



St Leonard's College
An education for life.

Information Handbook for Families 2024





Contents

Overview	3
Introduction	4
Key Dates 2024	5
College Calendar	6
School Attendance Times and Timetable	8
Booklists	10
Buses	11
Devices	12
Cafeteria	12
Cocurriculum Program	13
Communication with Families	14
Contacts	15
Library	17
Lockers	18
Lost Property	18
Out of School Hours Care	19
Medical Information	20
Parent Community	22
Policies	23
Private Lessons	24
Uniform	28
Volunteering	33
Appendix – College Facts and History	34

Overview

Our Vision

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

Our Mission

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

Our Statement of Commitment to Child Protection and Safety

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

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

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



Introduction

This Handbook provides important general information. There are also other resources for families that provide day-to-day information related to managing your child's education.

The College Website

The College website at stleonards.vic.edu.au provides an overview of the College, including governance structures, programs, major events and the latest news. Specific information relating to your child's learning and cocurricular activities can be found on our secure portal, [STL Link](#).

STL Link

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

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

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

STL App

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

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

Key Dates 2024

Term Dates 2024

Term 1

Tuesday 30 January – Thursday 28 March 2024
(9 weeks)

Australia Day public holiday - Friday 26 January

Year 7 Induction Morning - Monday 29 January

Prep to year 12 students commence - Tuesday 30
January

ELC Orientation Day - Tuesday 30 January

ELC students commence - Wednesday 31 January

Labour Day public holiday - Monday 11 March

During Term Break

Good Friday public holiday - Friday 29 March

Easter Monday public holiday - Monday 1 April

Term 2

Monday 15 April – Friday 28 June 2024
(11 weeks)

ANZAC Day public holiday - Thursday 25 April

Reporting and Assessment student free day - Friday 7

June

King's Birthday public holiday - Monday 10 June

Term 3

Tuesday 16 July – Friday 13 September 2024
(9 weeks)

Curriculum Day student free day - Monday 19 August

Term 4

Monday 7 October – Friday 6 December 2024
(9 weeks)

Mid-term College Holiday - Monday 4 November

Melbourne Cup Day public holiday - Tuesday 5
November

College Calendar

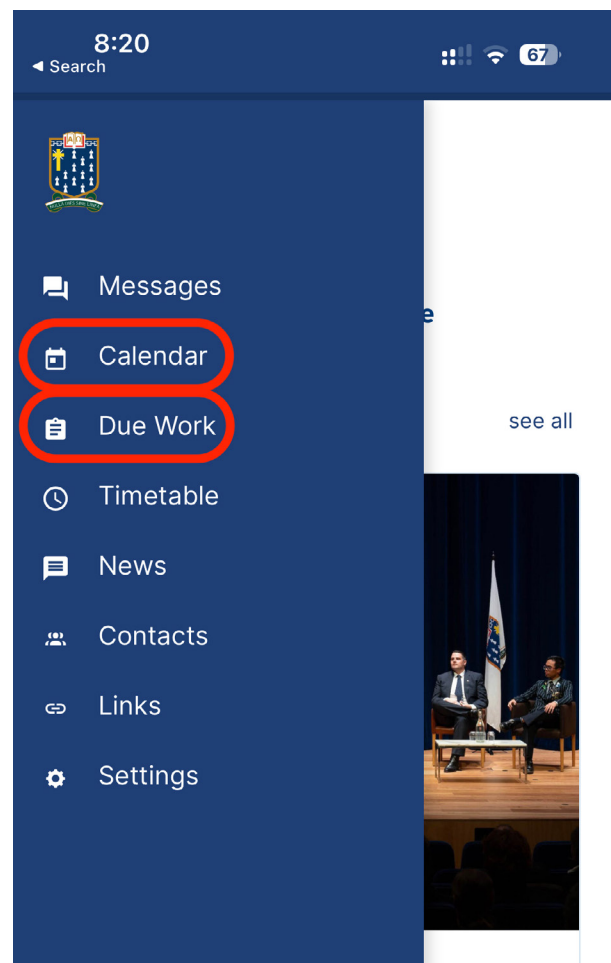
A detailed daily calendar is available online on *STL Link* and on the *STL Link App* for parents to view. This calendar outlines all College events in addition to activities and assessment dates that are specific to your child.

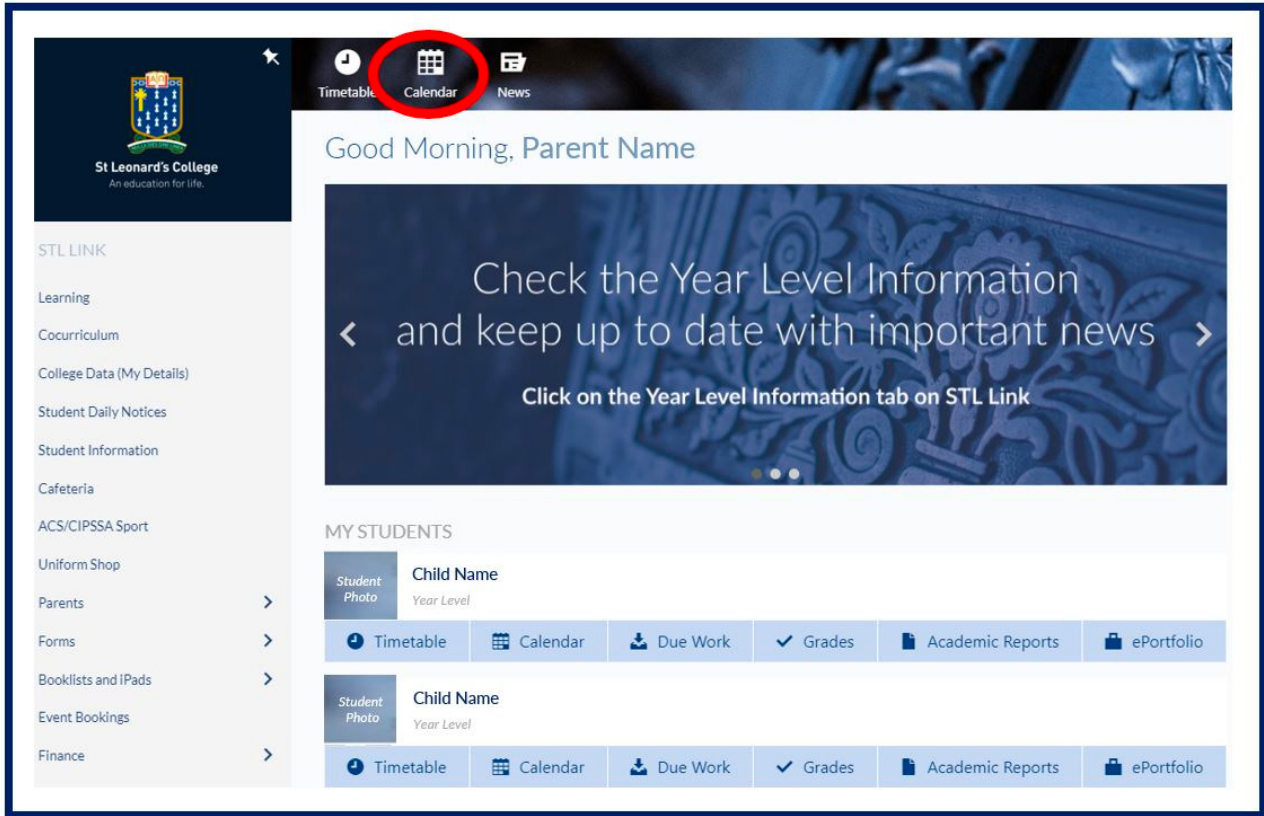
Using the *STL Link App* to access the *STL Link Calendar*:

- Open the *STL Link App* on your smartphone.
- Tap the top left menu icon, then tap 'Calendar' to see the *STL Link* calendar for Today, by Week, or by Month.
- Or tap 'Due Work' to see upcoming assessments for your child(ren).

Using a browser to access the *STL Link Calendar*:

- Login to *STL Link*.
- On your *STL Link* home page you will see 'Calendar' with an icon in your top navigation panel, as indicated by the red circle in the image on the next page.
- Click on this to access the calendar.
- Or click 'Due Work' under your child(ren)'s name to see their upcoming assessments.





Once you are in the calendar, you will see, as indicated by the red rectangle in the image below, there are options to:

- filter the calendar based on what events you wish to see,
- format the calendar in list, month, week or day format, and
- export the calendar (this can be to an online link or into your own Outlook calendar).



School Attendance Times and Timetables

College Reception

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

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

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



School Attendance Times

ELC

8.30am to 12.00pm or 3.00pm

Prep to Year 4

8.30am to 3.20pm

Years 5 to 12

8.30am to 3.35pm

Weekly Cycles

Years 5 to 12 operate on a ten-day cycle. Week 1 (day 1 to 5) or week 2 (day 6 to 10) is marked on the College Calendar and these weeks alternate throughout the year.

Note, for Years 5 and 6 this means that specialist classes may not occur at the same time each week. Most specialist subjects take place each week.

Student Timetables

Years 7 to 12		Years 5 to 6		Prep to Year 4	
8.30	Period 1 8.30 - 9.50	8.30	Period 1A 8.30 - 9.10	8.30	Morning Classes 8.30 - 10.45
		9.10	Period 1B 9.10 - 9.50		
9.50	Recess 9.50 - 10.15	9.50	Recess 9.50 - 10.15	10.45	Recess 10.45 - 11.15
10.15	Period 2 10.15 - 11.35	10.15	Period 2A 10.15 - 10.55	11.15	Mid Day Classes 11.15 - 1.20
		10.55	Period 2B 10.55 - 11.35		
11.35	Period 3 11.35 - 12.55	11.35	Period 3A 11.35 - 12.15		
		12.15	Period 3B 12.15 - 12.55		
12.55	Lunch 12.55 - 1.40	12.55	Lunch 12.55 - 1.40	1.20	Inside Eating Lunch 1.20 - 1.35
1.40	Period X 1.40 - 2.15	1.40	Period X 1.40 - 2.15	1.35	Lunch Play Time 1.35 - 2.10
2.15	Period 4 2.15 - 3.35	2.15	Period 4A 2.15 - 2.55	2.10	Afternoon Classes 2.10 - 3.20
		2.55	Period 4B 2.55 - 3.35		
3.35	Dismissal	3.35	Dismissal	3.20	Dismissal

Booklists

Students entering Prep to year 4 will be provided with a stationery pack at the start of term 1 containing all necessary items for the upcoming academic year. The stationery packs will be supplied by Champion Books direct to the College and teachers will oversee their distribution and set-up in the first week of classes.

Families will be invoiced for the cost of these stationery packs, in the December fee statement. Any additional applications or resources used in the classroom will be billed to the fee account.

For students in years 5 and above, booklists are available through the College provider, Champion Education. They can be ordered online by [clicking here](#). Should you be prompted to provide a code to view the lists, please enter **MFF4**.

As per Junior School, any required applications or resources used in the Middle School and Senior School classrooms will be billed to the fee account.

Buses

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

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

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

Cost and Registration

Please refer to the [2024 Fees Schedule](#) for information on the Bus Service Registration Fees.

To register to use the College bus service in 2024, please complete the following two-step process.

1. Complete one booking form for every student you wish to register for bus travel by [clicking here](#). To do this, you will need to know the route and stop number you will be using in 2024; these can be viewed by [clicking here](#). If you are registering more than one student, please follow the prompts in the form to register additional children.
2. Once you have submitted the online registration form, you will receive a link via email directing you to make a payment for each student you have registered. Once your payment has been made and accepted, you will receive a tax invoice via email confirming your bus service registration.

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

Should the number of registrations exceed the number of seats available on your chosen route, we will contact you to discuss.

Devices

BYOD

In 2025, St Leonard's College will have a Bring Your Own Device (BYOD) model of student technology provision which will transition students from the easy to use and highly versatile iPad in the early primary years, through to a productive and 'work-ready' laptop in the middle and senior years.

Students in Prep to Year 4 will be required to bring their own iPad or iPad Air. They are also required to install all of the apps listed on the St Leonard's College App list. iPads will meet all of the technology needs of students in Prep to Year 4. Further information can be found on STL Link.

Students in Years 5 to 12 will be required to bring their own Apple Mac Laptop or Windows Laptop. More information about device requirements and app lists for Years 5 to 12 students can be found on STL Link.

Mobile Phones

In line with the College's policy, students are permitted to bring mobile phones to school each day. Once at school, mobile phones (and listening devices) must be invisible and silent.

Cafeteria

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

Opening Hours

Middle School Cafeteria

Open: Monday to Friday, 7.30am – 2.00pm

Senior School Cafeteria

Open: Monday to Friday, 7.30am – 2.00pm

Menu

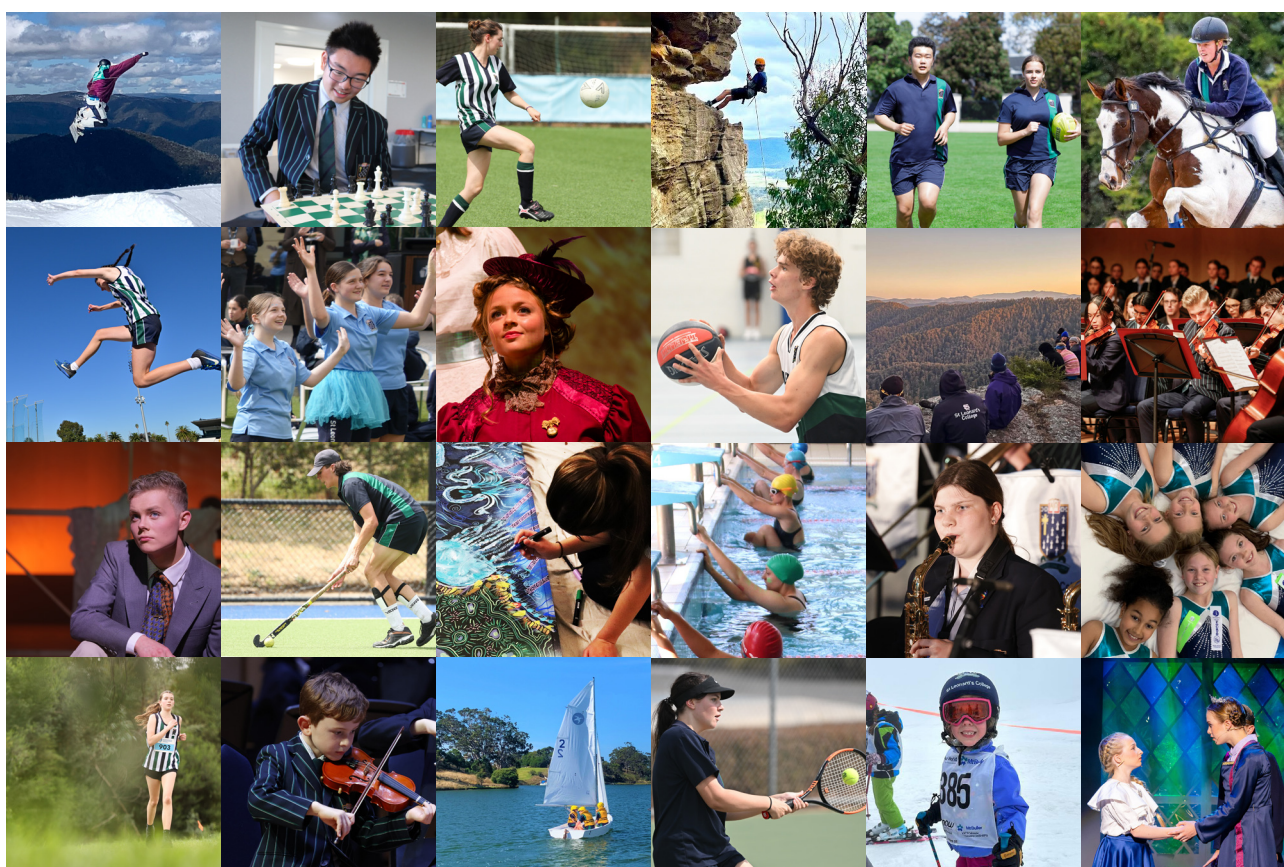
Students can purchase breakfast before school, snacks at recess and a healthy meal at lunch. The full canteen menu and daily specials are available on *STL Link*.

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

Cocurriculum Program

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

Please refer to our [Cocurriculum Handbook](#) for detailed information on our rich and diverse offering.



Communication with Families

Teaching and Support Staff

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

Publications

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

Our magazine, *Network*, is published three times a year and is distributed to all members of the College community. The *Annual Report* is available on the College website and all current families receive a digital copy of *The Leonardian*, our College yearbook.

Continuous Online Assessment and Reporting

Student grades and feedback will be available continuously throughout the year via STL link.

Student Diaries

Students from Prep to Year 2 use a reading diary which parents should check every night.

For students in Year 3 and 4 home learning is shared through the Seesaw app, with access for parents and students.

Students from Years 5 to 9 use an electronic diary app called App4. Students use this system to record homework, particular items required for classes, assignment due dates and manage their workloads. Teachers are able to push home learning tasks into their students' electronic diaries. Parents can check their children's electronic diary over the Internet and are encouraged to monitor their child's diary daily and sign it off every week. App4 also provides details of student expectations, uniform regulations, maps of the College and other useful information. More information about App4 can be found by [clicking here](#).

Students from Years 10 to 12 will have developed appropriate self-management skills and are able to select an organisational strategy that works best for them.

Updating Contact Details and Medical Information

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

Parent-Teacher Interviews

There are three formal parent-teacher interviews each year.

Contacts

College Reception

(03) 9909 9300

reception@stleonards.vic.edu.au

Section Administration

Junior School

Leonie McKernan

Junior School Administrator

(03) 9909 9551 or

leonie.mckernan@stleonards.vic.edu.au

Years 5 and 6

Angela Norton

Years 5 and 6 Administrator

(03) 9909 9533 or

angela.norton@stleonards.vic.edu.au

Middle School

Ruth McGuire

Middle School Administrator

(03) 9909 9541 or

ruth.mcguire@stleonards.vic.edu.au

Senior School

Rebecca Avci

Senior School Administrator

(03) 9909 9380 or

rebecca.avci@stleonards.vic.edu.au

Absences

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

Students from ELC to Year 4

absenteeJS@stleonards.vic.edu.au

Students from Years 5 and 6

absentee56@stleonards.vic.edu.au

Students from Years 7 to 9

absenteeMS@stleonards.vic.edu.au

Students from Years 10 to 12

absenteeSS@stleonards.vic.edu.au

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

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

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

Other Contacts

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

Principal – Peter Clague

peter.clague@stleonards.vic.edu.au

Deputy Principal – Lisa Slingsby

lisa.slingsby@stleonards.vic.edu.au

Heads of School

Head of ELC – Emily Trenchard

emily.trenchard@stleonards.vic.edu.au

Head of Junior School Prep to Year 4 – Felicity Hutton

felicity.hutton@stleonards.vic.edu.au

Head of Middle School Years 5 to 9 – Pat Kenny

pat.kenny@stleonards.vic.edu.au

Head of Senior School Years 10 to 12 – John Moore

john.moore@stleonards.vic.edu.au

Heads of Year

Years 5 and 6 – Brianna Lee

brianna.lee@stleonards.vic.edu.au

Year 7 – Emily Price, Term 1

emily.price@stleonards.vic.edu.au

Year 7 – Kate Esler, From Term 2 Onwards

kate.esler@stleonards.vic.edu.au

Year 8 – Jess Chirnside

jess.chirnside@stleonards.vic.edu.au

Year 9 – Louise Daniels

louise.daniels@stleonards.vic.edu.au

Year 10 – Daniel Charles

daniel.charles@stleonards.vic.edu.au

Year 11 – Jane Harrison

jane.harrison@stleonards.vic.edu.au

Year 12 – Jon Wever

jon.wever@stleonards.vic.edu.au

College Counsellors

College Psychologist and Counselling Team Leader

- Nathan Wilson

nathan.wilson@stleonards.vic.edu.au

College Psychologist - Imogen Frazer

imogen.frazer@stleonards.vic.edu.au

College Counsellor - Anneliese Hopkins

anneliese.hopkins@stleonards.vic.edu.au

Junior School Counsellor/Psychologist – Alison Brown

alison.brown@stleonards.vic.edu.au

Library

Junior School

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

Prep to Year 4 students attend a timetabled library session with a library staff member on a weekly basis. This includes story time, library skills and a browse and borrow session.

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

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

Cornish Library

The Cornish Library is located at the heart of St Leonard's College, opposite the Middle School office and above the Middle School cafeteria. The library meets the educational and pastoral requirements of all students in Years 5 to 12. Students in Years 5 to 9 are timetabled for a Wide Reading session once a cycle in the library with a Librarian. Library staff are always on hand to assist with book selections.

Library staff are also available to support the curriculum by assisting teachers in running research sessions in the library. These sessions allow the library

staff to explain and work with students to ensure appropriate researching of the books, databases and e-journals through the libguides, which are available to all from school and home.

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

The Cornish Library is open every morning at 7.30am and closes at 6.00pm from Monday to Thursday. On Friday the library closes at 4.00pm. This allows all students the opportunity to remain at school to study, complete homework or relax with a book before returning home. Student Study Assistants (SSA) - our team of high achieving past students - are available until late closing to assist with homework, research or organisational skills. Senior School students are encouraged to use the library on:

- Sundays during term time from March onwards: 11.00am - 4.00pm
- School holidays: 10.00am - 4.00pm, subject to public holidays such as Easter

Library staff and SSAs are on hand to assist with any queries. Two quiet study rooms are available for Senior School students to study during the school day.

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

Lockers

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

Please note the following in relation to locks:

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

Lost Property

Lost property can be retrieved from the Hawkes Sports Centre Office between 9.50am and 6.00pm Monday to Thursday and 9.00am to 4.00pm on Friday. All unclaimed lost property will be cleaned out on the last day of each term and distributed to charitable organisations or for secondhand sale.



Out of School Hours Care

TeamKids Out of School Hours Care (OSHC) programs are run by committed and caring staff and are available to children in ELC to Year 6. The OSHC program takes place in a dedicated space in the Junior School.

Before school care prepares children for the day ahead by creating an informal but well-supervised environment with a variety of quiet activities. The after school care program provides various stimulating, creative and recreational activities within a safe and supportive environment.

On curriculum and assessment days, a full-day program operates and is managed by TeamKids for students in Prep to Year 6. A holiday program operates daily during term holidays and for part of the December/January break.

Before and After School Hours Programs

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

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

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

Holiday Program

Bookings and payment for the holiday program are made directly to TeamKids via www.teamkids.com.au. The program accepts both internal (students of St Leonard's College) and external children.

Cost

Refer to the TeamKids website www.teamkids.com.au for current costs.

Extra Fee

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

Bookings and Cancellations

Bookings are subject to availability and may be placed/amended until 11:59pm the night prior to attendance via your TeamKids online account.

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

Medical Information

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

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

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

Medication Procedures

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

Student Action Plans

If your child has anaphylaxis, diabetes, asthma or an allergy, you must supply the relevant action plan completed by your doctor to the College Nurse via email to michelle.kinnaid@stleonards.vic.edu.au or by hard copy to the College reception - please note this does not apply to drug allergies.

To view the recommended action plans, please click on the following links: [Asthma Action Plan](#), [Anaphylaxis](#) and [Allergy](#).

Prescription and Restricted Medication

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

For students requiring medication to be administered at school, please click on the following link to download the: [Medication Authority Form](#).

Non-prescription or Over the Counter Medication/Creams

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

- Paracetamol (Panadol)
- Ibuprofen (Nurofen)
- Naprogesic (period pain)
- Antihistamine medication (Zyrtec, Claratyne, Telfast)
- Antiseptic creams
- Betadine gargle (sore throats)
- Cough mixtures
- Throat lozenges (Vicks, Vapodrops, Strepsils)
- Bonjela (mouth ulcers)
- Eno (stomach upset)
- Refresh eye drops (clear eyes)
- Itch relief creams
- Voltaren gel cream
- Salbutamol puffer (i.e Ventolin)

Parent Community

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

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

There are a variety of other ways parents can become part of the College community, such as joining the International Friends Group, Book Club, Community Sport programs and helping out with Hart Theatre productions. Parents who wish to volunteer at the College (with the exception of the Community Day Fair) are required to register via our online [Volunteer Registration link](#). The link allows you to upload your current Working With Children Check card and to complete the volunteer Child Safe induction requirements. When first applying for a Working With Children Check card, please name St Leonard's College as your volunteer organisation. (This is a free service). [Click here](#) for more information.

There are also a number of parent events throughout the year.

For more information about our parent community, please [click here](#).



Policies

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

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

Key policies relevant to students and families are:

- Acceptable Use of Information Communications Technology
- Aspire Scholarship Policy
- Admissions Policy
- Allergy Awareness Policy
- Anaphylaxis Communication Plan
- Anaphylaxis Management Policy
- Anti-Bullying (Student) Policy
- Anti-Harassment (Student) Policy
- Behaviour Policy
- Child Safe Policy
- Child Safe Code of Conduct
- Community Code of Conduct
- Credit Reporting Policy
- Disability Discrimination Policy
- Drug and Alcohol Policy
- Dogs on Campus (including Therapy Dog) Policy
- Grievance Policy
- Home Learning Policy
- Learning Enhancement Policy
- Privacy Policy
- Procedures for Responding to and Reporting Allegations of Child Abuse
- Remote Learning During Campus Closure Policy
- Restorative Practices
- Seizure and Epilepsy Policy
- Student Attendance Policy
- Student Drug Intervention and Prevention Policy
- Student Images Management Policy
- Student Images Management Practices
- Student Wellbeing Policy
- Sun Protection Policy
- Terms of Business
- Uniform Guidelines
- Volunteer Code of Conduct
- Whistleblower Policy

Private Lessons

Students can participate in a variety of private lessons, including private music, speech and drama and swimming lessons.

Speech and Drama Lessons

(Year 3 onwards)

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

To request private speech and drama lessons, please [click here](#).

Please refer to the [2024 Fees Schedule](#) for further information on fees, termination of lessons and missed lessons.

Private Music Lessons

(Prep to Year 12)

Enrolments

When enrolling in private music lessons students are expected to undertake these lessons for the entire year. Under some circumstances, students may cease lessons at the end of semester 1.

The school aims to provide 32 lessons across the calendar year. This allows for leeway including excursions, camps and incursions. Approximately 8 lessons should occur each term, however this may vary, eg. 9 lessons in term 1, followed by 7 lessons in term 2. Year 12 students' lessons will conclude at the end of term 3 and are charged accordingly. Enrolments automatically carry over to the following year - no re-enrolment is required.

Tutoring

Please note that students who take private music lessons at St Leonard's College are expected to not engage in regular lessons with an alternative teacher outside the College. This is due to the singular nature of one-on-one tuition, and can cause confusion for both the student and teacher, when different styles of technique and style are presented to students.

Scheduling of Lessons

Private music lessons are scheduled on a rotating timetable across the academic day, ensuring students do not miss the same class each week. Fixed times during class are not available except for Year 12 students, who have their lessons scheduled outside class time. Year 12 IB students may have their lesson regularly scheduled into Period X if there is no before school, lunchtime or after school time available. Year 12 VCE students may have their lesson regularly scheduled during a study period.

Out of school lessons times are available, and are prioritised for Year 12 students, followed by Year 11 students, etc. Please note that our program runs throughout the school day and students are expected to attend accordingly. All lesson times appear on the student's Calendar in SchoolBox. These are placed on the calendar prior to the commencement of each term. Lessons in term 1 will be placed in the calendar by the end of week 2. A reminder email is sent to students and parents the day prior to a music lesson.

Core Ensemble Commitment

Students in Years 5 to 12 who learn an instrument (including voice) at the College are expected to participate in an appropriate Core Ensemble. We see this as an essential part of a well-rounded music education, as well as providing students with the opportunity to share their music with others. Piano students are expected to sing in choir or play mallet percussion in a band. Please visit [STL Link](#) to view the 2024 Music Rehearsal Timetable. All students are encouraged to sing in an open choir – the benefits of singing to instrumental playing are well documented.

Absences

The following absences will be included in the 32 lessons each year:

- Students forgetting to attend lessons.
- Students missing a lesson to attend a school assessment: students are expected to inform their Music Instructor at least 8 days prior to the lesson if they wish to reschedule due to a school assessment.
- Illness - Special consideration may be given if a student is absent for four consecutive weeks and a medical certificate is supplied.
- In the case of sudden illness, we would appreciate parents contacting the music office (9909 9484) by 8am, or email your child's Music Instructor. If leaving a message please clearly state the student's name, the Music Instructor's name and the time of the lesson.

The following absences will not be included in the 32 lessons each year:

- Excursions/Incursions: students/parents are expected to inform the Music Instructor as a courtesy.
- Lessons interrupted due to Evacuation Drills (the time missed will be added to a future lesson).

Shared Lessons

Shared lessons are offered to students in Years 5-8 inclusive who have been part of the curriculum program. We believe that shared lessons are a positive and fun way for students to experience private music lessons, by providing:

- An opportunity to work with a friend/study partner
- The chance to play duets as part of their development
- Providing support when attending ensemble rehearsals
- A cost-effective introduction to private music lessons

Please note, there are separate enrolment forms for individual and shared music lessons. To ensure that students match with a partner of a similar ability, requests for lesson partners must be approved by the Music Faculty.

The instruments involved in this program are:

Brass/Percussion	Woodwind	Strings (Years 5 or 8 only)
Euphonium	Clarinet	Cello
Horn	Flute	Double Bass
Trombone	Oboe	Viola
Trumpet	Saxophone	Violin
Percussion	Bassoon	

Please note that Piano, Guitar and Voice lessons are not part of this program.

Music Lesson Fees, Instrument Hire and Lesson Cancellations

Please refer to the [2024 Fees Schedule](#) for further information on 2024 Music lesson fees, instrument hire and lesson cancellation dates.



Uniform

St Leonard's College Uniform Shop

The St Leonard's College Uniform Shop is located at a new convenient location in Bentleigh.

Uniform Shop Contact Details

Dobsons Bentleigh

348 Centre Rd, Bentleigh VIC 3204

Phone: (03) 9557 5774

Email: bentleigh@dobsons.com.au

The uniform shop sells uniforms as well as College bags and merchandise.

As there are a number of uniform options to choose from, the Uniform Shop staff will assist you with the appropriate year level requirements.

Our Second Hand Uniform Shop is open each Tuesday afternoon from 2.30pm to 4.30pm during the school term and is conveniently located at the end of the driveway at Community House, 12 Ratho Avenue, Brighton East. For further information, please contact secondhanduniforms@stleonards.vic.edu.au

Expectations of Students

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

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

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

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

Uniform Guidelines

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

- The blazer must be worn as the outermost garment when travelling to and from school. The jumper must never be worn as the outermost garment outside the school grounds.
- There will be certain occasions that require the blazer to be worn and students will be forewarned of these occasions.
- The length of skirts and dresses must be on the knee.
- An alternative to wearing skirts and dresses is long pants or shorts. The length of the pants must be level with the top of the heel of the shoe.
- The winter shirt (chambray or long-sleeved white) can be worn all year round and is compulsory in term 2 and 3. The long-sleeved white shirt, with

navy mini tattersall check, must be worn with the top button done up and with the tie done up fully at all times other than when actively playing at recess or lunchtime. Shirts must be tucked into the skirt/long pants or shorts at all times other than when participating in active games at recess or lunch time.

- All buttons, except the top one, on the blue chambray shirt are to be done up.
- Hair must be prevented from covering the face. If hair goes beyond shoulder length or is deemed to be untidy, it must be tied back when the school uniform or sports uniform is worn.
- Navy, bottle green or white hair accessories may be used. Neutral coloured hair bands and clips can also be used.
- Unnatural hair colours and extreme hairstyles (including undercuts and significant differences in hair length) are not acceptable.
- Neat grooming of hair is expected.
- A student may be requested to have their hair cut if it is deemed that the style does not reflect College expectations of neat grooming.
- Students must be clean-shaven unless express permission from the Principal has been obtained in writing, such as for those with a religious or cultural consideration.
- Apparent make up of any variety is not allowed, nor is the wearing of visible nail polish.
- Long pants or shorts can be worn throughout the

year. There will be certain occasions that require the full College uniform (including long pants) to be worn and students will be forewarned of these occasions.

- Summer shirts are designed to be worn without a tie and not tucked in.
- Shoes must be black leather, clean and well-polished.
- Socks must be worn with the school stripes showing. Students wearing long socks must have them pulled up.
- Jewellery, apart from earrings as described below and watches, is not permitted.
- Necklaces, bracelets, rings and other items of jewellery can be subject to being held by the College unless express permission from the Principal has been obtained in writing, such as those items with a religious or a cultural significance.
- A single or a pair of earrings is permitted and these must be either small plain gold or silver sleepers or studs of not more than 3mm diameter worn centrally in the earlobe – nowhere else.
- No other form of visible body piercing or body art is acceptable.
- The official school bag is to be used and must not be decorated with stickers or writing on the outside.

Summer Uniform

ELC Options

Navy shorts or skort (combination shorts and skirt).

Navy polo top with navy sleeves and vertical green crested band.

Shoes: runners.

Navy skivvy.

Plain white sports socks.

Navy bucket hat with embroidered crest.

Navy rugby top with crested vertical green and white stripe.

St Leonard's D-Tech navy sport jacket.

St Leonard's navy fleecy track pants.

Prep to Year 4 Options

Striped polyester/cotton dress.

Wool/polyester worsted navy blazer with crested pocket.

White ankle socks with navy and green stripes (if wearing dress).

Long pants or shorts may be worn.

Wool/polyester worsted striped blazer with crested pocket.

Open necked polyester/cotton, short sleeved white shirt with navy mini tattersall check, with straight hem to be worn untucked.

Navy jumper with green trim.

Navy ankle socks with narrow bottle green and white stripes (if wearing trousers/shorts).

Black leather lace-up school shoes.

'Maryjane' shoes.

Navy sun smart hat with embroidered crest.

Year 5 to Year 12 Options

Striped polyester/cotton dress.

Wool/polyester worsted navy blazer with crested pocket.

White ankle socks with navy and green stripes (if wearing dress).

Navy pants, with plain black belt, or tailored navy shorts.

Wool/polyester worsted striped blazer with crested pocket.

Open necked polyester/cotton, short sleeved white shirt with navy mini tattersall check, with straight hem to be worn untucked.

Long sleeved chambray/cotton blouse may also be worn, but must be tucked in.

Navy ankle socks with narrow bottle green and white stripes.

Navy sun smart hat with embroidered crest or College Cap.

Black leather lace-up school shoes (no T bars).

Navy jumper with green trim.

Winter Uniform

ELC Options

St Leonard's navy fleecy track pant.

Navy rugby top with crested vertical green and white stripe or St Leonard's D-Tech navy sport jacket.

Runners.

Plain white sports socks.

Small navy scarf (optional).

Long sleeved navy skivvy.

Prep to Year 4 Options

Wool/polyester worsted navy blazer with crested pocket.

Long sleeved sky blue polyester/cotton blouse may also be worn tucked in.

Plaid tunic, same fabric as skirt, convertible to skirt.

Navy knee high socks with narrow bottle green and white stripes or navy tights.

Long pants or shorts may be worn.

Wool/polyester worsted striped blazer with crested pocket.

Crested dark green tie with navy diagonal stripe.

Navy ankle socks with narrow bottle green and white stripes.

Black leather lace-up school shoes.

'Maryjane' shoes.

Polyester/cotton, classic long sleeved white shirt with navy mini tattersall check.

Navy jumper with green trim.

Small navy scarf (ELC to year 12) (Optional).

Year 5 to Year 12 Options

Wool/polyester worsted navy blazer with crested pocket.

Long sleeved sky blue polyester/cotton blouse.

Wool/polyester worsted blend skirt, navy with green and white over check, adjustable waistband.

Navy knee high socks with narrow bottle green and white stripes or navy tights.

Long pants or shorts may be worn.

Wool/polyester worsted striped blazer with crested pocket.

Crested dark green tie with navy diagonal stripe.

Navy ankle socks with narrow bottle green and white stripes.

Black leather lace-up school shoes (no T bars).

Navy pants, with plain black belt, or shorts (as per summer).

Polyester/cotton, classic long sleeved or short sleeved white winter shirt with navy mini tattersall check.

Navy jumper with green trim.

Navy and green scarf (years 5 to 12 only) or small navy scarf (ELC to year 12) (optional).

Year 12 tie (optional).

Sport Uniform

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

Miscellaneous

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

Volunteering

Volunteering at the College

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

We consider the risks associated with the health and safety of the volunteers as well as the welfare of our students. As such, a Volunteer Registration process which complies with the Victorian Child Safe Standards is in place to ensure the provision of a child safe environment for all students.

Who needs to complete the Volunteer Registration Process?

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

Please [click here](#) to register.

Please note: If visiting the school for a meeting with a staff member or volunteering to assist the Community Coordinator (and will not be in direct contact with students), there is no need to register here.

Examples of volunteer work within the College include:

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

Appendix – College Facts and History

The College Crest and Motto



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

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

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

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

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

White figures: representing the twelve disciples.

The motto: *Nulla dies sine linea*, Latin translation: never a day without a line – learn something new every day.

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

History

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

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

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

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

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

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

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

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

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

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

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

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

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

1965 Outdoor pool built.

1969 Science Wing completed.

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

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

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

1973 T C Woolhouse Theatre opened.

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

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

1978 Junior School Library opened; rebuilding of Ibis Lodge following the January bushfires that destroyed the original lodge.

1982 Kevin Wood Centre opened; International Baccalaureate Diploma Programme was introduced.

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

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

1987 Stage one of Patterson River campus opened.

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

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

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

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

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

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

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

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

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

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

2002 Middle School science facility extension completed.

2003 Junior School additions and ELC buildings at Brighton commenced.

2004 Work completed and Junior School redevelopment opened October.

2006 Both campuses accredited to teach the International Baccalaureate Primary Years Programme (IB PYP); Sustainability Centre at Cornish Campus opened; Harefield Club launched.

2007 Opening of Senior School and Music, Art and Drama buildings; McMeekin and Newman Houses established at Brighton; the Colin Davey Drive and John Donnell Room named at Cornish Campus, and the Wendy Adams Courtyard, Marjorie Menzies Hall, Ron Munro Level and Alan Ross Courtyard named at the Brighton Campus.

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

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

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

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

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

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

2015 New Cafeteria and Health Centre opened.

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

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

2018 Inspiring Innovations building commenced.

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

2020 New Senior School Building 'Merton' including Senior School cafeteria and dedicated exam space, Junior School playground, Leonardian Centre and central agora.

2022 Mr Peter Clague appointed tenth Principal to lead the College from August 2022. College celebrates 50 years of coeducation, 50 years of outdoor education and 40 years being an IB World School.

College Hymn

Almighty Father of All Things That Be

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

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

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

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

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



St Leonard's College
An education for life.