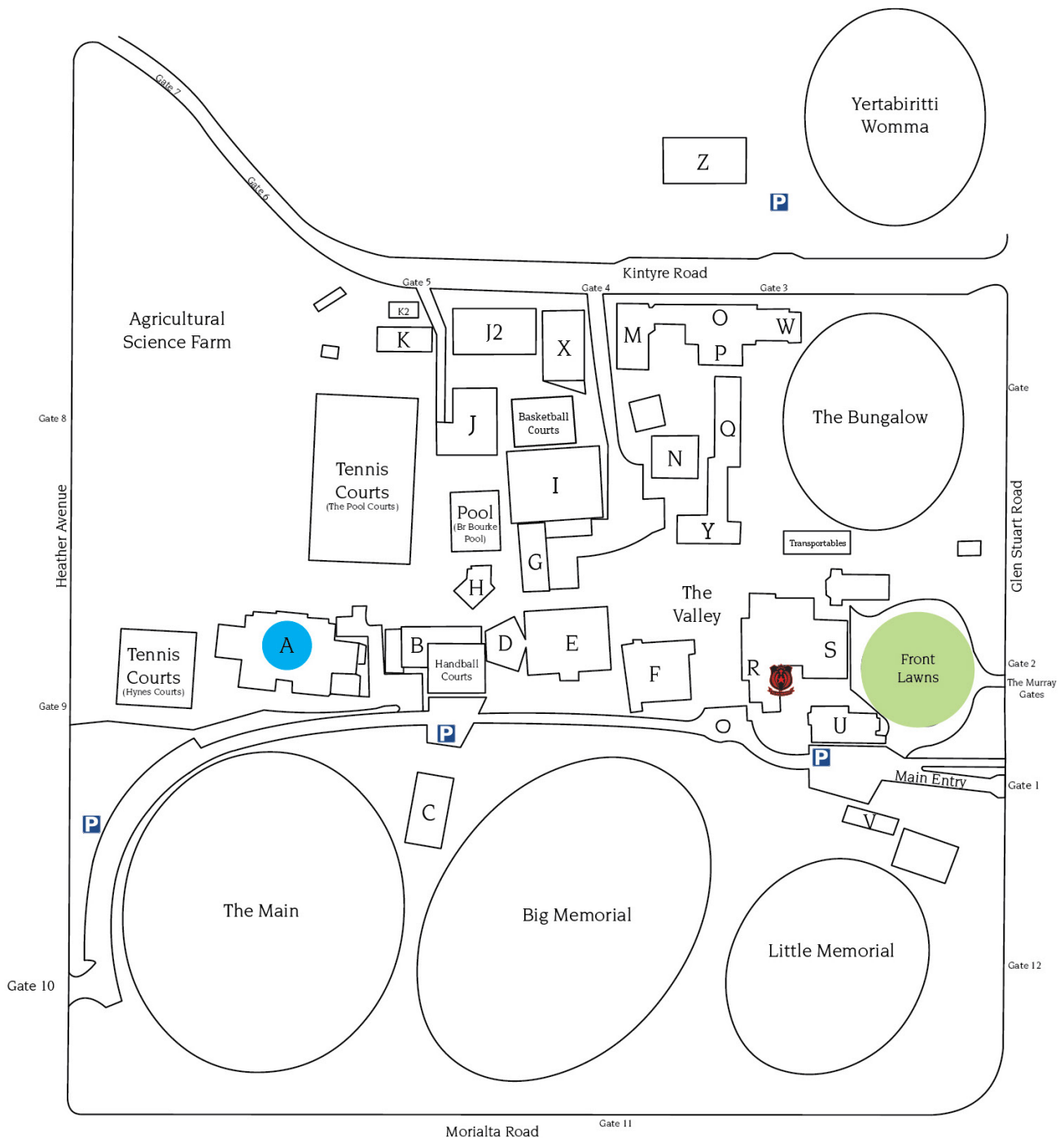
Uniform Shop


(08)8364 8383

rostrevor@midford.com.au



College Map



Reception 
 Agriculture..... K / K2
 Brickfield House L
 Callan Hall..... X
 Canteen Y
 Chapel..... T
 Clery Building G
 Duggan House A
 ELC Z
 Equity Hub F

Ideas Centre Q
 Grounds Shed V
 Gurr Building..... M
 Junior / Primary P / O
 Junior Years Admin..... W
 Kelty Theatre D
 Mackey Mall E
 Maintenance Shed..... B
 Mogg Building..... N
 Mary Fountain Music..... U

Pavilion..... C
 Pool Change Rooms..... H
 Purton Hall..... I
 Rice Building..... Q
 Rostrevor House S
 Science Discovery Ctr..... J2
 Student Services R
 Technology Centre..... J
 Uniform Shop..... Y

Timetable

LESSON	TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
PC	8.34AM - 8.45AM	Pastoral Care 11 minutes	Pastoral Care 11 minutes	Pastoral Care 11 minutes	Pastoral Care 11 minutes	Pastoral Care 11 minutes
1	8.45AM - 9.40AM	Lesson 1 55 minutes	Lesson 1 55 minutes	Lesson 1 55 minutes	Lesson 1 55 minutes	Lesson 1 - Pastoral Care 55 minutes
2	9.40AM - 10.35AM	Lesson 2 55 minutes	Lesson 2 55 minutes	Lesson 2 55 minutes	Lesson 2 55 minutes	Lesson 2 55 minutes
RECESS	10.35AM - 10.55AM					
3	10.55AM - 11.50AM	Lesson 3 55 minutes	Lesson 3 55 minutes	Lesson 3 55 minutes	Lesson 3 55 minutes	Lesson 3 55 minutes
4	11.50AM - 12.45PM	Pastoral Care 55 minutes	Lesson 4 55 minutes	Lesson 4 55 minutes	Pastoral Care 55 minutes	Lesson 4 55 minutes
LUNCH	12.45PM - 1.25PM					
5	1.25PM - 2.20PM	Lesson 5 55 minutes	Lesson 5 55 minutes	Lesson 5 55 minutes	Lesson 5 55 minutes	Lesson 5 55 minutes
6	2.20PM - 3.15PM	EARLY FINISH 2.20PM	Lesson 6 55 minutes	Lesson 6 55 minutes	Lesson 6 55 minutes	Lesson 6 55 minutes

Attendance Policy

Students are required to attend school or school-based activities including major College events on all designated school days in accordance with Legislation, unless otherwise specified. The school must account for every absence of every student and record the reason. All students who are absent from school must provide correspondence from their parent(s)/caregiver(s) explaining the reason for the absence upon returning to school.

Student Attendance Policy and Procedure

Absenteeism

To assist parent(s)/caregiver(s) in advising the College of student absences, the following options are available.

Calls concerning student absence notifications can be made at any time by telephoning 8364 8387. An answering service is in place to ensure that your call is not missed. When calling, please ensure that you include in your message your son's full name, Pastoral Care (PC) group/Junior Years classroom teacher, reason for absence and duration of absence.

For those who prefer to email, the College has a dedicated email address for student absence notifications: absentees@rosvor.sa.edu.au.

Again, please include in your message your son's full name, PC group/ Junior Years classroom teacher, reason for absence and duration of absence.

While College staff maintain the right to decide what constitutes an acceptable reason for student absence, some examples include:

- Sickness, including danger of being affected by an infectious or contagious disease.
- Unavoidable and sufficient cause, eg:
 - bereavement within the family or of a close friend;
 - family trauma;
 - cultural reasons; or
- Appointments that cannot be arranged out of school hours
- Participating in school-related events/activities, eg VET, excursion, camp, work experience, etc.

Parent(s)/caregiver(s) are asked to contact the College before 9.00am on the day of absence and advise expected duration of absence.

If a student is absent from school for more than three days, or from a compulsory school event, a doctor's certificate must be provided.

Student attendance will be visible on SEQTA Engage if you click on your son/s timetable.

SMS Absence Notification

The College will contact parent(s)/caregiver(s) when a student's reason for absence is entered as 'Unknown' by the teacher. Consequently, the College needs to ensure that parent(s)/caregiver(s) mobile phone numbers are recorded correctly.

If you receive a message regarding your son's absence, please respond at your earliest convenience. You may do so by telephone or email; details will be contained in the message you receive.

If the College has not received a response from a parent/caregiver by the afternoon, an email will be sent indicating that the absence will be recorded as unresolved.

School Hours

Students are required to be at school by 8.30am. School commences at 8.34am and concludes at 3.15pm (or 2.20pm on Mondays). Supervision of school grounds commences each day at 8.15am.

Middle and Senior Years students on campus prior to 8.15am (unless participating in co-curricular training) are to remain in the zone between the Mackey Mall, the Valley and the Western side of the Rice Building. Junior Years students on campus prior to 8.15am or after 3.30pm must be enrolled in OSHC.

Late Arrivals/Early Departures

If a student needs to leave school early or arrives late for any reason (eg. medical appointment), parental consent must be given. In the case of early departures, the time of departure and who will be picking the student up from school is required. Parents are asked to contact the College as per the process for advising the College of absentees, on the morning of the early departure. Students who feel ill during the day must report to Student Services who will contact home.

Every Middle and Senior Years students is required to use their ID card to sign in/out at Student Services if arriving after 8.45am or leaving before 2.20pm on Mondays or 3.15pm on Tuesdays-Fridays.

For students arriving late to school without a satisfactory reason or notice from a parent/caregiver:

1. A warning will be issued by the PC teacher on the first occasion;
2. A second occasion will result in a Yard Card being issued by the PC teacher to the student;
3. On the third and subsequent occasions, an afternoon community service will be issued by the PC teacher;
4. Persistently late students will be referred to their Head of House and have other consequences applied as deemed appropriate, including Saturday community service or suspension.

Extended/Long Absences

Parents are to seek approval from the College for extended absences. Learning outcomes and/or assessments are programmed within each week of each term. Therefore, extended absences from school are likely to impact on both the teaching and learning process.

Any requests for extended absences (family holidays, etc) should be made via the [Extended Student Absence form](#) and emailed to absentees@rostrevor.sa.edu.au, which will then be considered for approval by the Principal. Once approved and teachers informed, they can issue your son the learning materials and assessment tasks to be completed during the period of absence or the appropriate arrangements can be made to ensure your son is given every chance to catch up on any work he may miss during his absence. For students undertaking SACE studies (Years 10, 11 and 12) parents are advised to also contact the Director – Teaching and Learning, Mrs Kerry Hodkinson, to discuss the impact of the absence on meeting subject requirements.

Transport To and From School

Car Drop Off/Pick Up Points

Parents/Caregivers are not to drive onto the College grounds during drop off/pick up times for student safety reasons. We recommend the following locations for drop off/pick up of students:

Middle and Senior Years

- Gate 11 on Morialta Road near the bus stop. Please ensure that students are dropped on the College side of the road so they do not have to cross the road. Students can then walk across the oval.
- Heather Avenue gates.
- Glen Stuart Road (near Gate 1). This area can be congested due to bus departures. The school crossing will assist with students crossing the road safely.

Junior Years

Junior Years students have dedicated access to the Junior Years via Kintyre Avenue.

There is a pedestrian crossing on Kintyre Road. We encourage students and families to use this, and to obey the instructions of the trained road crossing monitors and Rostrevor College staff when on duty.

Kintyre Avenue operates as 'Kiss and Drop' zone. There is absolutely NO parking in the Kiss and Drop Zone as this is a 2-minute zone. We ask that parents/carers do not exit their vehicles as this can slow down the traffic flow causing flow-on delays for other motorists and students. All students are to remain on the footpath and can NOT attempt to enter the road environment.

Due to Child Protection and WHS reasons, we ask parent(s)/caregiver(s) of students to refrain from gathering/walking through the campus during school hours (8.15am – 3.35pm). If parent(s)/caregiver(s) have a need to see their son/s in person during the day they are asked to report to Main or Junior Years Reception and staff will assist. Additionally, we ask parents not to drive on campus before school or after school for the safety of our students.

Parking

If parent(s)/caregiver(s) are visiting the College during school drop off and pick up times, parking is available in the surrounding streets and we ask parent(s)/caregiver(s) not to drive into the campus at these times. Outside of school drop-off and pickup times, parking is available in the circular driveway, at the visitor parking area adjacent to the Music Suite, at the car park adjacent to the Pavilion or at the designated parking spaces around the Main Oval. Junior Years visitors can also park in the Womma Oval carpark off Kintyre Road across from the Junior School.

Students Who Ride a Bicycle

A bike rack is located on the southern side of the Music Centre. Students who ride a bicycle to school are encouraged to use a security chain. All students who ride a bike to school must wear the Road Safety approved protective helmet as required by law.

Student Vehicles and Permission to Drive to School

The safety of students, passengers and pedestrians is of paramount importance to the College. Therefore, senior students who wish to drive to school must first gain College permission and observe the appropriate regulations. College permission may be obtained by completing a Student Driver Registration Form available from Student Services.

In addition to being bound by all school rules from the time they leave home and until they return home, students are governed by the following conditions:

- a. **No other students** are to travel in the car without written permission from both families.
- b. Full school uniform is to be worn while travelling to and from school.
- c. Students may not go to their car during classes, study periods, recess or lunch.
- d. Students must behave responsibly within the community while driving to and from school.
- e. Students are not permitted to park on the College property. They may park on the external College perimeter along Heather Avenue and Morialta Road.

Public Transport

Routes H30, H30S, 530 and 530X service Rostrevor College. Stop 24 is on Glen Stuart Road next to the main gates. Connections with the O-Bahn are provided by Routes H30, 530 and 530X. Routes 580 and H20 do not stop outside the College, but travel along St Bernards Road, which is a five-minute walk from the College. For more information call Adelaide Metro InfoLine on 1300 311 108 (lines are open from 7.00am – 8.00pm daily) or visit adelaidemetro.com.au.

College Bus

College bus passes can be purchased using the BusMinder App.

Bus services are provided by Kanga Coachlines. Occasionally, buses may be delayed for a variety of reasons. Parents/caregivers can monitor the bus departure/arrival time along the route via the BusMinder App.

In the event a bus is late, please call the College Student Services desk to report an issue. College buses stop at public bus stops and Rostrevor College students must flag the bus to indicate that they want the bus to pick them up.

For more information on bus routes, pricing and payment options, please see the [Rostrevor College bus route booklet](#).

Parents/Caregiver Communication

The primary mode of communication between school and home for all students from Reception to Year 12 is via SEQTA Engage. This platform allows parents to receive notifications and information from teachers and College staff.

College News

The College produces a weekly digital newsletter for families to stay up to date with news and events. Parents/Caregivers receive a link to view the College News on Friday afternoons via email from SEQTA.

Social Media

The College's official Facebook page (@RostrevorCollege) and official Instagram page (@rostrevorcollegeofficial) are used to showcase events and activities and to promote the College to the wider community.

Digital Portfolios

Reception to Year 3 families use the Seesaw portfolio application. Used in conjunction with SEQTA, Seesaw allows your son and his teachers to send you photos, videos, reflections and notes of learning at school. New users will receive a Seesaw invitation with a code for access.

Years 4 to 12 students engage with SEQTA Learn – an all-in-one collaborative teaching and learning online portal. This is where students can access lesson-by-lesson teaching programs in each of their subjects, including attached resources, assessments and homework tasks, grades and feedback.

Consent2Go

Consent2Go is a digital system for collecting parent contact details and student medical information. Consent2Go also manages incursion and excursion processes, including informing parents and obtaining parental permissions for these

Medication Management

The College requires written authorisation from both the prescribing medical practitioner and the parent/caregiver for all prescription medication, including some over-the-counter medications, which need to be administered at school. No student can be given medication unless the College has received a Medication Management Plan from a Doctor, permitting the student to receive the prescribed medication. For students diagnosed with allergies or any other medical condition requiring medication for treatment, the College requires a yearly updated Medication Management Plan signed by a doctor.

Any medication to be distributed/administered at school **must** be submitted to the Main or Junior Years Reception.

Emergency Procedure Drills

Rostrevor College undertakes either a lock-in drill or an evacuation drill every term so that staff and students are aware of the emergency procedures should such a situation occur. Safety of students and staff is important to the College and the drills ensure we are well equipped to deal with emergencies.



Uniforms

Uniform Shop

The Rostrevor College Uniform Shop (on campus and online) is operated by external contractor Midford. The Shop is located in the Valley adjacent to the Rostrevor Café.

All opening times will be advertised during the year via the College News and are available on the College website.

Purchases may be made by cash, card or using Midford online ordering – please refer to the [College website](#) for details.

Uniform Procedures

Rostrevor College has a compulsory uniform policy. We are proud of the uniform, and the manner in which it is worn is an important way of showing belonging and respect to the College community. Students can expect a consequence if they attend school wearing incorrect uniform without communication from a parent/caregiver. If, for any reason, a student is unable to wear full College uniform, parent(s)/ caregiver(s) must notify the College via their son's Pastoral Care or classroom teacher. The explanation must be of a reasonable nature, determined by a member of staff. In some circumstances, the parent/caregiver may be contacted, and the student sent home to rectify the problem.

Notes on Uniform

- All uniform items, including school bags, socks, etc. should be purchased from the Rostrevor College Uniform Shop. Similar clothing items that are not purchased through the College Uniform Shop are not acceptable. The only exception to this rule is shoes, which are not sold at the Uniform Shop.
- Shoes must be black leather, formal style school shoes (this implies lace up and round fronted). Students in Reception to Year 2 may wear black leather Velcro shoes. Slip on, canvas, ankle high, sport styled or shoes with brand logos are not acceptable as part of the College uniform.
- The College blazer and tie must be worn to and from school and as a spectator for any Winter co-curricular games as part of the Winter Uniform.
- Students in Years 7 to 12 wearing the Summer or Winter Uniform must have their shirt tucked in at all times.
- Reception to Year 10 students are permitted to wear their PE uniform to and from school on days they have PE or co-curricular training scheduled. Year 11 and 12 students are not permitted to wear the PE uniform to and from school or during class/school events other than PE – they must bring their PE uniform with them and change before and after PE lessons.
- In winter the tracksuit top and bottom can be worn over PE shorts and polo shirt for additional warmth.
- The correct uniform for co-curricular teams must be worn at all matches and practices. Uniform requirements for these teams will be communicated to the families of players before the start of each season. Incorrect or outdated uniforms may result in the student not being permitted to participate. Tracksuits may be worn home after practices instead of having to change back into school uniform if travelling on public transport.
- The House polo shirt must not be worn for PE or for co-curricular sports. There are numerous House events per year when students will be expected to wear their House polo shirts, including but not limited to Athletics Day, Swimming Carnival, House Colour days, etc.

SUMMER (TERMS 1 & 4)		WINTER (TERMS 2 & 3)		PE (TERMS 1 - 4)	
SHOES	Black lace-up school shoes	SHOES	Black lace-up school shoes	SHOES	Predominantly white, red or black running shoes (not fluorescent).
SHORTS	College charcoal grey shorts	TROUSERS	7-12: Long College charcoal grey trousers R-6: College charcoal grey shorts	SHORTS	Black College PE shorts
SHIRT	Blue chambray short sleeved shirt (no tie)	SHIRT	Long sleeved oxford shirt (wide stripe)	SHIRT	Red College polo shirt
SOCKS	College socks (grey slouch)	SOCKS	7-12: Black business socks R-6: Banded knee-high socks	SOCKS	White College socks
PULLOVER	R-12: Grey College pullover (if required for warmth)	PULLOVER	R-12: Grey College pullover	TRACKSUIT	College tracksuit top and pants for winter
HAT	7-12: Black Rostrevor bucket hat R-6: Red Rostrevor bucket hat	TIE	12: Year 12 College tie (optional) 7-12: College tie R-6: Junior College tie	HAT	7-12: Black Rostrevor bucket hat R-6: Red Rostrevor bucket hat
BELT	7-12: Optional black belt (plain silver buckle)	BELT	7-12: Black belt (plain silver buckle)		
HOUSE TOP	Coloured House polo shirt with House crest and logo	HOUSE TOP	Coloured House polo shirt with House crest and logo		
		BLAZER	College Blazer		

Grooming Procedures

The College understands that hairstyles can be a way of expressing oneself and are often influenced by fashion and trends. With this in mind, our general expectation regarding hairstyle is that it be neat, clean and not extreme in style so as to draw attention to the individual student. No colouring or dyeing of hair is permitted. Some of the following expectations are also related to safety issues.

The following points outline the College's expectations:

- Short overall haircuts are to be the minimum of a number 3 cut.
- Hair should be off the face at all times. It should be neatly cut and styled, and not be permitted to fall over the face, ears or eyes and must be above the eyebrows (this applies to curly hair as well).
- Extreme styles combining obvious variation in hair length on the head (not blended) such as rat tails, Mohawks, obvious patterning, skin fades, moptops, dreadlocks, cornrows, slits and artificial parts are not acceptable. This also includes slits in either the hair or eyebrows.
- Hair must not be tucked behind the ears or be restrained in any other way, ie using clips, product, hair ties etc.
- Hair must not be worn as a bun (including at any school function outside of school, including sporting activities).
- Hair should be no longer than the top of the shirt collar.
- Hair must always be brushed or combed flat and be neat and tidy in appearance.
- Unruly or uncombed hair is not permitted. Curly hair should also be kept neat and tidy.

Any student considering changing their hairstyle who is unsure of to how it will be accepted, should seek guidance first. The judgement of what constitutes the above will be made by the Deputy Principal or Directors – Student Wellbeing in consultation with the Heads of Houses.

Grooming Procedures – Consequence of Breach

Students choosing styles which breach the policy may be subject to one or more of the following consequences or courses of action:

- Students will be asked to adjust it accordingly.
- If the breach is not corrected by the negotiated date and for ongoing breaches, the student may be issued a consequence and/or an internal suspension. This may also apply to students with multiple breaches.
- In extreme cases, students will be asked to go home until the hair/style has been changed to the requirements of the school. A meeting with a member of Leadership and/or Head of House may be required before re-entry occurs.
- In cases where the cut is too short, the student will be asked to wear the College bucket hat at all times until the hair grows to an acceptable level and as deemed appropriate by a member of Leadership.
- Students may be excluded from participating/ being acknowledged at College events or functions, eg. Presentation Night, Year 12 Graduation Ceremonies, Year 11 or 12 Formal, Red & Black Disco, school photos, sporting events etc. in the case of significant breaches.

Facial Hair

Students are required to be clean shaven at all times, except where there is a religious exemption communicated by a parent/caregiver to a Director of Wellbeing. If students arrive at school unshaven, they will be subject to the steps outlined below.

Minor Breach:

- Step 1: Student will be spoken to and asked to shave by the following day.
- Step 2: If the student arrives the following day unshaved, with parental permission, he will be asked to shave at Student Services.
- Step 3: If the student/parents do not agree to step 2, the student will be sent home to shave. If the student cannot get home and back to school, he will be isolated in the Equity Hub until the end of the day.
- Step 4: Time lost will be made up after school.

Major Breach:

As above except that student will move straight to Step 2 i.e. no chance given.

Sun Protection

Our Sun Protection Policy has been adopted to ensure that all staff and students are protected from skin damage caused by UV radiation from the sun. This policy is to be implemented throughout the year, but with particular emphasis from the beginning of October through to the end of April (ie Terms 1 and 4). The sun protection practices outlined in this policy will be applied to all outside school activities, including sports carnivals, excursions and camps.

A summary of key points from the policy:

- All students are required to wear the Rostrevor approved bucket hat. This is worn whenever students are outside (even in shaded/undercover areas) in Terms 1 and 4, (including during recess, lunch, PE lessons and on relevant excursions);
- In Terms 2 and 3 students will be encouraged to wear their hat when outside;
- Students are encouraged to use available areas of shade when outside, even when wearing hats along with applying sunscreen which is available from Student Services;
- As student wellbeing is of prime concern, all students without a hat may be required to remain indoors during both recess and lunch and while peers participate in outdoor activities;
- Continued breach of the Sun Protection Policy will result in a consequence.

Sun Protection Policy and Procedures

Mobile Device Policy

Students are not to use their mobile phones at any time during the school day. If there is an urgent need to contact a parent/caregiver, this can be done through Student Services.

Headphones (bluetooth and wired) are only to be used with permission of the teacher at times when the student's learning will benefit.

Student Use of Mobile Device Policy and Procedures

Fees and Charges

Rostrevor's [fees and charges](#) including tuition and boarding fees are available to view on the College website.

Locker Locks

The College provides combination locks for student lockers for students from Years 7 to 12. Locks will be distributed to new students at the commencement of the school year, with pre-assigned combination codes. Students will retain the locks for their period of education at the College. A master key will be held to unlock the locks should a student forget their combination code, or if for some reason the lock needs to be removed. If a replacement lock is required a \$10 fee will apply payable on collection.

Student ID Cards

Student ID cards are distributed to every student in Reception to Year 12 at the beginning of each school year by their PC teacher. Lost or damaged ID cards must be replaced. Replacements are ordered through the QKR app or via Student Services and incur a \$10 fee.

Printing and Photocopying credit is added to each students' ID card at the beginning of each year. ID cards are also used to borrow books from the Ideas Centre and can be used to pay for items at the Rostrevor Café.

Textbooks

Year 7 to 10 students have access to the JacPlus digital platform for e-text books in most subject areas.

Year 11 and 12 students will also be issued with texts for subjects via the Book Hire Scheme. This method has been adopted to minimise cost to families and accordingly, requires a great deal of cooperation and care on the part of students who are expected to maintain these books in good order. Should books be lost or damaged, then the students to whom these books have been issued will be charged accordingly.

Class-set novels are provided in print edition format via the Book Hire Scheme through the Ideas Centre. The Rostrevor College eBook library, available on the SORA app, will have eBook copies of class novels, where available.

Stationery and Other Materials

Each parent/caregiver will be issued with a stationery list of required materials for each subject at each year level. Orders must be placed online at www.campion.com.au. Payment is to be made at the time of ordering.

Other Charges

Other charges may apply if students participate in voluntary programs such as Music, Sacramental, VET, interstate/overseas tours, Outdoor Education etc. These costs will be advised to parents at the time they occur. Where the costs are part of course curriculum, the amount charged will be invoiced to family accounts during each semester, as appropriate. These amounts will be added to balances due and will be payable within 30 days of invoicing or by other agreed arrangements. Where the program is not part of course curriculum, the amount will be charged separately and will not be added to the family fee account, except by special arrangement.

Students will not be eligible to participate in optional tours and excursions unless all fees are up to date as per the chosen fee payment option or there is an agreed fee payment arrangement in place which is being adhered to.

Insurance

The College has in place a limited personal accident and disability insurance policy to cover all students. It excludes all Medicare services including the Medicare Gap. Copies of the insurance policy are available from the Business Manager. Parents are advised to check their Health and General Insurance policies to ensure adequate medical, personal property and liability insurance cover. The College does not accept responsibility for any claim to property loss or damage incurred by students or parents.

State Government Assistance (School Card)

Rostrevor College encourages families who may be eligible for School Card concession to apply in January. The College will provide 40% concession on tuition fees to eligible families. School Card application forms are available from the College Finance Office in January and an application must be completed each year.

Enquiries: sa.gov.au

Queries Regarding Family Accounts

Finance Office, Rostrevor College
Glen Stuart Road, Woodforde, SA 5072
(08) 8364 8245
finance@rostrevor.sa.edu.au

Withdrawal of a Student

One term's written notice is required when withdrawing from the College or from Boarding to become a day student. Notice of withdrawal of a student must be given in writing to the Principal. Verbal notification or notification to a staff member other than the Principal is not considered due notice. Failure to provide the required notice will result in a pro-rata charge of the annual tuition and/or boarding fees.

Edmund Rice Foundation Australia

The Edmund Rice Foundation Australia supports the work of the Christian Brothers throughout disadvantaged communities in Australia and overseas.

Families are provided the opportunity to contribute \$60/annum towards this cause, identified on the annual notification as an opt-out contribution to the Edmund Rice Foundation. We encourage all families to consider making this valuable contribution.

Families who choose not to contribute to the Edmund Rice Foundation must elect to opt-out by choosing this option when selecting their fee payment option.

Families who do not elect to opt-out will be invoiced for the contribution of \$60/annum. The contribution as part of the fee invoices will not be tax deductible. Families may still choose to make a voluntary contribution to the Edmund Rice Foundation. Please contact the Finance Office for more information.

Rostrevor College Foundation

The Rostrevor College Foundation was established in 1987 for the purpose of raising money for capital development at the College and has helped finance many new buildings and refurbishments.

In addition, the Foundation supports scholarships for students to assist families in providing a Rostrevor education for their sons.

There is an expectation that families voluntarily donate \$500/annum, per family, while their son/s attend/s the College.

Please note, to maintain the contribution as a tax-deductible contribution, the expected contribution to the Foundation is not included within the College fees and is paid separately, directly to the Foundation.

Payment may be made by direct EFT payment as follows:

BUILDING FUND Contribution	
Bank:	Commonwealth
BSB:	065-000
Account:	12008190

Rostrevor Old Collegians' Association (ROCA)

The Rostrevor Old Collegians' Association (ROCA) exists to provide fellowship to former students and to support the College, especially in the provision of scholarships which are offered to the sons or grandsons of Old Collegians who may not otherwise be able to afford a Rostrevor education.

Each year the graduating Year 12 students are invited to secure a life membership with ROCA, ensuring they retain a lifelong connection to the Rostrevor Community. The life membership fee is currently \$350, affording your son regular contact from the extensive ROCA network, including notification of reunions and significant College and ROCA events,

as well as the Rostrevor magazine. Proceeds from these life memberships go towards funding the ROCA Scholarship Program.

Families who choose not to take up the membership must elect to opt-out by choosing this option when selecting their fee payment options.

If you require more information, please contact the College Development Office on (08) 8364 8200 or email: development@rostreavor.sa.edu.au.

Parent/Caregiver Involvement

Friends of Foundation

Working in partnership with the College and Foundation, the Friends of Foundation is a parent support group which aims to foster a sense of belonging through aiding connections, collaboration and building of meaningful relationships at Rostrevor.

The Friends of Foundation host a variety of events and activities throughout the year that provide opportunities to connect with other parents and make a valuable impact on the College community. There are many ways to participate from sharing ideas, helping at co-curricular hospitality, providing feedback or one-off or regular volunteering.

For more information, please contact:
(08) 8364 8200
development@rostreavor.sa.edu.au

Volunteers

There are many opportunities to volunteer at Rostrevor College. These include but are not limited to:

- College Board and Board Sub-Committees
- Parents' and Friends' Association
- Music Support Group
- Co-Curricular
- Excursions/Camps/Retreats
- Boarding Exeat Hosts

Rostrevor College places great value on the role of volunteers in making our school a vibrant and inclusive community and any assistance you can provide would be greatly appreciated.

To find out more, please contact your son's PC teacher or the College's Risk and Compliance Officer on (08) 8364 8200.

Working with Children and Catholic Police Checks

Rostrevor College has a strong commitment to Child Protection. As part of this commitment all volunteers over the age of 14 must have both a Working with Children Check and a Catholic Police Check. Please visit the [College website](#) for further requirements regarding Volunteering at Rostrevor. Importantly, all volunteers must also undertake Child Safe Environments – Responding to Abuse and Neglect training.

Workplace Health and Safety

All volunteers at Rostrevor College receive a WHS (Workplace Health and Safety) induction to ensure a healthy and safe working environment. You will be asked to read and sign a brief induction document which outlines your rights and responsibilities as a volunteer.

Change of Student and Family Details

All changes to student/family details must be in writing. We ask that all notifications of changes include parent(s)/caregiver(s) name(s), student name(s) and year level(s).

Changes may be emailed to enrolments@rostrever.sa.edu.au, or via Consent2Go. To ensure the College maintains a current and accurate record of each student's medical details, please ensure all updated information is provided via Consent2Go.

Rostrevor Café

Located below the Rice Building in the Valley, the Rostrevor Café offers students, staff and visitors a range of healthy and hearty food and beverage choices.

The Rostrevor Café is a cashless facility, with students having the option to pay via card or their student ID card. Junior Years students have the opportunity to purchase from the Café via a lunch order submitted by a parent/caregiver. All online ordering is done via flexischools.com.au.

Outside of School Hours Care (OSHC)

Rostrevor College's Out of School Hours Care (OSHC) is operated by YMCA. OSHC is available before school from 6.30am to 8.30am and after school until 6.15pm. It provides time for homework, relaxation, educational activities and a healthy snack.

The YMCA also offers onsite vacation care during school holiday periods and on student free days.

Younger students are collected from their classroom by an OSHC carer after school. Older students make their way to the OSHC room independently.

For further information and to enrol, please visit the [YMCA website](http://ymca.org.au).

0448 078 339

oshc@ymcasa.org.au

Student Services

Middle and Senior Years Student Services is located in the main admin building adjacent to the Valley. Junior Years Student Services is combined with the Junior Years Office. Student Services is the first point of contact for student first aid, lost property, medication distribution and contacting home in the case of an emergency amongst many other functions. During class time, students must seek permission from their classroom teacher to visit Student Services.

iCare

Located in the main Admin building adjacent to the Valley, the iCare team are on hand to assist students with their IT-related issues.

Ideas Centre

The Rostrevor College Ideas Centre – the College library – is a calm and welcoming learning space which has an extensive collection of resources and services to support the needs of the community.

The library is open during recess and lunch for reading, games, and activities. Designated areas for quiet study and collaborative learning spaces are available.

Students may borrow up to four library books for a four-week loan period. Overdue reminders are sent to students via their school email address weekly. Lost and unreasonably late items will incur a fee.

Opening Times

Monday – Thursday | 8.15am - 4.30pm

Friday | 8.15am - 4.00pm

Student Support

Pastoral Care

The first line of support offered at Rostrevor College for students is through Pastoral Care (PC) teachers. For most students, their issues and concerns can be solved through communication with their PC teacher.

For students who require further support, we provide a range of services. If, at any time, a parent/caregiver has a concern about their son, they should contact their son's subject teacher or PC teacher in the first instance. Issues may then be referred onto the student's Head of House and/or the relevant Head of Faculty.

House Structure

Rostrevor encourages in its students a sense of identity, belonging and purpose in all their undertakings. The House System is part of the foundation of Rostrevor providing each student in Reception to Year 12 with an opportunity to work with his peers in accepting and supporting others, practicing teamwork and supporting charitable enterprises. The House structure also provides leadership opportunities for many students throughout their time at the College.



BARRON



EGAN



GURR



MURPHY



O'BRIEN



WEBB

Personal Counselling Service

The College has a personal counselling service that is accessible to all students. Issues that they can assist with include:

- Peer relationships
- Personal issues and resilience
- Family difficulties
- Time management/procrastination
- Motivation
- Transition to Rostrevor or to the Middle or Senior Years

Many issues can be handled in the first instance by academic staff.

Concerns are generally raised with the classroom or Pastoral Care teacher and/or the relevant subject teacher initially, or subsequently with the student's Head of House and/or the relevant Head of Faculty.

Middle and Senior Years students can make a counselling appointment through Student Services or their Pastoral Care teacher. Students need to show their appointment card to their subject teacher before leaving a class to attend an appointment. Students may also make contact directly via email: talk@rostrevor.sa.edu.au. Parents and teachers are also able to refer students to these services. Discussions that occur in counselling are private and confidential unless the safety (physical, emotional or psychological) of the student or others is at risk.

Junior Years students can be referred to counselling through their classroom teacher or their parent(s)/caregiver(s).

The College takes a proactive approach across all year levels, with numerous initiatives designed to build positive relationships and promote resilience.

Student Leadership

Student Leadership positions include:

Duggan House	Year 6	Year 7 - 9	Year 10 - 11	Year 12
Deputy Head Boarder Social Leader Duggan House Leaders	Captain Vice Captain Arts Captain Identity Captain Sports Captain House Captains x6	House Leaders x6 *per year level 7, 8 & 9 Arts Leader 7, 8 & 9 Sports Leader 7, 8 & 9 Identity Leader	House Leaders x6 *per year level 10 - 11 Arts Leader 10 - 11 Sports Leader 10 - 11 Identity Leader	Head Prefect Deputy Head Prefect Prefect - Head Boarder Prefect - Identity Prefect - Arts Prefect - Sports Prefect - Aboriginal Programs Prefect - House Captains x6 House Vice Captains x6

Restorative Justice

The College operates on Restorative Justice principles and practices which are based on building caring relationships. Restorative Justice is a proactive approach for building a school community based on cooperation, mutual understanding and respect. Restorative practices provide processes for holding students accountable for their actions and behaviour, while at the same time building a nurturing school environment.

Restorative Justice gives students who commit infractions an opportunity to understand how their behaviour affects others in the community and directly involves them in a process to repair the harm caused.

The Restorative Justice approach:

- Makes students aware of their responsibilities as a community member and that their actions affect others;
- Confronts and challenges students about the consequences of their actions and negative behaviour;
- Views bad behaviour as a bad choice, not a result of the student being a bad person;
- Identifies needs and helps to promote changed behaviour in the offending student;
- Brings about the reconciliation and restoration of relationships;
- Addresses the needs of the victim of negative behaviours;
- Involves all stakeholders in the resolution of issues which result from negative behaviours;
- Is shared by the entire College community.

In short, Restorative Justice is about responsibility, reconciliation, rehabilitation and relationships.

Statement of Personal Responsibility

The most essential element of a fully functioning and fully alive College is the right of all members of the community to be respected; respected for their learning, their teaching and their parenting.

Rostrevor College is committed to:

- Respecting each person's rights and responsibilities and endorsing consequences for responsible and irresponsible behaviour;
- Restorative principles – the values of justice and reconciliation and a respect for human dignity;
- Integrating social responsibilities with the Gospel values and teaching them through curriculum and modelled by the adults in the Rostrevor community.

Rostrevor College Values:

- The responsibility of all members of the Rostrevor community to treat others with dignity and respect and to act with propriety towards them;
- The contribution of all in the community and endorses all behaviours that model personal responsibility and respect for other members of the Rostrevor community;
- Recognises and acknowledges the cultures and values of each family within the community; that it is to be respected but not to take detriment of the well-being of any student or the College community as a whole.

Student Code of Conduct

The Purpose of the Student Code of Conduct is to provide a transparent and reliable guide for the boys entrusted to our care. We believe that boys thrive when they know what is expected of them and are able to clarify the boundaries of behavioural norms that apply in various settings during their time at Rostrevor College.

Safe in the knowledge of what is expected of them and others, Rostrevor boys are encouraged to accept responsibility for their mistakes and/or lapses in judgement and to work with their parents and members of staff to learn from such experiences so that they become the capable young men of good character who God calls them to be.

Detailed expectations of students and behaviours deemed as breaches of the Student Code of Conduct are available on the [College website](#).



Parent Code of Conduct

Rostrevor College is committed to providing a safe environment which supports the overall health and wellbeing of all members of its community. We value respect, acceptance, and compassion as a foundation to affirm each person's worth and dignity. You can access a copy of the Parent Code of Conduct on the [College website](#).

Bullying & Harassment Policy

We are committed to meeting our Student Duty of Care obligations, and as such, bullying is not tolerated at Rostrevor College. The policies and procedures for bullying and harassment are clear and apply to all students at Rostrevor College.

[Rostrevor College Policy](#)

[EREA Policy](#)

Community Service/Learning Catchups

For breaches of the Student Code of Conduct and/or academic expectations, and as a means of repairing the relationship with peers, staff and the College, students may be required engage in Community Service and/or Learning Catchups while engaging in a restorative conversation. At the discretion of College staff, students may be issued with:

- Yard Card – the student helps clean up the yard during recess/lunch;
- Lunchtime Learning Catchup – the student spends lunchtime supervised catching up on incomplete work;
- After School Community Service – the student engages in various activities for 60 minutes designed to 'give back to the community' and 'do sorry';
- After School Learning Catchups – the student spends 60 minutes catching up on incomplete work;
- Saturday Community Service/Learning Catchup – issued by the Directors – Student Wellbeing for the more serious breaches of expectations.

Other than Yard Cards, the breach and resulting consequence is communicated home via a SEQTA Pastoral Care note. Student attendance is compulsory and not open to negotiation.

SEQTA

SEQTA is our learning management platform which allows students in Years 4 to 12 and their parent(s)/caregiver(s) to see exactly what is required for their upcoming assessments, gain feedback on their work and allow them to set goals for future learning. At Rostrevor, we understand the importance of working in close partnership with families and this tool also allows close collaboration between students, teachers and parent(s)/caregiver(s).

Students use a version of the platform called SEQTA Learn, and families use the SEQTA Engage version.

Note: For families of students in Reception to Year 3, the Seesaw platform is used.

Information you can access

SEQTA Engage will enable families to see the following information:

- Unit overviews and course outlines
- Upcoming assessments
- Student timetable
- Subject teachers
- Grades and feedback on at least one assessment task per term
- School documents
- Homework

Accessing SEQTA for the first time

SEQTA Engage accounts for new families will be issued before the start of Term 1 and will be sent to all parent(s)/caregiver(s) email addresses. SEQTA Learn accounts will be set up by the College and made available to students.

Accounts need to be activated within seven days of receiving the email. You will be directed to a log in page to set up a username and password.

SEQTA Engage can be accessed via:

1. An app that is available at the Apple store or Google Play store
2. A web browser on any device at <https://engage.rostrevor.sa.edu.au/>

Forgot your password

You can simply reset your password by clicking on the Forgot your password? link on the SEQTA Engage log in. You will be sent a new email with a link to create a new password.

Using SEQTA

Assessments

Families will receive results and feedback for assessments on SEQTA Engage, with the same information released to students on SEQTA Learn. The feedback is written for the students so that they can reflect on their learning, identify concepts that have been grasped and set new goals for future learning. Student work submitted electronically can be viewed by families in SEQTA Engage.

Upcoming Assessments

The class teacher makes all upcoming assessments visible for students and their families at different points across the year. This helps to assist with time management and clearly identify the task requirements, context sheet and any additional resources that have been provided. This tab can provide an overview of the next assessment task that will be required for each subject.

Subject Assessments

Subject specific information will be available when the subject is selected on the left-hand tab. Each individual task will have a rubric or feedback once the teacher has finished marking and feedback is made visible.

Homework

Homework requirements are available on the Dashboard depending upon the year level, subject and learning outcomes of that particular unit.

Documents

Important school documents will be available under the Documents section on SEQTA Engage.

Dashboard

This allows students to summarise the key information that they want to see. It can have key homework tasks, their timetable for the day and a to-do list which allows them to clearly identify what needs to be done and when.

Feedback

Students will receive ongoing, specific feedback at the point of need which will allow them to reflect and improve during the learning process.

The assessment dates and outlines will be visible at least two weeks in advance so that your son/s know what they will be assessed on.

There will not be a formal report at the end of Term 1 or Term 3, but specific learning feedback and ongoing assessment will be available on SEQTA.

Notices

Parent(s)/Caregiver(s) and students will also receive notices from teachers and staff members via SEQTA.

Reports

SEQTA Engage and Learn allow point of need feedback so that students can reflect on their learning as it occurs and make continual improvement and refinement. This enables students to know learning goals, how they will be assessed against performance/achievement standards and when they will be assessed.

There will be feedback and a grade for all summative assessment tasks. You will receive a notification when grades for an assessment are released.

Semester reports and indicators will be visible on SEQTA Engage at the end of each semester. The end of semester reports at the end of Term 2 and Term 4 will have grades against the Achievement standards (Years R-10) or SACE Performance Standards (Stage 1 and 2).

Timetables

The timetable tab allows you to see the individual student timetable and the names of their teachers.

Logging Out

You can log out of SEQTA Engage securely by selecting the Exit button on the bottom left-hand corner of the screen. You will not need to log out of the App.

Extra Assistance

If you require assistance, please do not hesitate to contact the College's Teaching and Learning Department on (08) 8364 8316.

ICT Devices

Reception to Year 3 – iPads

Students in Reception to Year 3 are issued with iPads, where there is emphasis on using devices as a tool for word processing as well as a medium for learning through accessing the many educational apps, cloud applications and courseware that are currently available.

Year 4 to Year 12 – College Issued Devices

Rostrevor College is transitioning away from the current 'Bring Your Own Device' (BYOD) approach to College Issued Devices (CID). We believe this decision will greatly enhance the learning experience and prepare our students for the demands of the future.

The rollout commenced in 2025 with Year 4 and Year 7 cohorts. The 2025 cohort of Years 8 to 12 students will continue with the previous BYOD approach for the remainder of their time at the College.

In 2026, Years 4, 5, 7 and 8 students will be included in the CID program. Year 6 students will continue with the previous mix of school issued iPads and personal BYOD laptops and will enter the CID program from 2027. There will also be an opportunity for some Year 10 students to opt-into the CID program in 2026 and 2027, subject to device availability.

The CIDs will be Microsoft Surface Laptop 7 devices. It will be mandatory for all students in the plan below to use this device as part of their learning program – no other device will be provided or accepted.

A roll-out map can be seen on the following page:

	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12
2025	CID Provided (Year 1)	BYOD or school provided iPad	BYOD or school provided iPad	CID Provided (Year 1)	BYOD	BYOD	BYOD	BYOD	BYOD
2026	CID Provided (Year 1)	CID (Year 2)	BYOD or school provided iPad	CID Provided (Year 2)	CID (Year 2)	BYOD	BYOD	BYOD	BYOD
2027	CID Provided (Year 1)	CID (Year 2)	CID (Year 3)	CID Provided (Year 1)	CID (Year 2)	CID (Year 3)	BYOD	BYOD	BYOD
2028	CID Provided (Year 1)	CID (Year 2)	CID (Year 3)	CID Provided (Year 1)	CID (Year 2)	CID (Year 3)	CID Provided (Year 1)	BYOD	BYOD
2029	CID Provided (Year 1)	CID (Year 2)	CID (Year 3)	CID Provided (Year 1)	CID (Year 2)	CID (Year 3)	CID Provided (Year 1)	CID (Year 3)	BYOD
2030	CID Provided (Year 1)	CID (Year 2)	CID (Year 3)	CID Provided (Year 1)	CID (Year 2)	CID (Year 3)	CID Provided (Year 1)	CID (Year 2)	CID (Year 3)

CID provided (first year of program) IT Levy \$150 per Term	These are the key intake years where a new device is provided to all students in that year group.
CID provided (second & third year of program) IT Levy \$150 per Term Third year purchase option \$150	Current students: Retain the device for the next 2 years. At the end of year 3 they are able to buy the device for \$150. New Student enrolled into this year: Provided with a CID of similar standing to their cohort.
BYOD – MY/SY BYOD – or School iPad (Junior Years) No levy	Students in these years remain on the status quo of the current system until they either finish their time at Rostrevor (current MY/SY students) or move into a year level where CID is provided (current Yr 4 and 5s).

The annual levy will be established at the start of and fixed for the device's three-year lifecycle. In 2025 and 2026, this is \$600; for future groups who enter the College Issued Device program, this will be determined by the purchase price of the device for that year.

Co-ownership Agreement

The CID approach sees the College and the family enter into a co-ownership agreement where families pay a device levy over a three-year period. In return, students have full access to the device at school and at home and are responsible for the upkeep of the device during and at the completion of the agreement. The College will provide device insurance, maintenance and technical support on site. There will be an option to buy out the device for home use at the end of the agreement.

Financial Plan

In 2026, families of Years 4, 5, 7 and 8 students will be required to pay an IT Levy of \$150 per term, billed annually in advance. This is a three-year commitment and includes accidental damage protection insurance. Levies sit outside any College tuition fee support that may be applied and is required to be paid in full.

End of Agreement and Renewal

Devices will be renewed every three years. For example: a student will receive a device and co-ownership agreement in Year 4, they will receive another device and enter into a new co-ownership agreement in Year 7, and another device and co-ownership agreement will be issued in Year 10.

At the end of the three-year period, families will have the option to purchase the device for \$150, allowing it to be used as a home device. This buy-out option includes a maintenance check, cleanup, and factory reset of the laptop.

If a student departs the College prior to the completion of the co-ownership agreement, the device is to be returned to the College, or families may wish to buy out the remaining terms of the agreement (remaining annual levies and buy-out costs).

Device Usage

A key component of the co-ownership agreement between the College and the family is the understanding that the device is intended solely for educational purposes. Recreational use including gaming, social media and the installation of games and non-approved software is strictly prohibited. All software will be installed, monitored and managed by the College. While cyber security software will be installed on the device, families are strongly encouraged to monitor appropriate internet usage at home.

BYOD Program

Students not in a cohort which is part of the CID program are expected to bring their own laptop to school. The College is partnered with [Learning With Technologies](#) to support families in purchasing appropriate devices.

Please note that Chromebooks and iPads do not meet specifications for appropriate devices and cannot be used at the College.

Rostrevor College laptop bag

The Rostrevor laptop bag is used in addition to a Rostrevor College school bag. Laptop bags can be purchased from the College Uniform Shop.

A laptop bag must be used during the school day to transport the laptop between lessons. During breaks, the laptop must be stored in the student's locker. Students are responsible for the care/upkeep of their device.

Online Learning

Students are issued with a student code and password that enables them to access online learning and other resources, such as library catalogues, exam timetables, subject resources, careers and VET, Curriculum Handbook, College policies, etc.

If a student has any problems when trying to access student emails, he should ask his Pastoral Care teacher to email the IT Department (icare@rostrevor.sa.edu.au) with his username, the error, and details of the error (screenshots are generally best for this).

Acceptable Use Agreement

No individual may use the school internet facilities or access the College network and school-owned/ leased ICT devices/equipment in any circumstances unless the Acceptable Use Agreement has been signed. The Acceptable Use Agreement is accepted upon logging in to the College network for desktop computers.

The Acceptable Use agreement also applies to the use of privately-owned/College-issued devices/ equipment on the school site, or at/for any school-related activity, regardless of its location. This includes off-site access via Virtual Desktop Infrastructure to the school network from school or privately-owned/leased equipment. Prior to students being issued with an iPad, the Acceptable Use Agreement must be signed by the student and Parents.

The Acceptable Use agreement will cover all students, and any other individuals authorised to make use of the College's network and ICT devices/equipment. Use of the Internet and the ICT devices/equipment by students and other approved users is to be limited to educational, professional development, and personal usage appropriate in the school environment.

The College has the right to monitor access and review all use. If the College suspects any breach of Acceptable Use this would also include personal emails using College or external email accounts sent and received on College computer/s and/or via network facilities.

Any behaviour that involves the use or application of information and communication technology that is inconsistent with the values of Rostrevor College is considered unacceptable and will result in a consequence as deemed appropriate by College staff.

Assessments

1. Assignment Distribution

Teachers make a copy of the Learning and Assessment Plan guideline available on SEQTA. Parents may view their son's workload on SEQTA Engage.

2. Monitoring Date

This is to check that students have made some progress on the task. For smaller tasks where the period between the issuing of the task and the verification date is less than one week, a monitoring date is not required.

3. Verification Date

The teacher collects a copy of the task from students and assesses against criteria for minimum standard. At this point, teachers may wish to draft the work or make suggestions for improvement. Teachers must sign the context sheet to verify that a copy has been submitted and/or that it meets the minimum standard.

4. Due Date

The teacher collects the final copy of the assessment task.

Non-submission of Work

It is the student's responsibility to provide evidence of achievement by the published timelines. Non-submission of work on the due date will result in a zero being awarded for the task. The teacher will enter a Learning Alert on SEQTA and contact the student's parent(s)/caregiver(s). The student may be required to meet with the Head of Faculty and/or the Director – Teaching and Learning.

Students will then be required to negotiate a new due date for the work to be submitted. If the work is not submitted by the negotiated date, the student will be afforded the opportunity to complete the work at a detention either after school or on a Saturday.

Teachers may use the evidence of work collected at the verification date to determine the result of any student who fails to submit a final assignment. Alternatively, the work completed during detention will be used to determine the result.

Extensions

Extensions may be granted for some assignments if requested in a reasonable timeframe before the due date, judged by teachers on a case-by-case basis.

Student Non-Attendance at Tests/Examinations

An alternative time will be set for the student to sit the test or examination which, depending on circumstances, may be during a detention. A medical certificate may be requested in Years 7 to 11 and is a requirement for Stage 2 subjects.

Teaching and Learning Support Services

Subject Teachers

Teachers of both Stage 1 and Stage 2 subjects work from detailed guidelines, called subject outlines. These documents detail the requirements for each subject.

At Stage 1, teachers have a detailed program of work for each SACE subject, demonstrating what methods and content they will employ to teach to the necessary objectives. Additionally, Stage 1 and Stage 2 teachers have detailed assessment plans that are approved by the SACE Board of South Australia.

Students themselves will be provided with assessment plans for Stage 2 subjects, Stage 1 subjects and Year 10 pre-SACE subjects. These outline the requirements of the courses in detail and will be available in the first four weeks of each semester. These will be available on the Cover Page of SEQTA for each subject outline.

Classroom Teacher/PC Teacher (R-12)

These teachers will provide the first level of assistance to members of the class and provide guidance and leadership to students in all matters of Rostrevor College life.

Heads of House (7-12)

These pastoral leaders are heavily involved in personal counselling, behaviour management and administrative issues.

Heads of Faculties (7-12)

These curriculum leaders are responsible for the teaching and learning within their faculties and consequently all subjects associated within their area.

Heads of Faculties can assist students with subject choices, career counselling within their field and any issues associated with a particular subject of study.

Director – Teaching and Learning (7-12)

This senior teacher has responsibility for the communication of students' enrolments and subsequent results to the SACE Board of South Australia.

Furthermore, this teacher has responsibility for the co-ordination of teacher assessment plans and programs, as well as applications for Special Provisions for Stage 2.

VET and Careers Co-ordinator and Head of Flexible Learning (7-12)

This teacher provides information on careers and courses of interest. There is an extensive library of information in print and electronically that can assist students needing either general or specific details about careers and Vocational Education and Training (VET).

Junior Years (R-6)

For Students in Reception to Year 6, their classroom teacher will be their main source of support. Students requiring extra learning support may be referred to the Junior Years Leader of Teaching and Learning, Inclusive Education

Coordinator or Leader of Wellbeing who will assess each student's needs and create a learning plan as needed.

Smart Sessions

For students who would like extra academic support, Smart Sessions are available in the Equity Hub after school. These sessions are a chance for Middle and Senior Years students to sit down one-on-one with an academic ESO to:

- Receive help with homework or classwork
- Receive help with study
- Learn how to study and establish good study habits
- Learn new skills such as how to use SEQTA, Excel or PowerPoint, etc
- Learn time management and how to balance study with other commitments

Maths Help

Our Mathematics Faculty offers Maths Help at lunch time twice per week. These days are based on student demand and lesson times. The Head of Faculty will advise students via our internal student notices.

Homework

Homework provides the opportunity for students to consolidate work learnt in the classroom and share their learning with their families. Homework also presents students with opportunities to develop independence as they take personal responsibility for their own learning.

Junior Years

Homework requirements will be set by the classroom teacher and shared with parents/caregivers via SEQTA, with a general guideline below.

RECEPTION	Letter and Sound Book – phoneme revision Decodable reading book – 10 mins per night
YEAR 1	Expanded spelling – phoneme revision Irregular word revision Decodable reading book – 15 mins per night
YEAR 2	Expanded spelling – phoneme revision Irregular word revision Mathematics task Decodable reading book or novel – 20 mins per night
YEAR 3	Homework sheet – literacy revision (phonemes, morphology and writing) and mathematics revision Irregular word revision Times Table Rock Stars (optional) Decodable reading book or novel – 20 mins per night
YEAR 4	Homework sheet – phoneme, morphology and mathematics revision Times Table Rock Stars Nessy Fingers (typing program) Decodable reading book or novel – 20 mins per night
YEAR 5	Homework task and/or assignment work – expectations scaffolded by the teacher Times Table Rock Stars Novel – 20 mins per night
YEAR 6	Weekly literacy (morphology focus) and numeracy task and/or assignment work. Novel – 20 mins per night

Middle Years

Students in the Middle Years should complete homework at least four nights per week, ensuring that they still have time to be physically active, socialise and participate in other pursuits that develop them as a well-rounded individual. This does not preclude teachers from setting a Monday deadline for assignment work, nor does it prevent students completing work on a weekend if they have been unable to do so on weekdays due to other important commitments such as co-curricular or work.

Recommended homework times:

- Year 7 – 45 mins to 1 hour per evening (4 days per week)
- Year 8 – 1 to 1.25 hours per evening (4 days per week)
- Year 9 – 1.5 hours per evening (4 days per week)

It is advisable that homework does not exceed 1.5 hours on any one night. Furthermore, this does not include extension reading or reading for pleasure, which should occur nightly for a minimum of 20 minutes.

Senior Years

The classroom is the place where much of the learning begins. However, real understanding is confirmed when students review the work covered in class, test their understanding and extend their reading.

We recommend at least four nights per week as well as weekend time be allocated for homework, ensuring time is available for students to be physically active, socialise, work and participate in other pursuits that develop them as a well-rounded individual. Completing work set in class is only one form of homework. To consolidate what is covered in class, homework must include revision, note taking and study.

- Year 10 – 2 to 2.5 hours per evening (4 days per week) + 3 hours on weekends
- Year 11 – 2.5 to 3 hours per evening (4 days per week) + 4 hours on weekends
- Year 12 – 3 to 3.5 hours per evening (4 days per week) + 5 hours on weekends

The times allocated above do not include extension reading or reading for pleasure, which should occur nightly for a minimum of 30 minutes.

Reporting

Years 11 & 12

For Years 11 & 12, Performance Standards (provided in each SACE subject outline) describe in detail the level of achievement required to achieve each grade from A+ - E-. Teachers and assessors will use these standards to decide how well a student has demonstrated his learning.

The performance standards will give teachers and assessors strict criteria to determine whether a student's performance falls within or outside a particular level of achievement.

Stage 1 courses are typically completed in Year 11 and Stage 2 courses completed in Year 12.

Years 1-10

At Rostrevor College the Australian Curriculum Standards Framework is used as the basis for the development of learning programs and assessment plans, teacher judgement and reporting student progress and achievement.

The Framework articulates Performance Standards, each of which is linked to the level of achievement of outcomes. Achievement Standards will be the common reference point for reporting student achievement in each of the key learning areas (Refer to the table).

Students will be assessed according to subject-specific criteria. These are grouped into three or four main headings and also form the basis of the assessment rubric that is used by teachers to assess at the task level. The student report will reflect students' achievements in each of the same headings for all assessment tasks completed within the assessment cycle.

GRADES	ACHIEVEMENT STANDARD	ACHIEVEMENT CRITERIA
A+, A, A-	Excellent	The student is demonstrating excellent achievement of what is expected at this year level.
B+, B, B-	Good	The student is demonstrating good achievement of what is expected at this year level.
C+, C, C-	Satisfactory*	The student is demonstrating satisfactory achievement of what is expected at this year level.
D+, D, D-	Partial	The student is demonstrating partial achievement of what is expected at this year level.
E+, E, E-	Minimal	The student is demonstrating minimal achievement of what is expected at this year level.

* Satisfactory Achievement (Achievement Standard 3) is considered what is expected of students within an Assessment Group.

Reception

Reception students do not receive A to E grades. Instead, their achievement is reported as: Working Towards Achievement Standard, Working At Achievement Standard, Working Beyond Achievement Standard.

Reporting Student Achievement

Rostrevor reports student achievement to parent(s)/caregiver(s) by way of grades on the A+ to E- scale. Performance standards (Years 11 and 12) and achievement standards (Years 7-10) describe in detail each level of achievement on the A+ to E- grade scale. Teachers use these standards to decide how well a student has demonstrated his learning.

Students can use performance standards or achievement standards to:

- decide how to show their learning in ways most appropriate to them
- monitor their progress
- understand what is expected of them at the end of a learning program

Teachers will use grades or scores to assess tasks but report to families on the A+ to E- scale on students' reports. Grades will be converted to a score out of 15 for the purpose of awarding certificates, prizes and monitoring students at risk of not meeting course requirements. A calculated grade point average (GPA) will appear on the Semester 1 and Semester 2 Middle and Senior Years reports available on SEQTA.

Teacher Professional Judgement

Teacher professional judgment of students' achievement and progress will be of critical importance within reporting processes. Our teachers will use their professional expertise in assessing whether students have met particular standards.

Assessment and reporting are vital components of the work of our teachers, who are committed to providing the most comprehensive information about each individual child's learning.

Middle and Senior Years Subject Selection

Middle and Senior Years students have set compulsory core subjects and can choose from a rich offering of elective subjects each semester. For more information on the College curriculum, please refer to the [Curriculum Handbook](#).

Parent-Student-Teacher Interviews

Parent-Student-Teacher Interviews are very important because they provide us with an opportunity to address any issues which directly impact upon your son and his full development. For this reason, these interviews are held with parent(s)/caregiver(s), teachers and the student present.

The focus of these interviews is on student progress at a subject level and hence, 10-minute meeting times are allocated.

Process:

1. Parent(s)/caregiver(s) are required to make bookings online, nominating subject teachers they would like to see.
2. Full details of the booking system are provided prior to the interview dates.
3. A range of different modes including face to face, telephone and Microsoft Teams video meetings may be available depending on the parent/caregiver's availability, such as if they are a boarding family.

Transition

Year 7

The aim of the transition process is to make transition into the Middle Years less stressful for students by making them feel comfortable with the way Rostrevor operates and aware of what their school life will be like. Within this transition period, four distinct phases occur:

- **Preparation** - Carefully planned activities during primary school provides information to students and parents/caregivers about the nature of secondary education and the options available.
- **Transfer** - This includes student-parent/caregiver meetings and student visits to Rostrevor College. In addition, behind the scenes there is valuable sharing of significant academic and other information between primary school staff and Rostrevor College Middle Years staff to facilitate the transition process and the placement of each student into Rostrevor.
- **Induction** - Upon entry into the Middle Years, Rostrevor College provides a variety of programs intended to orientate students to the expectations and operation of the College. Programs also provide support for learning and the social and personal aspects of transition.
- **Consolidation** - As transition activities eventually merge into Rostrevor's overall student welfare and support programs, the Middle Years present an opportunity to introduce activities specifically designed to provide students with the means of managing their own learning.

All students entering Year 7 at Rostrevor, whether transitioning from the Junior Years or from another school, participate in Transition and Orientation Days where they get the chance to tour the College campus, meet future teachers and form friendships with future peers. On this day, new students undergo literacy and numeracy testing which is used by their teachers and coordinators to gauge their ability across all subject areas. The Transition Day takes place in Term 4 each year.

Reception - Little Rossi Learners

All students who will be commencing in Reception at Rostrevor are invited to attend the Little Rossi Learners program held in the term prior to commencement. Held over six weekly two-hour sessions, the program prepares Rostrevor's youngest students for College life as they develop a sense of belonging, establish routines, build a positive connection to their learning environment and form bonds with their future peers and teachers.

All other Year Levels

Students joining Rostrevor at a Year level other than Reception or Year 7, participate in a Transition Day alongside other similarly aged new students where they will get the chance to tour the College campus, meet future teachers and form friendships with future peers (new to the College and existing). On this day, new Years 7-12 students undergo literacy and numeracy testing which is used by their teachers and coordinators to gauge their ability across all subject areas. The Transition Day takes place in Term 4 each year.

Inclusive Education

The Inclusive Education program at Rostrevor College caters for students with a diagnosed learning disability or to aid in bridging gaps in students learning where needed.

A holistic approach is used, working with students, families and teachers to create Personalised Plans for Learning (PPLs) to best determine adjustments that are required to support each student in their learning.

Day to day, the Inclusive Education team provides students with a number of different opportunities for assistance and support. This can occur in the form of education support providing small group withdrawal, assistance in class or from time to time, intermittent support on a one-to-one basis.

A number of evidence-based programs are available to support literacy and numeracy development, as well as opportunities for motor development, social skills and life skills programs.

The Equity Hub is open daily for Middle and Senior Years students, and accessible during both recess and lunch to provide students with a quieter space for a break or small group interaction. Our purpose is to support students to be confident, engaged and independent in their learning.

Camps and Retreats

An integral aspect of student life at Rostrevor College is the compulsory Camps and Retreat Program that runs across Years 4 to 12. The College's curriculum is designed to educate the whole person. The purpose of these activities is to support and supplement other aspects of the curriculum and is vital for the enhancement of our students' social and academic wellbeing. **Student non-attendance must be communicated to the College Principal.**

- **Year 4** - Year 4 students participate in an overnight camp at Adelaide Zoo. This opportunity provides students with hands-on learning activities. Activities on the overnight camp include live animal encounters and guided night walks, offering insights into nocturnal wildlife and the importance of preserving natural environments.
- **Year 5** - Year 5 students participate in a two-night camp to She-Oak campsite at Finniss. This trip focusses on water activities, group development and exploration.

- **Year 6** - Year 6 students participate in a two-night trip to Port Hughes. This trip is an opportunity to build resilience, independence, explore local wildlife and attempt challenging activities whilst building friendships and camaraderie.
- **Year 7** - The Year 7 Program is an introduction to outdoor education, conducted over three consecutive days. These days are **non-residential; students will depart from and return to the College each day**. Activities include rock climbing, snorkelling, kayaking and paddle boarding.

Participants engage with one another in both small and large group scenarios enhancing developmental skills such as leadership, problem solving, resilience, social interaction and effective communication.

- **Year 8** - The Year 8 Camp is an aquatics-based camp. This camp is seen as an intermediate step in terms of outdoor skills required for the Outdoor Education curriculum subject, and although it is slightly more challenging than the Year 7 Camp, every care is taken to cater for those students new to Rostrevor who may not have experienced outdoor education previously.
- **Year 9** - Commencing in 2025, the Rite Journey is a wellbeing program designed to prepare adolescent boys as they take steps towards adulthood. A major aim of the Rite Journey is to develop and improve connections and relationships with themselves, family, staff and peers. This is undertaken by exploring topics such as taking responsibility, gratitude, body image, managing emotions and kindness. Throughout the year, boys and their families are invited to be a part of important ceremonies, with the Year 9 camp included within the Rite Journey program. The camp will include a range of outdoor activities including a self-reliant overnight experience.

Retreats

The Retreat Program at Rostrevor College is aimed at personal, pastoral and spiritual development. Overnight Retreats and Reflection Days offer students the opportunity to reflect deeply about themselves, their relationship with others and the spiritual dimension of their lives and personal identity.

The Year 7 Faith Formation Day – Enculturation Day is hosted on the grounds of the College, where students are invited into the founding stories of the College through several immersive experiences. Students gain a deeper understanding of Edmund Rice and the importance of our Touchstones in the life of our College.

The Year 8 Faith Formation Day is designed to help students reflect on the concept of identity, friendship and their relationship with God.

The Year 10 Faith Formation Day invites students to reflect on how they use their time to serve others and to celebrate their unique gifts and talents as they strive to follow in Jesus' footsteps.

The Year 11 Retreat is a time of deep reflection where students focus on their own road of life and how they are called to serve others.

The Year 12 Retreat is a key time for reflection, gratitude and a focus on living authentically. This time is a pivotal experience in the faith development of our students as they reflect on their relationship with self, others and God.

All students must abide by the Co-Curricular Policy which is outlined below. Great emphasis is placed on participation by the students in the various activities that are offered out of normal school hours. These activities play an important role in the overall development of students and, as such, are considered to be a vital part of the curriculum. They also provide students, staff and parent(s)/caregiver(s) with the opportunity of engaging in an informal manner outside of the classroom with benefits for all involved.

Expectations

1. Nominations are firm commitments to attend all aspects of the activity; especially training and matches.
2. Summer nominations include both Term 1 and Term 4 (except cycling).
3. Winter nominations include both Term 2 and Term 3.
4. The College expects students representing their school to be dressed correctly for both practice and matches, and to behave in accordance with the Sports Association for Adelaide Schools (SAAS) behaviour guidelines.
5. Students who do not represent Rostrevor in the SAAS competition are ineligible for selection in Knockout Competition teams.

Please note:

- The number of teams entered depends to some extent on demand, the facilities available and the willingness of parent(s)/caregiver(s), Old Collegians and others to help with coaching and supervision.
- Training/rehearsal schedules will vary from year to year and will be published as early as possible.
- Most competitions are organised by the Sports Association for Adelaide Schools, but some are conducted by the South Australian Secondary Schools Sport Association and other State bodies.

SUMMER SPORTS		WINTER SPORTS		ADDITIONAL OPTIONS	
ACTIVITY	AGE	ACTIVITY	AGE	ACTIVITY	AGE
Athletics	Years 7 - 12	Athletics	Years 7 - 12	Chess	Years 2 - 12
Badminton	Years 7 - 12	Basketball	Years 2 - 12	Debating	Years 5 - 12
Basketball	Years 2 - 6	Cross Country	Years 3 - 12	Music	Years 5 - 12
Cricket	Years 2 - 12	AFL	Years 2 - 12	Pedal Prix	Years 7 - 12
Handball	Years 7 - 12	Soccer	Years 2 - 12		
Swimming	Years 7 - 12	Squash	Years 7 - 12		
Tennis	Years 2 - 12	Table Tennis	Years 5 - 12		
Touch Football	Years 6 - 9				
Water Polo	Years 7 - 12				

Cancellation of Sport

- If at 8.00am on the day of the co-curricular fixture, the maximum daily temperature is predicted to reach 35°C (Junior Years) / 38°C (Middle/Senior Years) or above on the Bureau of Meteorology (BOM) website, that afternoon's matches will be cancelled.
- First XI Cricket and Drive Tennis may be an exception to the rule above, if assessment of local conditions by the Head of Co-Curricular or other senior member of staff decides that the match is safe to be played. Games can be adapted in hot weather to allow for extra drink breaks and variations to playing time.
- Fixtures may be cancelled if the forecast temperatures are lower than 35/38°C but local conditions are severe and pose an increased risk for student participation (eg. hail, lightning, rain etc).
- Communication regarding co-curricular cancellation will be sent out by Team Managers.

Co-Curricular Uniform Requirements

Students are expected to wear the current co-curricular uniform for all matches as outlined below. Any uniform-related questions should be directed to the Uniform Shop Manager at rostrevor@midford.com.au.

Note: The College tracksuit should be worn to all matches.

CO-CURRICULAR UNIFORM REQUIREMENTS		
Athletics	Inter-school Competition	School regulation athletic singlet (supplied) College PE shorts with crest White Rostrevor sports sock Track shoes or running spikes
	Training	College training uniform or PE uniform
	House Competitions	College PE shorts with crest House colour polo top with crest White Rostrevor sports sock Track shoes or running shoe
Basketball	Matches	College Basketball singlet College Basketball shorts White Rostrevor sports socks
	Practice	College training uniform or PE uniform
	Open Team (Dependent on selection)	Open College basketball top All other items as per match uniform above
Cricket	Matches	White Rostrevor cricket pants Rostrevor cricket top White cricket shoes White Rostrevor sports socks Cricket caps or Chappell style hat with College Crest may be worn
	Practice	College training uniform or PE uniform
	First XI (Dependent on Selection)	First XI shirt First XI trousers First XI baggy red cap All other items as per match uniform above
AFL	Matches	College AFL guernsey Black shorts with College crest College AFL socks (red with black hoops) AFL boots
	Practice	College training uniform or PE uniform
	First XVIII (Dependent on Selection)	First XVIII guernsey First XVIII AFL socks First XVIII AFL shorts AFL boots

Music	Senior Years Performance	Full winter uniform Black long sleeve Rostrevor Music Program shirt
Soccer	Matches	College Soccer top Black shorts with College crest Red soccer socks (no hoops) Soccer boots
	Practice	College training uniform or PE uniform
	First XI (Dependent on Selection)	First XI top First XI socks Black shorts with College crest Soccer boots
Squash		College black shorts College PE top White Rostrevor sports socks Running shoes
Tennis	Matches	College PE top College PE shorts White Rostrevor sports socks White tennis shoes Red Rostrevor cap (optional)
	Practice	College training uniform or PE uniform
	Drive Team (Dependent on Selection)	College Drive tennis top College tennis shorts White Rostrevor sports socks Red Rostrevor cap White tennis shoes
Swimming and Water Polo		College regulation trunks College Swim Cap or College Water Polo cap (supplied)
Volleyball		College PE top College PE shorts White Rostrevor sports socks Running shoes
Chess	Matches	Full Winter Uniform
Badminton Cross Country Cycling Pedal Prix Squash Table Tennis Touch Football	Matches	College black PE shorts College PE top College tracksuit White Rostrevor socks Running shoes



Music Program

Music is a feature of the Rostrevor Curriculum. Students are encouraged to participate in a comprehensive program of musical activities, curricular and co-curricular. Students who do not wish to study music as a formal subject have the opportunity to learn an instrument and receive individual tuition through the College.

The Music Department offers around twelve ensembles each year, ranging from Vocal, Woodwind and Percussion to Jazz, Rock and Stage Bands.

Instrumental Tuition

Tuition is available for bass guitar, clarinet, drums/percussion, guitar, piano, alto saxophone, tenor saxophone, baritone saxophone, trumpet, trombone and vocal.

Both individual and paired tuition is available; individual tuition is encouraged. Paired tuition is dependent upon other available students of similar standard. Instrumental Tutors will send an account for each semester at the beginning of Terms 1 and 3. Please return payment promptly to the tutor upon receiving an account. Please do not pay the College or Music Department. Charges are based on each student receiving 8 lessons per term (16 per semester).

An instrumental tuition form will be provided to students who express a wish to learn an instrument, or you can telephone the College on (08) 8364 8200 to enquire.

Instrument Hire

Clarinet, alto saxophone, tenor saxophone, trumpet, trombone, guitar and bass guitar are available for hire. The cost will be notified upon application with hire fees added to your College account in Term 2 (Semester 1) and Term 3 (Semester 2).

Forever.



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