

## GENERAL INFORMATION

### BELONGINGS

All belongings, including books and clothing, should be clearly marked with the student's name. This increases the chance of recovery of lost property and deters potential thieves.

Large sums of cash and valuable jewellery should not be brought to school as the school cannot guarantee their security.

Money, books, pencil cases and other valuables should not be left in unattended school bags, classrooms, change rooms, toilets or on top of lockers.

### BUSES AND BUS STOPS

Some of our students access routes serviced by Transdev WA. Students catch the bus at the front of the College (on Hammond Road). These bus stops are supervised by College staff after school. For details of the bus times and routes, parents and students can use the Transperth website at: [www.transperth.wa.gov.au](http://www.transperth.wa.gov.au)

There is also a privately run College bus route, which students can use. For more information regarding the College operated bus route see the College website [www.emmanuel.wa.edu.au](http://www.emmanuel.wa.edu.au) or contact the Deputy Principal of College Identity and Student Leadership.

### CROSSING HAMMOND ROAD & BEELIAR DRIVE

Hammond Road and Beeliar Drive are very busy thoroughfares, which can be especially dangerous to pedestrians, and cyclists who are trying to cross it. In the interest of safety, students are required, when crossing either road (on foot, by bicycle, etc.) at the start and end of the school day, to cross ONLY where traffic wardens or traffic controls are located.

### COLLEGE COUNSELLOR

The College Counsellors are available to assist students in a variety of ways. Starting appointments can be organised through your Head of Year.

### CONFISCATED ITEMS

Any items confiscated from students will be kept at Student Services. Parents/guardians can collect these items at any time. Students can only collect the items on the last day of any given Term. Confiscated mobile phones must be collected by parents/guardians at Reception, following the parent/guardian having a conversation with a Deputy Principal.

### BICYCLES

The riding of bicycles within the school grounds is strictly forbidden. Students are advised to securely lock their bicycles to the bicycle rack provided. Students must wear helmets whenever they are riding their bicycles. Bike racks are strictly out of bounds during school hours.

## READING LOUNGE

- Reading Lounge opening hours are as follows:  
Tuesday 8:00am-4:15pm (3:15-4:15 - HW Club)  
Wednesday 8:00am-4:45pm (3:15-4:45 - Emmanuel Gold)  
Reading Lounge is open every day at Lunch Time
- No food or drink is to be brought into the Reading Lounge.
- Students must be quiet and orderly when entering the Reading Lounge, and respect other student's rights to work silently.
- All Reading Lounge equipment and furniture must be treated with care and left as instructed by the classroom teacher or librarian.
- Resources may be borrowed for the following periods of time:  
Books (Fiction and Non Fiction) – 14 days  
Magazines - 3 days  
WACE Study Guides - Overnight  
E-Books are automatically returned after 14 days
- If a book has been stolen, damaged or lost while in your care you will be charged for the cost of replacing the book. The library book is your responsibility.
- In the event of a lost item being found, a refund will not be given; the item that was lost will be given to the student concerned
- Students with overdue books will lose their borrowing rights until the book has been returned or paid for.

## LOCKERS

Students may only access their lockers before school, at recess, at lunch and after school. All lockers must be correctly locked at all times. Tampering with other students' lockers and locks will not be tolerated. Bags must be stored in lockers for the duration of the school day. All lockers must be kept clean and tidy at all times. Any damage is to be reported immediately to the Pastoral Care Teacher or Student Services.

Students are provided with a combination lock at the beginning of the school year. It is the students' responsibility to care for their lock. Replacement locks incur a charge of \$15.

## LOST PROPERTY

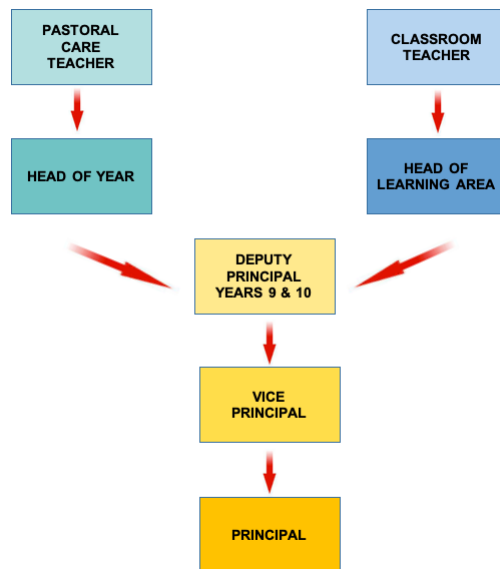
A lost property cupboard is located at Student Reception. Students looking for lost property must ask for permission at Student Reception to search the cupboard.

## NEWSLETTER

The College communicates with parents/guardians on a weekly basis through the Emmanuel Catholic College Newsletter. Parents/guardians can request the newsletter to be received via email by supplying their email address to College Administration. The Newsletter can be accessed through the College Website at <http://web.emmanuel.wa.edu.au/newsletters>

## PARENT/TEACHER COMMUNICATION

Parent and teacher communication can take place by means of the Student Diary, telephone, via email or by meeting in person. There is a link on the College website where parents can choose to contact teachers. Parent/Teacher Conferencing days are organised throughout the year and parents and students are expected to attend.



## HIGH ENERGY DRINKS/ SUGARY DRINKS

In order to support healthy development, students are not to bring high energy drinks (e.g. Red Bull) to school and/or cool drinks (e.g. Coca Cola). Students found to be consuming these will be asked to dispose of them immediately.