



ANTONINE COLLEGE

A CATHOLIC CO-EDUCATIONAL COLLEGE F-12



FOUNDATION INFORMATION BOOKLET

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WELCOME

Dear Parents,

Welcome to Antonine College! We are very pleased to have your child join our College in 2025 as they begin their 13 year school journey.

Antonine College is a co-educational (Foundation to Year 12) College, dedicated to providing quality education in a friendly and caring environment. The facilities at both campuses are modern and recently updated. We have another stage of building commencing at St Joseph Campus.

Our College motto, "Faith, Knowledge and Virtue," reflects what we hold to be guiding principles for our students, staff and the wider College community.

Antonine College aims for learners to:

- deeply connect 'who they are' and 'how they can be' in the world to the Catholic faith
- build positive and connected relationships
- develop skills and attitudes that promote wellbeing and resilience
- embrace their own learning and appreciation of its value
- lead optimistic, graced and hope-filled lives of impact.

The Antonine Sisters, who founded the College, have a rich history based on the contemplative dimension of apostolic life. Their spirituality comes from both the heritage of Saint Anthony, father of the desert, and the heritage of our Maronite Church. In addition, they draw on evangelical simplicity, the family spirit and the love of the poor.

We are so fortunate to have the Antonine Sisters guiding us spiritually and academically. The pastoral care offered by the Sisters is acknowledged and appreciated by our students and their families.

Our staff are committed to helping every child reach their full potential and continually review and reflect on the curriculum they deliver ensuring it is evidence based. They believe in the importance of positive relationships as the key to improved student outcomes. This is reflected in our Wellbeing for Learning Framework.

Please consider the College an extension of your home. Any time you have any questions or concerns you are welcome to approach our friendly staff. We also welcome parent involvement in our primary parent classroom volunteers program, our Parents and Friends committee, parent information sessions and school events.

Again, we welcome you and wish you and your child all the best for 2025 and beyond.

Yours sincerely,

Ms Joanne Bacash
Principal

The office is open Monday to Friday, 8:00am-4:30pm during school and a week of each term holiday.

SUPERVISION

Staff provide supervision Monday to Friday from 8:05am until 3:00pm. Parents are reminded that the College cannot take responsibility for students who arrive prior to 8:05am or depart after 3:20pm, unless involved in a College organised commitment.

- be competent, skilled, lifelong learners
- be effective powerful communicators
- be creative critical thinkers
- be happy, confident, self managed individuals
- be socially and environmentally responsible citizens

Partnership between the College and home is promoted and encouraged

- **Tradition & History**

Affirming and upholding a Christian identity within the Maronite tradition

Excursions and incursions are a valuable learning experience and are designed to support and extend student learning. Several excursions and incursions of educational interest will be planned during the year. Parents can be asked to attend these events to assist in supervision. All students are expected to attend College excursions and incursions.

Buddy System

The Buddy System helps to promote friendship and support between older and younger students through regular collaboration between classes, creating a sense of community. This system also creates friendships that enable both older and younger buddies to bond more closely, increasing the likelihood of more positive school behaviour for all students.

PREPARING YOUR CHILD FOR SCHOOL

Your child's first year at the College is very important. Together, parents and teachers can provide the support and encouragement needed to make your child's introduction to the College a happy and successful experience. There are a number of things parents can do to help their child settle in easily and to be more independent at the College:

Personal Skills

The students should be able to:

- Speak clearly to each other and adults
- Look after their belongings
- Recognise their name on clothing and possessions
- Manage their clothing and footwear without help, including being able to tie up shoelaces, (otherwise look for easy fasteners when choosing clothes and footwear)
- Be away from parents for a period of time without showing distress
- Put on and take off art smock, jacket or jumper independently
- Open, close and pack College bag
- Go to the toilet reliably/flush toilets and wash hands
- Wear the correct uniform every day
- Blow nose with a handkerchief/tissue properly
- Eat lunch independently

Relationship and Social Skills

The students should be able to:

- Care for personal property and for the College property
- Respect others and their belongings
- Be aware of the College rules
- Share and take turns when joining in activities

Learning Skills

The students should be able to:

- Focus on a task
- Know how to ask and answer questions
- Listen to and follow simple instructions
- Have a positive attitude towards learning new things

ITEMS TO BRING TO SCHOOL

Please bring a water bottle as well as a piece of fruit or vegetable for brain food. Students require lunch and a snack to eat at break time. Class teachers supervise students whilst they eat their lunches.

Please avoid nut items due to allergies

Make lunch manageable so your child is able to:

- eat lunch from a lunch box
- open and close their lunch box
- unwrap food
- unscrew drink bottle lid

Spare Clothes - A change of underwear and socks kept in a labelled plastic bag in their school bag.

Long Sleeved Art Smock - This will be kept at the College during the term and only taken home when laundering is necessary. *(Can be purchased through the booklist)*

College Sun Hat - The College hat is part of the official College uniform.

Library and Excursion Bag - Part of the official College uniform and purchased through Academy Uniforms.

LABEL ALL CLOTHING, UNIFORM AND POSSESSIONS SUCH AS LUNCH BOXES AND COLLEGE BAGS

Booklists

Please refer to our College Website or PAM to ensure necessary resources are purchased for Foundation

PROCEDURES AND INFORMATION

ATTENDANCE

We all want our students to get a great education, and the building blocks for a great education begin with students coming to school each and every day.

Student Absences

In the event your child is absent from the College due to illness or any other circumstance, parents need to notify the College Office via PAM or by calling 9354 1377.

Late Arrivals / Early Departures

Students who are late must report to the College Office to receive a late pass. Students who need to leave early should have a written note signed by parents or guardians and given to the classroom teacher.

Overseas Travel

It is advisable students miss no more than four weeks of school in total. Missing more than four weeks may have a negative impact on progress at school. Please take this into consideration before making a decision to travel and discuss extended travel plans with the Principal.

The school must be notified at least one month in advance of intended travel.

MEDICAL

If your child needs medication to be taken at the College, please note the following:

- Inform the College in writing of the medication, dosage and time it is to be taken.
- The medicine needs to be in its original container with the label clearly displaying the child's name and required dosage.
- Medicine will then be stored in the College Office and administered from there.
- The child's record book confirms that the medicine has been taken.
- Medicines must not be left in student bags to be self-administered. This includes paracetamol.
- Medication for students with ongoing medical conditions such as: Asthma, Anaphylaxis or Diabetes is to be kept in the College Sick Bay. A Medical Action Plan must be provided from the doctor.

Treatment for Sick and Injured Students

It is advisable your child remain at home when unwell. Colds, flu and stomach complaints spread quickly amongst young children. If your child feels sick or gets injured at school, parents are contacted to pick them up.

It is important the school always has accurate details of where parents, or a family contact, can be requested to arrange for collection of a student. It is recommended not to bring your child to school if they feel sick in the morning.

Sun Smart Policy - 'No Hat, No Play'

College hats must be worn each day in Terms 1 and 4 during breaktime and other outdoor activities such as physical education, sports and excursions. It is recommended your child use SPF 50+ sunscreen each day. Students without appropriate protection from the sun will be required to play under covered areas only.

PROCEDURES AND INFORMATION

HOME-SCHOOL PARTNERSHIP

Homework

At Antonine College we view homework as a valuable component of a student's learning. We believe it must be meaningful and purposeful. Developing good study habits is an essential part of student academic success and homework is beneficial for two reasons:

- It provides positive communication between the College and home, showing parents their child's progress
- It develops good learning and study habits in students of all ages

Student Reports

Reporting is the communication of clear and comprehensive information regarding student progress and achievement. Two types of Individual Student Reports are distributed throughout the year as described below:

1. **Mid-Semester Report:** This summary report is designed to give parents and students an indication of student progress at a particular time of the year (End of Term 1 and end of Term 3).
2. **Semester Report:** This report provides details about the curriculum content and progress in different Learning Areas. This report is available to view in PAM.

Parent Teacher Interviews

Parent Teacher Interviews are held twice during the year. A specific time is booked for parents to discuss their child's progress with their teacher. Parents are required to attend these interviews with their child.

Seesaw

Many teachers use Seesaw as a tool for communicating with families online. Details will be provided by the teacher early in the school year to log in.

COMMUNICATION

College Website and Newsletter

The College provides updates on our College website and Newsletter. Photos, events and important information are updated regularly. The Newsletter is published online fortnightly.

Parent Access Module (PAM)

Our Parent Access Module (PAM) provides parents and guardians with quick, easy and confidential access to their child's academic program, results timetable as well as attendance and punctuality records.

As a parent you are able to view the following information within SIMON, through PAM:

- Daily messages and upcoming events
- Knowledge banks (PAM user guide will be continually updated and available here)
- School links
- Student information and timetable
- Social Behaviour
- Student attendance
- Student assessment and reporting
- Student commendations
- Learning areas
- Parent Teacher Interview Bookings

Each of these sections of PAM will allow you to see and become involved with everything that your children are involved with at school.

Change of address/phone numbers

Please inform the Office of new/altered contact details as soon as possible for emergency purposes.

PROCEDURES AND INFORMATION

Parent Involvement

Parents can become involved with the College by:

- Reading the College website
- Attending Parent Teacher Interviews
- Attending Parent Information Sessions
- Assisting in fundraisers
- Becoming a classroom helper
- Supervising at excursions

Working with Children Check

Any parent wishing to volunteer or help in the classroom or on excursion at Antonine College is required by State Law to have a valid Working with Children Check Card.

College Visitors

To adhere to the Antonine College Child Safety Policy, all visitors must report to the College office. They are required to sign in and out and obtain a visitor pass.

College Security

The car park gate in Harding Street is locked during the day. Access to the College is via the pedestrian gate also in Harding Street.

All parents and visitors are required to report to the front Office on arrival.

Under no circumstances are children to be collected from classrooms during the school day without reporting to the Office.

EVENTS AND CELEBRATIONS

Liturgy/Prayer

The College conducts regular liturgies and prayers throughout year. The Opening Mass for the school year will be celebrated in February. The specific date will be announced to parents. Other masses and prayer services are celebrated for individual classes throughout the year.

College Assemblies

College assemblies will be held throughout the year at various times. Parents will be kept informed so they may join in these celebrations when possible.

OTHER PROCEDURES

College Canteen

The College canteen operates on a daily basis. Cooked canteen lunches are available each day. These are ordered through a message on a brown paper bag with money inside and delivered to the classroom at lunchtime by classroom helpers.

Lost Property

It is essential all possessions be named clearly so lost property can be returned. If any item is lost, please check with lost property.

College Photos

Individual photos, family photos and class photos as well as College group photos are taken annually. The photographers are booked in advance and parents will be notified as the date approaches.

STUDENT WELLBEING AND ENGAGEMENT

Purpose

As a College we recognise that as followers of Christ, baptised into his redeeming death and resurrection, we are called to always be people of care, empathy, compassion, mercy and forgiveness.

The purpose of the Student Wellbeing and Engagement Policy and Procedures is to provide a whole school approach to guide and support staff and students and to foster student wellbeing and engagement. It may also serve as a procedural guide when student behaviour/s causes harm to individuals, interferes with learning and is inconsistent with the core values of Antonine College.

The common good of the Antonine College community is guaranteed when its members recognise and observe their mutual rights and duties and work in cooperation to ensure the rights and duties of all community members are recognised, respected and fulfilled.

WELLBEING FOR LEARNING

At Antonine College our pedagogical framework is Wellbeing for Learning. This means enabling students to succeed academically and to flourish and thrive as human beings, recognising that these things happen in unison.

The following Pillars of Success underpin the Wellbeing for Learning Framework.



RESTORATIVE PRACTICES

Antonine College acknowledges that education in schools is largely about relationships, which can often develop into conflicts that require resolution, forgiveness and healing. Restorative practices help students learn from their mistakes and to reconcile and resolve problems with others.

Restorative practice:

- Focuses on repairing the harm done to people and relationships rather than on punishing offenders. This process focuses on healing and the empowerment of those affected by an incident and therefore enhances relationships and builds a sense of community and connectedness.
- Addresses wrongdoing or misconduct as damage done to a relationship rather than the breaching of school rules.
- Engages students in meaningful dialogue and restores relationships by involving those most directly affected.

Uniform Policy

Uniform Policy applies during school hours (including travelling to and from the College) and when students are engaged in school activities out of school hours. Parents should ensure their child's uniform is being worn correctly.

The Antonine College Uniform Policy aims to:

- Accurately reflect the values of the Antonine Sisters and College community
- Create a sense of collective and individual pride in students and their identification with Antonine College
- Promote a positive College image within the wider community

Uniform Requirements

All students are required to own and wear the prescribed Antonine College uniform daily and for all official and special occasions. Uniforms should be kept clean, pressed and mended, with shoes kept clean and polished.

A written note is required when circumstances arise causing children to wear non-uniform attire.

Uniforms are purchased from Academy Uniforms either online: <https://academyuniforms.com.au/schools/antonine-college-acad.html>

or at their store located: 238 Wolseley Place, Thomastown

Summer / winter uniform can be worn during the year dependent on weather

Hair Grooming: Boys and Girls

The College expects students' hair to be neat, clean and kept off face. Hair must remain in its natural colour or if coloured it must be one 'natural' colour.

- Long hair for boys or girls must be neatly tied back and the eyes must not be covered by hair. No hair extensions permitted.
- Short hair styles must be neat.
- No extremes in hair colour and styles permitted

PERMITTED ITEMS

- Small ear studs or sleepers (only one per ear)
- Wristwatch
- One religious bracelet and/or necklace

ITEMS NOT PERMITTED

- Make up, including artificial eye lashes
- Coloured nail polish
- Artificial nails/gel nails/long nails

UNIFORM

Only uniform items authorised by the College are to be worn during school hours.

Items not listed on the College dress code are prohibited.

All items of clothing and equipment must be clearly marked with the child's full name. The College cannot accept any responsibility for the loss of jewellery or other personal belongings.

GIRLS

Summer Uniform

- Summer dress must be knee length
- Navy hat with flap and emblem
- White school socks with stripe
- Plain black leather shoes - flat soles, low heels

Summer Sports Uniform

- Navy shorts with emblem
- Blue short sleeve polo top with emblem
- Sports white socks
- Sport shoes (Lace-up - Volley style footwear is not acceptable)
- House polo shirt to be worn on special sport events

Winter Uniform

- Navy scarf with emblem
- Navy beanie with emblem
- Royal blue jumper with emblem
- Navy winter jacket with emblem
- Pinafore or slacks
- Long sleeve white shirt with emblem (new item)
- Navy tights
- Plain black leather shoes - flat soles, low heels

Winter Sports Uniform

- Navy track jacket with emblem
- Blue long sleeve polo with emblem
- Navy track pants
- Sports white socks
- Sport shoes (Lace-up - Volley style footwear is not acceptable)
- House polo shirt to be worn on special sport events

Accessories

- College bag with emblem
- College excursion bag with emblem
- College library bag with emblem

BOYS

Summer Uniform

- Navy hat with flap and emblem
- White over shirt with emblem
- Grey walk shorts
- Grey school socks
- Plain black leather shoes - flat soles, low heels

Summer Sports Uniform

- Navy shorts with emblem
- Blue short sleeve polo top with emblem
- Sports white socks
- Sport shoes (Lace-up - Volley style footwear is not acceptable)
- House polo shirt to be worn on special sport events

Winter Uniform

- Navy scarf with emblem

- Navy beanie with emb
- Royal blue jumper with
- Navy winter jacket with
- Long sleeve white shirt
- Junior grey trousers
- Grey school socks
- Plain black leather sho

GIRLS UNIFORM



Winter Sports Uniform

- Navy track jacket with
- Blue long sleeve polo v
- Navy track pants
- Sports white socks
- Sport shoes (Lace-up -
- House polo shirt to be

BOYS UNIFORM



Accessories

- College bag with embler
- College excursion bag w
- College library bag with

SPORTS UNIFORM



ACCESSORIES



UNIFORM

HOUSE SYSTEM

At Antonine College we have established four House groups. As each student joins the College, they are allocated to one of the College's four Houses.

The House system provides opportunities for students to:

- Develop their leadership capabilities and interact with students outside their class and year level
- Participate in a variety of activities (sporting and cultural)

Each year a House Shield is presented on 'Antonine Day' to the House that has accumulated the most points over the twelve month period. Points are awarded for achievement and participation in all levels of College life.

Maroun (Gold)



A CATHOLIC CO-EDUCATIONAL COLLEGE F-12

Cedar Campus (Foundation - Year 6): 130 Harding Street, Coburg VIC 3058

Saint Joseph Campus (Year 7 - Year 12): 71 Grandview Ave, Pascoe Vale South VIC 3044

P: (03) 9354 1377

E: enquiries@antonine.catholic.edu.au