





*This is our vision: that Loreto Schools offer a Catholic education which liberates, empowers and motivates students to use their individual gifts with confidence, creativity and generosity in loving and responsible service.*

Loreto Schools of Australia Mission Statement (2010)



*You are the light of the world. A city built on a hill cannot be hid. No-one after lighting a lamp puts it under the bushel basket, but on the lampstand, and it gives light to all the house. In the same way, let your light shine before others, so that they may see your good works and give glory to your Father in heaven.*

Matthew 5. 14-16



*Gather for yourself in your youth a great treasure of virtues and good habits.*

Mary Ward



# CONTENTS

<b>K-12 INFORMATION</b>	<b>5</b>	<b>JUNIOR SCHOOL</b>	<b>24</b>
<b>A BRIEF HISTORY</b>	<b>8</b>	<b>JUNIOR SCHOOL INFORMATION, ADMINISTRATION &amp; SERVICES</b>	<b>25</b>
<b>THE CREST &amp; THE MOTTO</b>	<b>9</b>	Daily procedures for students	25
<b>OUR BELIEFS</b>	<b>10</b>	Procedures and Information for Parents	26
<b>OUR VALUES</b>	<b>10</b>	Bell Times	29
<b>HOUSES</b>	<b>11</b>	<b>JUNIOR SCHOOL CURRICULUM</b>	<b>30</b>
<b>SOCIAL RESPONSIBILITY</b>	<b>12</b>	Junior School Assessment & Reporting	31
Social Justice Initiatives	12	<b>JUNIOR SCHOOL LEARNING SUPPORT &amp; HIGH POTENTIAL GIFTED EDUCATION</b>	<b>32</b>
<b>LORETO KIRRIBILLI SCHOOL YEAR</b>	<b>15</b>	<b>JUNIOR SCHOOL DEVICES</b>	<b>32</b>
Holidays	15	<b>JUNIOR SCHOOL WELLBEING</b>	<b>35</b>
Term Dates	15	<b>JUNIOR SCHOOL EXTRA-CURRICULAR ACTIVITIES</b>	<b>35</b>
<b>K-12 SCHOOL UNIFORM</b>	<b>15</b>	<b>SENIOR SCHOOL</b>	<b>36</b>
Regulations	15	Senior School Hours	37
Team Sportswear	17	Bell Times	37
Uniform Purchase	18	Homework	37
Secondhand Uniforms	18	Independent Study	37
<b>TRAVELLING TO LORETO KIRRIBILLI</b>	<b>18</b>	Lockers	37
Parking	18	Canteen	37
Drop-Off and Pick-up Procedures	19	<b>SENIOR SCHOOL INFORMATION, ADMINISTRATION &amp; SERVICES</b>	<b>37</b>
Travel Passes	20	School Office	38
Transport To & From School	20	Health Care	38
<b>COMMUNITY BUILDING</b>	<b>21</b>	Telephone and Mobile Phone Use	38
Development & Community Relations	21	Contact Details	38
Parents & Friends Committee	22	Daily Notices	39
Parental Involvement / Possibilities	22	Pastoral Structure	39
<b>INFORMATION AT LORETO KIRRIBILLI</b>	<b>23</b>	Communication Channels	40
Online Community	23	Library	41
School App	23	Study Mentors	41
School Policies	23	ID Photographs	41
Newsletter	23	Friday Detentions	42
School Counselling and Wellbeing Services	23	Lost Property	42
Photograph/Video Permission	23	Private Tutors	42
Student Data Verification	23	Reports	42

# CONTENTS

## FOR PARENTS WHAT DO I DO IF...? 43

## SENIOR SCHOOL CURRICULUM 46

How To Obtain Your Text Books 46

## YEAR 7 STATIONERY REQUIREMENTS & OTHER COMPULSORY ITEMS 46

## SENIOR SCHOOL BYODD PROGRAM 47

OS - MacOS or Windows 11 47

For all devices 47

## SENIOR SCHOOL EXAMINATION & ASSESSMENT 48

Statement 48

External Testing 48

Senior School Academic Support 48

## SENIOR SCHOOL HIGH POTENTIAL GIFTED EDUCATION (HPGE) 49

Identification 49

Programs and Provisions 49

## SENIOR SCHOOL PASTORAL CARE 50

Retreats 50

Charism Days 50

Camps 51

Care of Property 51

## SENIOR SCHOOL UNIFORM LIST 51

## SENIOR SCHOOL WELLBEING PROGRAM 52

## STUDENT LEADERSHIP STRUCTURE 53

Elected Positions 54

## SPECIAL CELEBRATIONS 55

## EXTRA-CURRICULAR SUMMARY 56

Music 56

Drama 56

Academic Enrichment 56

Oratory 56

Clubs, Teams & Activities 57

Sport 57

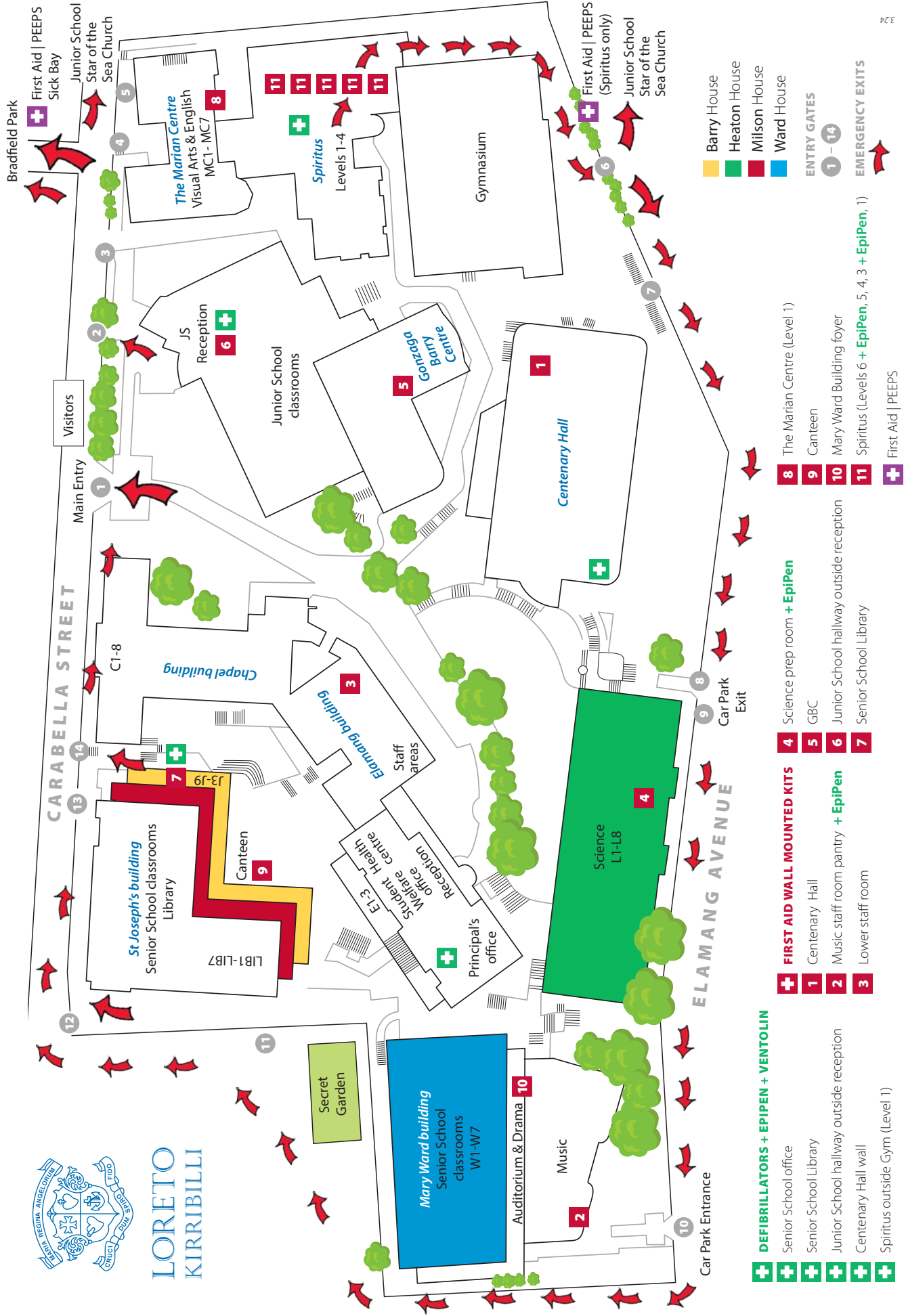
Interhouse Competitions 58

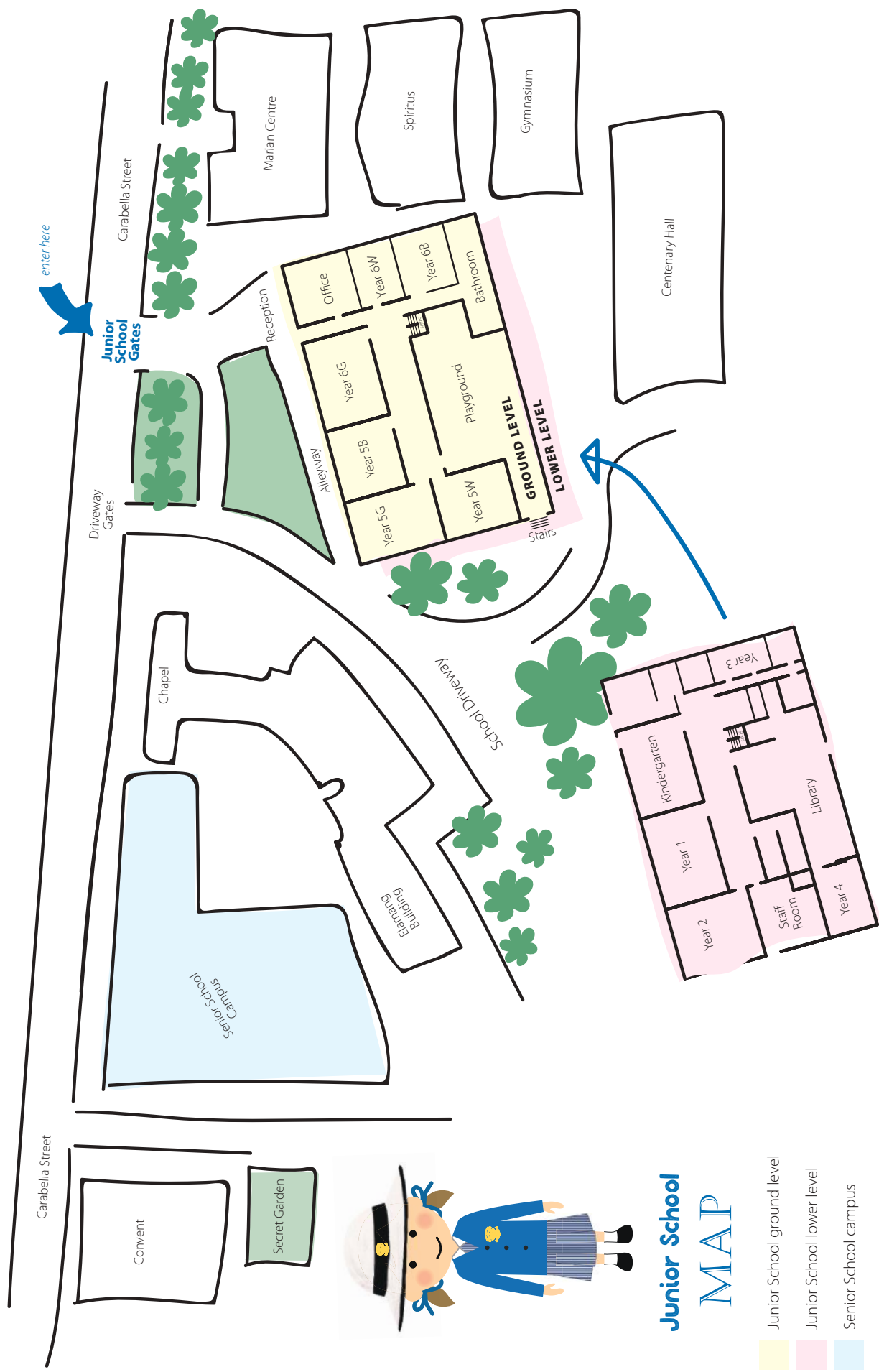
Private Tuition 58





# K-12 Information





# Junior School MAP

- Junior School ground level
- Junior School lower level
- Senior School campus



## A BRIEF HISTORY

*To understand the story of Loreto in Australia, it is necessary to return to the beginnings of the Institute of the Blessed Virgin Mary founded by Mary Ward in 1609 at St Omer in Belgium.*

Mary Ward, born in 1585 in Yorkshire, grew up in times of religious persecution in England. She was led by God to pioneer a new type of religious life for women, one that would allow them the freedom to respond to any apostolic need. Her chief concern was the “care of the faith” through the education of girls, and her schools were modelled on those of the Jesuits. From early and difficult beginnings in Bavaria and England, Mary Ward’s Institute spread, during the next four centuries, over five continents.

Loreto in Australia is part of the Irish Generalate founded in Dublin in 1821 by Frances Ball who received her religious formation as an IBVM sister at the Bar Convent in York. The first house in Ireland, in Rathfarnham, was called “Loreto”, a name subsequently given to foundations from Ireland and hence the sisters of the Irish Branch are commonly known as Loreto sisters.

The Institute of the Blessed Virgin Mary was introduced into Australia in 1875 in response to a request from Bishop O’Connor of Ballarat who had known the sisters in Ireland. Mother Gonzaga Barry led the small group to Australia and set up the first convent and school “Loreto Abbey, Mary’s Mount”, Ballarat. The Institute spread rapidly throughout

mainland Australia and in 1892 the first Loreto day and boarding school in Sydney was opened in Randwick. In 1897 a separate boarding school was established in Normanhurst, and in 1901 the day school was transferred to Milsons Point, to a house called “Kunimbla” in Fitzroy Street. A year later increasing numbers necessitated the move to “Fern Hill”, a house in Upper Pitt Street and in December 1907, the present site in Carabella Street was purchased. In 1908 the school opened on 3 February in “Elamang”.

“Elamang”, a Milson home, was purchased with the financial assistance of Mrs Sarah Heaton, Mother of Sr Philomena Heaton, a founding member of the Kirribilli community. The purchase of this house allowed for more boarders as well as an increase in day student numbers. Over the years adjacent properties were purchased - “Coreena” in 1921, “The Hermitage” (Hottens) in 1924, “Thoms” in 1952, flats on Carabella Street in 1960 and “Araluen” in 1975. There were constant improvements and additions to Elamang, including the 1912 dormitory, the hall and dormitory in 1920, the balcony in 1924, and the chapel wing in 1930. The Hermitage, once the junior school, was demolished in 1936 to provide a playing field and tennis courts, and “Coreena” (Milsons), in 1959, was replaced by the present junior school. Government funding in the 1960s enabled the building of St Joseph’s which included science rooms and library. This was an era of significant growth in numbers. Junior School extensions provided a hall, library and art room in 1974, and the Senior School block (Mary Ward wing) was opened in 1981. The hall in this wing has been converted into an auditorium and annexe.





In 1980 “Araluen”, which had been a music centre for five years, was extended to provide accommodation for the Loreto community, and the community areas in the “Elamang” building were converted for general school administration and music.

The Centenary wing, opened in 1992, is comprised of a Science block, the Centenary Hall and Gymnasium, with car park beneath and tennis courts on the roof. In 2000, the Performing Arts Centre was completed. In 2001 the refurbishment of the old gym enabled the main office of the school to be relocated along with the Principal’s office. 2003 saw the completion of the refurbishment of the St Joseph and Mary Ward classroom blocks. In 2011, the renovated Tremayne Private Hotel was opened as a Visual Arts/English area, called The Marian Centre. In 2012, the Senior School library was renovated and extended and two classrooms of the science building were converted to laboratories, taking to eight the total number of laboratories. These laboratories were redesigned into open, visible learning spaces in 2016.

Opening in 2022, the seven-storey Spiritus incorporates a range of dynamic, versatile learning spaces and studios, designed to enhance cross-curricular learning, further foster creative and critical thinking and inspire an entrepreneurial mindset. It also provides important connections, expanding the use of the Marian Centre, Centenary Hall and the Gymnasium.



## THE CREST & THE MOTTO

*The Loreto Crest is even older than the history of Loreto in Australia. It is made up of four symbols which hold an important place in our lives: the Cross, which is the sign of our faith in Christ; the Sacred Heart, which symbolises the unfailing love of God for us; the Heart of Mary, who grew to be like her Son in her great love, and whom we strive to be like; and the Anchor of Hope, an old symbol for Our Lady, and the promise of Christ to be with us.*

### MARIA REGINA ANGELORUM

Mary, Queen of Angels

#### THE CROSS

The sign of our faith in Christ



#### THE SACRED HEART

Symbolising the unfailing love of God for us



#### THE HEART OF MARY

Who grew to be like her Son in her great love, and whom we strive to be like



#### THE ANCHOR OF HOPE

An old symbol for Our Lady, and the promise of Christ to be with us



#### CRUCI DUM SPIRO FIDO

While I live, I trust in the cross

*Mary Mother of God is Patron of our School*



“

*Women in time to come will do much.*

**MARY WARD**

## OUR BELIEFS

### LORETO KIRRIBILLI IS ABOUT

- Children
- Learning
- Faith development
- Community

It is from these that we are given our energy, motivation and direction. It is from these that our hopes and dreams for each and every girl in the school evolve.

### WE BELIEVE

- We are made in God's image, and Jesus himself has taken on our humanity.
- Every child can learn.
- Children are our future - we must teach them well.
- That our unique school community is built upon quality relationships and active participation.

*The person of Jesus Christ is at the heart of a Loreto school and Gospel values permeate the entire school experience. Mary Ward's key values justice, freedom, sincerity, truth and joy-are the foundation of the spirituality of the school. Discernment involving reflection on experience leading to action, will inform and influence policies, structures, practices and pedagogy.*

### LORETO EDUCATION GUIDELINES

## OUR VALUES

Jesus Christ and his teachings are central to our lives and to everything we do and are striving to achieve.

*I am the Way, the Truth and the Life.*

**JOHN 14:6**

With Jesus Christ as our model, the values we believe in, and operate out of, are centred around:

- The dignity of the human person
- The environment
- The community
- Society and culture

“

*Become lovers of truth  
and workers of Justice.*

**MOTHER GONZAGA BARRY**

The Christian person as envisaged by our founder, Mary Ward, is characterised by:

- Freedom of Spirit
- Justice
- Sincerity
- Verity
- Felicity

**2026 is our Year to celebrate the  
Loreto Value of Felicity.**

Felicity - Joy and Celebration

*A cheerful mind, a good understanding  
and a great desire after virtue are  
necessary, but of all these a cheerful  
mind is the most so.*

**MARY WARD**

Felicity is an attitude of mind, a disposition of heart which manifests itself in cheerfulness, good humour, joy, happiness, hope, optimism, friendliness, courtesy, positive thinking, inner peace, self-acceptance and courage. The natural gift of a Loreto Kirribilli student is her joy, and it is fundamental to the spirit of our school. With this joy come celebration, reflection and spirituality – all of which manifest themselves in a cheerful, open-minded and generous woman.



## HOUSES

The spirit of Loreto Kirribilli is at once the soul of the school, and yet it is so hard to define as it means such different things to different people who belong here. It is evident in the School and House allegiance shown by the students at sporting and arts events. Our Houses also provide structure for our pastoral organisation in the Senior School.

## BARRY

is named after Mother Gonzaga Barry who led the first group of Loreto nuns to Australia from Ireland in 1875. She began the first Australian Loreto school in Ballarat, Victoria.

## HEATON

is named after the Heaton family. Edward and Sarah Heaton were the great benefactors of this school. Their daughter, Mother Philomena Heaton, is remembered by generations of past pupils as well as many local people for her generous service to Kirribilli.

## MILSON

is named after the Milson family who once owned most of the local area as far as Lavender Bay. James Milson built “Elamang”, the beautiful sandstone building by the front drive in 1851.

## WARD

is named after Mary Ward, foundress of the Institute of the Blessed Virgin Mary (IBVM) as the Loreto nuns are officially called.



## SOCIAL RESPONSIBILITY

Justice, as Mary Ward describes it, involves personal integrity based on harmonious relationship with God, with other people and with the whole of creation. It is expressed in “works of justice”, in active participation in the struggle to bring about such harmony.

Mother Gonzaga Barry was profoundly committed to the support of those in need, and she urged her students to be aware of their surroundings and the situations of those less fortunate than themselves. In this vein, Loreto Kiribilli has a long tradition of challenging social inequity wherever it is found.

Mother Gonzaga Barry advised, “do not endeavour so much to please others as to be of use to them”. It is with this in mind that Loreto Kiribilli emphasises the importance of student leadership within the school community.

### SOCIAL JUSTICE INITIATIVES

Social Justice initiatives allow students to address issues of social concern by raising awareness and informing the Loreto Kiribilli community of injustices in our world today. These initiatives may respond to the dynamic nature of war, bushfires and floods. Students respond by way of fundraising, donations, direct service and advocacy.



### K-12 House Justice Projects

Each year at the beginning of Term Four, during the Student Leadership Retreat, the House Captains and Year 12 Student Leaders select a charity or cause which will be the focus for the House for that year. When choosing a charity or cause the student leaders take the direction from Loreto Justice Network focus areas. These include, but are not limited to:

- Ecological Justice
- First Nations Peoples
- Refugees and Asylum Seekers
- Human Trafficking
- Homelessness
- The Rights of Women and Children

### Religious Education

Catholic social teachings and contemporary social justice issues are embedded in the Religious Education Curriculum as well as other Key Learning Areas, such as History, Geography, Design and Technology, and the Performing and Visual Arts. Thinking and Advocacy is an elective course offered to Year 9 students that harnesses the energy of young women to use their voice against injustice and seek to garner their position as leaders in society to advocate for justice issues.





### Leadership Roles

One of Mary Ward's most cited maxims, 'Be seekers of truth and doers of justice', articulates the call to action of the Justice, Peace, Integrity of Creation and Diversity (JPICD) Council, giving due focus to those suffering injustices, marginalisation, disadvantage and impoverishment. The student leaders bring year groups together to work towards shared goals and to raise awareness and educate on matters of social justice.

JPICD representatives in Years 7-11 support the rationale and aims of the 3 JPICD Councils: the JPICD Service Council, JPICD Human Rights Council (formerly known as Benenson Society), and the JPICD Environment Council.

Year 6 students are also involved in leadership roles. Junior School also have SRC K-6.



### Yearly Commitments

- Meals on Wheels Crows Nest Easter Egg Drive
- Project Kirriion
- St Canice's Community Pantry
- Mary Ward International Australia
- St Vincent de Paul Winter Appeal
- Vinnies Night Patrol Food Preparation Roster
- Red Shield Appeal
- The Smith Family S2S Reading Program
- Holy Family Parish, Emerton Christmas Hampers

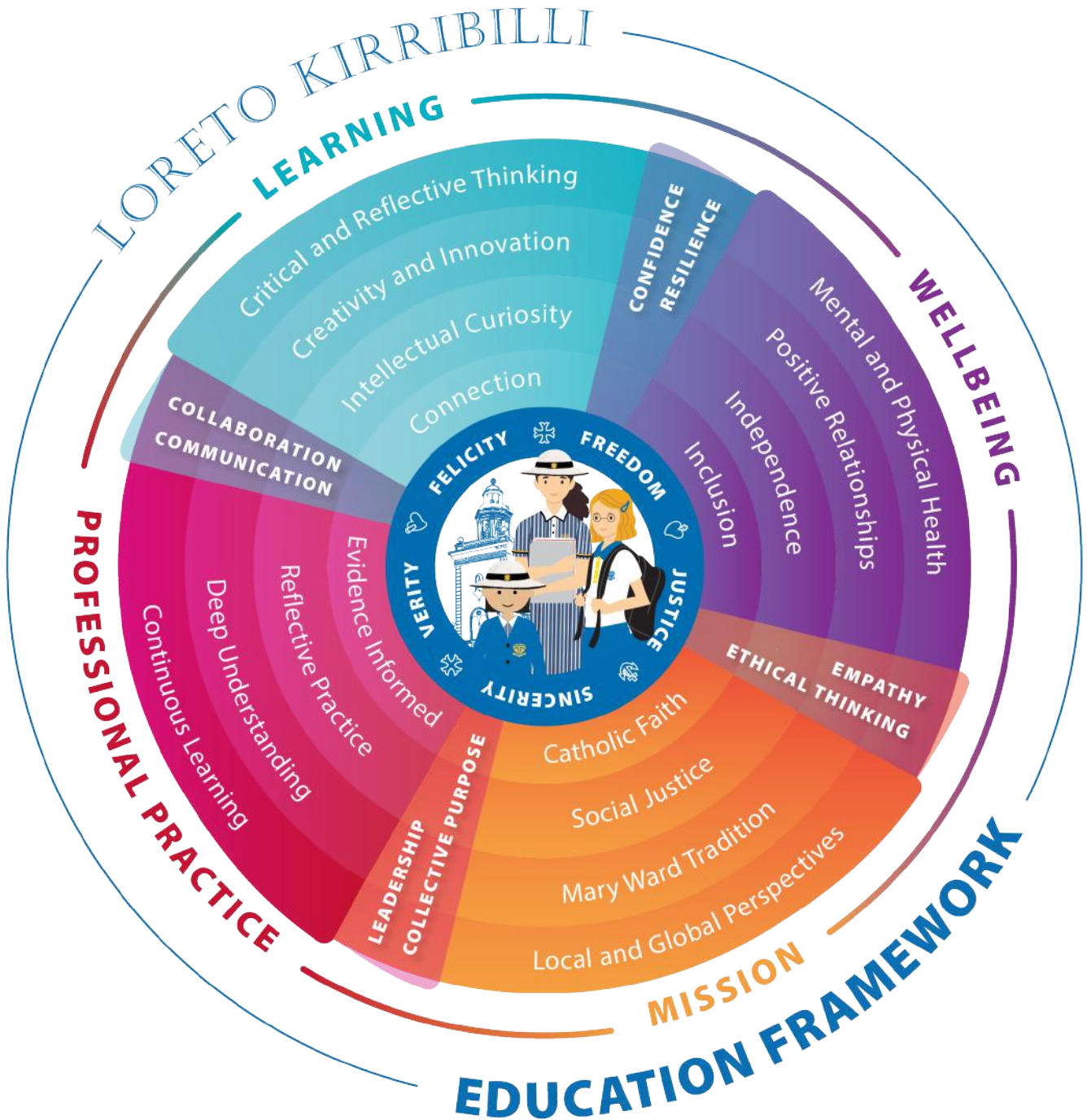
### Annual Events

Term 1: During the Season of Lent:  
Caritas Project Kirriion

Term 2: May Day Stalls led by Years 6 and 10:  
Mary Ward International Australia

Term 3: St Vincent de Paul Winter Appeal

Term 4: Holy Family Emerton Christmas Hampers,  
Mary Ward Justice Lecture



The Loreto Kirribilli Education Framework is a holistic vision for education, drawing on contemporary research and evidence-based practice.

By placing students at the centre, surrounded by our Loreto values, a powerful synergy is achieved between Learning, Wellbeing, Professional Practice and Mission, leading to transformative personal and academic growth.

# LORETO KIRRIBILLI SCHOOL YEAR

The Loreto Kirribilli school year follows the New South Wales pattern of two semesters and four terms.

## HOLIDAYS

### 2026 Holidays

AUTUMN end of Term 1	2 weeks
WINTER end of Term 2	3 weeks
SPRING end of Term 3	2 weeks
SUMMER end of Term 4	8 weeks

## TERM DATES

### 2026 School Year

<b>Term 1</b>	
Monday 26 January	Australia Day
Friday 30 January	Years 1-12 return
Monday 2 February	Kindergarten commence
Thursday 2 April	Term 1 concludes
Friday 3 April	Easter Friday
Monday 6 April	Easter Monday
<b>Term 2</b>	
Tuesday 21 April	K-12 Students return
Monday 8 June	King's Birthday
Thursday 18 June	Music Festival
Thursday 25 June	Term 2 concludes
<b>Term 3</b>	
Tuesday 21 July	K-12 Students return
Thursday 24 September	Term 3 concludes
<b>Term 4</b>	
Monday 12 October	K-12 Students return
Friday 4 December	Term 4 concludes

# K-12 SCHOOL UNIFORM

## REGULATIONS

Students should wear their school uniforms in a manner that shows respect for themselves, their family and our school.

### The requirements of the School Uniform include:

- School blazer as an outer garment (jumper or vest to be worn under the blazer outside the School site).
- School blazer to be worn on formal occasions such as school assemblies.
- School hat must be worn to and from school, for formal occasions, and strongly encouraged outside during class breaks.
- No part of the Sports Uniform to be worn as part of the School Uniform.
- Clean black lace-up leather school shoes, Kindergarten may wear black leather buckle or Velcro shoes.
- Plain white ankle length turned down socks.
- Year 12 jersey to be worn on School site or at the direction of the School.
- Loreto Kirribilli backpack only (do not write on your school backpack).
- Loreto Kirribilli excursion or sports bag (for excursions, exams etc.)

### Hair

- Black or White school ribbon.
- House ribbons to be worn only during the festival periods and PE for Junior School students.
- Year 6 and Year 12 special school ribbons permissible.
- Hair should be kept tidy and must be of a natural, subtle consistent colour and if at shoulder length or longer, all hair must be tied back.



### Dress and Tunic length

- Hem of dress and tunic must be just below the knee when standing

### Jewellery

- Wrist watch (smart watches not to be worn in exams or assessment blocks)
- Small plain or small pearl studs or sleeper earrings in the first hole of the lower ear lobes
- Clear plastic studs are not permissible in any other visible piercings
- A metal cross on a chain hanging under uniform (and not seen)

### Make up and nails

- Make-up, nail polish and unnatural eyelashes and nails are not permitted
- Tattoos and facial piercings are not permitted

### Summer Uniform (Terms 1 and 4)

- School summer dress or
- Blouse with pants and/or dress shorts (shirt must be tucked in)
- Plain white ankle length turned down socks

### Winter Uniform (Terms 2 and 3)

- School winter tunic with white blouse or
- Blouse with pants and/or dress shorts (shirt must be tucked in)
- School scarf may be worn
- Opaque black tights (Senior School only)
- The fleece is not to be worn in replacement of the School jumper



### PDHPE Uniform

- Sports top, sports shorts (or skort for Senior School students), white Loreto Kirribilli sport socks, non-marking soled shoes and school cap
- Ankle socks are not to be worn
- School tracksuit or fleece is an alternative in Winter
- 3/4 or full-length Loreto Kirribilli leggings may be worn (for Senior School students only)
- School cap must be worn for outdoor lessons
- School costume and swimming cap must be worn for swimming

### Sports Uniform

- Full correct uniform specified for each sport must be worn
- Sports uniforms ARE NOT to be worn in academic classes
- Full school or sport uniform must be worn by Senior School students when travelling to/from training

*Note: Jewellery not complying with school rules will be confiscated and must be collected by the student at the end of that school term.*

*Note: any changes to school uniform due to unexpected changes in weather will be communicated to parents and students via email from the Head of Senior School and Head of Junior School.*



## TEAM SPORTSWEAR

### Athletics

- Athletic Singlet
- Athletic Shorts
- LK Sports Socks
- LK Sports Cap
- Sports Leggings

### Basketball

- LK Sports Socks
- Singlet
- Basketball Shorts

### Cricket

- Sports Polo
- Microflex Shorts
- LK Sports Socks
- LK Sports Cap

### Cross Country

- Athletic Singlet
- Athletic Shorts
- LK Sports Socks
- LK Sports Cap

### Dance Troupe

- Dance Jacket
- Sports Polo
- Sports Leggings

### Equestrian

- Tie
- Loreto Saddle Cloth

### Hockey

- Sports Polo
- Skort
- Hockey Socks Blue
- LK Sports Cap
- Shin Pad S/M/L purchase elsewhere
- Hockey Socks Gold
- Mouthguard purchase elsewhere

### Netball

- Netball Dress
- LK Sports Socks
- Floppy Visor
- Sports Briefs

### PDHPE Classes

- Sports Polo
- Microflex Shorts/Skort
- LK Sports Socks
- LK Sports Cap

### Rowing

- Wet Weather Jacket
- Rowing Unisuit
- LK Visor/White Cap
- Black Socks
- L/S Training Top
- Training Bike Pants
- Base Layer Top
- Sports Leggings

### Ski Races

- Wet Weather Jacket
- Soft Shell Jacket

### Soccer

- Football Jersey
- Football Shorts
- Hockey Socks Blue/Hockey Socks Gold
- Shin Pad S/M/L purchase elsewhere
- Soccer Boots

### Volleyball

- Microflex Shorts
- Sports Polo
- LK Sports Cap
- Skort

### Tennis

- Tildesley Polo
- Tennis Polo
- Skort
- LK Sports Cap
- LK Sports Socks
- LK Visor

### Water Polo

- Water Polo Costume
- Sports Polo
- Microflex Shorts
- Gold Silicon Cap/Blue Silicon Cap
- Hooded Towel

### Touch Football

- Microflex Shorts
- Athletic Shorts
- LK Sports Socks
- Singlet



### UNIFORM PURCHASE

Loreto Kirribilli uniforms can be purchased online through Noone and through the uniform shops which are located on campus and at Chatswood. Further details including opening hours can be found on [our website](#).

### SECONDHAND UNIFORMS

Secondhand uniforms are available through the P&F. Further details are available via the Resources tile on the P&F page on the community portal.

## TRAVELLING TO LORETO KIRRIBILLI

### PARKING

Parking at Loreto Kirribilli can be problematic for parents. Given the nature of Kirribilli as a suburb, parking in the streets surrounding the school during the day is very limited. Parents who are illegally parked while visiting the school may receive a ticket from the officers of North Sydney Council.

The school has its own secure car park which is for the use of staff during the school day. The car park is accessed from Elamang Avenue. It is not always open for the use of parents. The decision to open the car park for events attended by parents is dependent on the numbers of parents expected and the security needs of the school.



In order to commence functions on time, we ask parents to consider the parking difficulties when planning to attend a school event. We attempt to commence meetings and information nights on time as a courtesy to those who arrive promptly.

The school is very well serviced by public transport, due to its central location. In recognition of this, and as an important part of your daughter's growing independence, parents are actively discouraged from driving their daughters to and from school. Students are not permitted to be dropped off or picked up on Carabella Street from 8am-9.30am or from 2.30pm-4pm, unless in the rare instance permission has been given.

You are also asked to ensure that traffic and parking regulations are followed at all times, in both Elamang Avenue and Carabella Street, especially during the busy drop off and pick up times. This is to ensure not only our students' safety, but also the safety and needs of our local community and contractors. Fines and penalties apply for drivers who are found to be in breach of school zone restrictions.

It is important to note particularly that we successfully lobbied North Sydney Council in 2015 to create a loading zone for us in Carabella Street, just south of the main driveway. This enables delivery vehicles to safely stop there, instead of having to drive down into the school with the obvious related risks to students and staff that this brings. Parents are therefore specifically asked to be respectful of this loading zone, and not put others at risk or inconvenience for the sake of their own priorities.



## DROP-OFF AND PICK-UP PROCEDURES

For the safety of our students and out of consideration for our community, please observe the following:

### Senior School

- Students are encouraged to use the excellent public transport options available.
- Should there be a necessity to drive, Senior students are not to be dropped off or picked up on Carabella St.
- Parents are asked to drop their daughters instead at Milsons Point Station or Bradfield Park.
- Year 12 students must seek permission to drive to school.

### Junior School

- Parents are requested not to come down Fitzroy Street to approach the school car line, as this causes traffic congestion.
- Please instead approach Carabella St from Willoughby St.

## TRAVEL PASSES

### School Student Transport Scheme (SSTS)

To order a new School Opal card, go directly to [transportnsw.info/tickets-opal/ticket-eligibility-concessions/school-student-travel](https://transportnsw.info/tickets-opal/ticket-eligibility-concessions/school-student-travel)

School Opal cards applied for using the online process will be sent to the student's nominated address ready for Term 1 2025.

You will need to submit a new application if you are:

- applying for a school travel pass for the first time.
- requesting an additional pass as a result of a new shared parental responsibility situation (e.g. joint custody).

You will need to re-apply or update your details if the student has a current free school travel pass and:

- The student is changing school or campus
- The student has changed address
- The student has repeated a year
- You've received an expiry notification

Applications must be completed by the student's parent or legal guardian if the student is aged under 16 years. Students 16 years and over must complete the application form themselves.

Free school travel passes are subject to eligibility criteria.

### Child/Youth Opal Card

All students require a Child/Youth Opal card with sufficient credit to be used for excursions as necessary. The Child/Youth Opal Card is required in addition to the School Opal Card which is only valid for travel to and from school on school days.

To order a Child/Youth Opal Card go to [opal.com.au/en/get-an-opal-card/](https://opal.com.au/en/get-an-opal-card/)

## TRANSPORT TO & FROM SCHOOL

Loreto Kirribilli is well connected to a number of different public transport options and students can travel by bus, ferry or train. It is a short walk to the school from any of these drop off points.

Further details, including a trip planner can be found at [transportnsw.info/](https://transportnsw.info/)

If transporting your daughter to school, please ensure that your daughter is not dropped off or picked up from Carabella Street. The pick-up and drop-off zone on Carabella Street is dedicated to Junior School students only.





## COMMUNITY BUILDING

### DEVELOPMENT & COMMUNITY RELATIONS

The team in the Loreto Kirribilli Development Office play a vital role in the interaction between all facets of the school community.

Communication between the Parents & Friends Committee, the Ex-students' Union, the Loreto Sisters, School Board, staff and the international Loreto family is greatly facilitated through the existence of this office, which is committed to fostering the core Loreto values of sincerity, freedom, verity, felicity and justice.

The Development Office also seeks philanthropic support from the Loreto community to ensure that the work of educating young women, inspired by Mary Ward and the Loreto Sisters, will continue long into the future.

Some of the activities and events coordinated through the Development Office include:

- Gatherings with the Principal including the annual New Parents' Dinner and Volunteers' Thank You Mass and Morning Tea
- Grandparents' High Tea
- Fundraising including Capital Appeals and Annual Giving

- Kirribilli/Normanhurst Mary Ward Justice Forum and fundraising for Mary Ward International Australia (MWIA)
- Development and coordination of LK Connect, a mentoring and networking program
- Maintaining valuable links with community and ex-students
- Career Forums
- Nostalgia Programs, incorporating Bequests and Bursaries
- Liaison with the Registrar, including school tours
- Liaison with organising committees of school functions and events
- Other special events

All parents are encouraged to support, contribute to and participate in the caring and spirited Loreto Community.



### PARENTS & FRIENDS COMMITTEE

The Parents and Friends Committee is one of the outstanding features of the school; outstanding for the energy that parents give to the school and for the sincerely held desire that P&F activities reflect and enhance the key values of the school. New parents will perceive quickly that the high quality of facilities offered to their daughters in the school are, to an extent, the result of parent generosity of spirit shown through the gifts of time and resources.

The Parents and Friends Committee operates with Joint Presidents and an Executive who are selected for one year. The Parents and Friends Executive Committee is the name of the committee that is appointed by the Principal to support the Loreto Kirribilli community and in particular on behalf of the parents and friends. All parents can be involved in the activities of the P&F through attendance at regular P&F meetings or in the regular Class Parents meetings. Major P&F events are organised by sub-committees and convenors who take responsibility for specific tasks. Some parents decide to make a contribution through involvement in major events rather than having a year long involvement.

The spirit of generosity and support for our community is the backbone of the Loreto Kirribilli P&F. A series of social and fundraising activities are held at the school during the year to engage families and develop friendships. These activities are advertised through the school newsletter. There is also a tradition of the parents of specific classes taking responsibility for an important event.



### PARENTAL INVOLVEMENT / POSSIBILITIES

- Participating in social functions
- Loreto Kirribilli P&F Sports Lunch or other major events
- Loreto Kirribilli P&F Lunch
- Participating on P&F committees and sub-committees
- Assisting at the annual Spring Fair
- Volunteering as a class parent
- Attending P&F and/or class parents' meetings
- Supporting fund-raising activities
- Volunteering for canteen
- Coaching or managing sporting or debating teams
- Junior School Excursions
- Catering for special occasions
- Secondhand Uniform Shop
- Inclusion in weekly and special event school Masses

If you would like to be involved in the P&F for 2026, please register your interest via the community portal.

# INFORMATION AT LORETO KIRRIBILLI

## ONLINE COMMUNITY

Loreto Kirribilli's online, information and teaching and learning portal provides timely communication and easy access to current school information and resources.

At Loreto Kirribilli, teachers use the portal to post learning tasks, set up collaborative groups and projects and review and manage student work and feedback.

Students can communicate and share their learning with their teachers and peers flexibly and creatively. Online tasks allow students to submit and receive feedback on their work in a sustainable, efficient way. Parents in Years 7 to 9 will also see some learning task feedback on the student profile.

The portal can be accessed anytime, anywhere and on any platform within Australia.

You can access the portal via using the login details supplied to you via email. Note, we also use Multi-Factor Authentication for security.

## SCHOOL APP

The Loreto Kirribilli App allows parents and students access to school news and notifications from their mobile phone. The LK App is an easy and effective tool for keeping informed, involved and engaged with the school. It has a range of great features to ensure effective and real-time communication. You can sign up to relevant groups such as Year Groups, Sport Groups and Extra-Curricular Activity Groups and receive notifications, updates and the latest news and notices.

## SCHOOL POLICIES

Information on School Policies, including our Parent Code of Conduct, Privacy Policy and Enrolment Policy, can be found on the Loreto Kirribilli website and the [Policies and Procedures for Parents Kirri page](#).

## NEWSLETTER

The School Newsletter is sent via email, usually on Fridays.

## SCHOOL COUNSELLING AND WELLBEING SERVICES

Three psychologists/counsellors are employed at Loreto Kirribilli, two are in the Senior School. Students may be referred to our counselling services by a teacher or they may self-refer.

The psychologists/counsellors are also available to assist parents with concerns about their daughter.

To make an appointment students can contact a psychologist/counsellor directly via [counselling@loreto.nsw.edu.au](mailto:counselling@loreto.nsw.edu.au) or ask a teacher, friend or parent to make an appointment.

## PHOTOGRAPH/VIDEO PERMISSION

At times, students may have the opportunity to be photographed or filmed for our school or other educational publications. Please complete the Permissions and Registrations via Kirri to enable us to use your child's photograph/video for these purposes.

## STUDENT DATA VERIFICATION

At the start of each year parents are asked for parental contact information and the medical details of students and are asked to contact the school with updated information as necessary. Class list permission is also requested at this time. During the year, contact details should be updated by via the community portal.





Junior School





## JUNIOR SCHOOL INFORMATION, ADMINISTRATION & SERVICES

### DAILY PROCEDURES FOR STUDENTS

Before School	In the classroom
<ul style="list-style-type: none"> <li>• Morning supervision 7.30-8am top playground (\$5 fee charged)</li> <li>• 8am move to allocated area</li> <li>• At the first bell move quietly to your class line or classroom</li> <li>• On second bell, wait quietly and listen attentively</li> </ul>	<ul style="list-style-type: none"> <li>• Listen when someone else is speaking, peer or teacher</li> <li>• Speak respectfully to everyone</li> <li>• Be inclusive in group work</li> <li>• Ask permission to leave the room</li> <li>• Always walk in the classroom</li> <li>• Respect all classroom property</li> <li>• Share responsibility for keeping the classroom clean and tidy</li> </ul>
Recess/Lunch	After school
<ul style="list-style-type: none"> <li>• Sit down when eating</li> <li>• Always wear a hat on the playground</li> <li>• Put rubbish in the appropriate bin</li> <li>• Return equipment when finished</li> <li>• Eating must be finished before you join lines</li> <li>• Respond to bells: <ul style="list-style-type: none"> <li>- 1st drink, toilet, pack away</li> <li>- 2nd line up without speaking</li> </ul> </li> <li>• Play safely in designated area</li> <li>• Walk up and down the stairs in corridors</li> <li>• Report injuries to the teacher on duty</li> <li>• Only leave the playground with teacher permission</li> </ul>	<p><b>Car line</b></p> <ul style="list-style-type: none"> <li>• Wait at driveway/front gate on Carabella Street with your youngest sibling</li> <li>• Listen for your name</li> <li>• Be mindful of passing public / residents to the area</li> <li>• Walk to your car, get in on the kerb side</li> <li>• Put your seatbelt on as quickly as possible</li> </ul> <p><b>Train and bus line</b></p> <ul style="list-style-type: none"> <li>• Wait outside the Junior School office for bus line supervisor or Top playground for train line</li> <li>• Leave and remain with the group</li> <li>• Do not go into any shops</li> <li>• Use the crossing</li> </ul>



## PROCEDURES AND INFORMATION FOR PARENTS

<b>Absences</b>	<p>Parents are requested to log on to the community portal and advise of your daughter's absence each day she is absent. If your daughter is absent with an unexplained reason an SMS will be sent as an alert to parents. Please respond with reason of absence.</p> <p>We do not advise that families take leave during the school term. However if the situation arises where leave is necessary, please apply by letter addressed to the Head of the Junior School. Accompanying this letter should be either an 'Application for Extended Leave' form or an 'Application for Exemption from Attendance at School' form. Forms required may be found and downloaded from the Junior School K-6 Parents page on the community portal. Leave will only be approved in exceptional circumstances.</p>
<b>Appointments with staff</b>	<p>The teaching staff and Head of the Junior School are happy to meet with parents as required. To make an appointment with the class teacher, please email or speak with them directly.</p> <p>To make an appointment with the Head of Junior School please contact the Junior School office.</p>
<b>Before and After school care</b>	<p>Our onsite after school care is run by <a href="#">Camp Australia</a> or phone 1300 105 343. Before school supervision is available from 7.30-8am for a fee of \$5 per day.</p>
<b>Bus Line</b>	<p>Students will be supervised walking to Milsons Point Bus Stop.</p>
<b>Canteen</b>	<p>At Loreto Kirribilli we have a canteen available to Junior School students for lunch orders each day. We have a range of healthy sandwiches, fruit, juices and a hot meal special each day.</p> <p>Lunch can be ordered from Flexischools and orders must be placed before 9am. The lunches are delivered to the classrooms for the teachers to distribute.</p> <p>We have a cashless, online ordering and payment system through FlexiSchools. To register and see the full menu available go to <a href="https://flexischools.com.au">flexischools.com.au</a></p>
<b>Children's appointments</b>	<p>Please try to make appointments with doctors or dentists etc. outside school hours. Children leaving school at an earlier time must be collected from the office by a parent or guardian and signed out by the secretary. Please also send a courtesy email informing your Class Teacher.</p>



<b>Drop off</b>	<p>The Junior School has a Council-designated 'Kiss and Drop' zone in front of the school, in Carabella Street. The signposted area is <b>NO PARKING</b> on <b>SCHOOL DAYS</b> from 8am to 9.30am and 2.30pm to 4pm.</p> <p>The 'Kiss and Ride school drop off zones are for your convenience and children's safety. The Junior School supervised Car Line operates within Kiss and Drop zones, allow children to be dropped off and picked up safely.</p> <p>Children are to enter the school grounds along the pathways provided. Regular supervision begins at 8am.</p>
<b>Excursions</b>	<p>Through shared excursions, the child learns from first hand experience. All excursions are linked to class programs. The shared real life experience becomes the focus of research, recording, reporting and other related school activities. As these excursions are relevant to the curriculum, all children are expected to attend.</p> <p>While recognising their value, we are also conscious of the expense involved and endeavour to restrict costs to a minimum. Details of excursions and permission notes are emailed home to parents prior to the planned activity. The cost of excursions is included in school fee accounts.</p>
<b>Health</b>	<p>The health of your child is of prime importance so home is the best place for a sick child. If there is any doubt regarding your child's health it is wise to keep her at home. If a child is sick she cannot work satisfactorily and can spread infection at School.</p>
<b>Lost property</b>	<p>All articles marked with your daughter's name are returned to her as soon as they are found at school. All lost property is placed in the lost property bins.</p>
<b>Medication</b>	<p>If your child requires medication during School hours, it must be handed to the Junior School Reception personally by the parent. Medication must be provided in its original packaging.</p> <p>A written note must accompany the medication with the child's name, dosage and time to be administered clearly indicated.</p>
<b>Mobile phones</b>	<p><b>K-4</b> No mobile phones. All parent communication during school hours is done via the office.</p> <p><b>Year 5-6</b> Non smart phones only - stored in student lockers.</p> <p>Students are not to message parents or peers during school hours.</p>
<b>Newsletter</b>	<p>The Newsletter is used to maintain communication between School and home. The Newsletter is emailed to parents each Friday giving details of various school activities, reminders and other general information on matters concerning the school.</p>





<b>Office</b>	The School Office is open from 7.30am-4pm. The Junior School direct contact is +61 2 9954 0374. The office has a register for all visitors, early departure and late arrivals of students.
<b>Personal details form</b>	This Form is sent home to parents each year. Parents are asked for parental contact information and the medical details of students.
<b>Pick up</b>	<p>The Pick Up Car Line commences at 3pm in the afternoon and concludes at 3.15pm. Children are to be picked up in Carabella Street only.</p> <p>Please display your Sign-Safe-Kids sign on your passenger visor.</p> <p>Visit <a href="http://signsafekids.com">signsafekids.com</a>. Do not park and get out of the car. Girls are not to be called across the road from the opposite side.</p> <p>We advise that students follow the same pick up arrangements every day as they easily become confused. Should you change your pick up arrangements, please send a note or email the class teacher.</p>
<b>Pupil information</b>	Parents are asked to advise the School, without delay, of any change in their address and telephone number. Please ensure we can contact you during the day in case of an emergency.
<b>Road safety</b>	<p>The safety of our children is of utmost importance to us. It is, therefore, important that we outline careful road safety precautions for your information.</p> <p>Advance toward the school on the school-side of the street. Stop your vehicle as close as possible to the top of the Kiss and Drop zone, allowing vehicles behind you room to access the car line.</p> <p>Drivers, please do not leave your vehicle. Drivers are not permitted to move more than 3m from their vehicle, e.g. drivers are permitted to get out of the car to open the boot or help children with their bags.</p> <p>Be timely. If your child does not enter or exit the vehicle within two minutes, you are required to travel around legally re-enter the car line.</p> <p>Kerb-side doors only. Ensure your child uses the kerb-side door to enter and exit the vehicle.</p> <p>Stay in sequence and drop your child as close as you can to the top of the zone.</p> <p>No u-turns in school zones. U-turns in busy school zones are dangerous and put children at risk. Drive straight ahead through the zone and around the block if necessary.</p>
<b>Safety</b>	Students are not permitted to leave the school grounds without permission. Students are asked not to bring nuts or foods containing nuts to school.





<b>School Fees</b>	Accounts for School Fees are sent home three times a year. If any difficulties arise in the payment of School Fees, parents should contact the Business Office.
<b>Transport passes</b>	Students are allowed free travel to school by bus, train or ferry if they live within a prescribed radius of the school. If you wish to apply for a Student Opal card please apply online at <a href="https://transportnsw.info/tickets-opal/ticket-eligibility-concessions/school-student-travel">transportnsw.info/tickets-opal/ticket-eligibility-concessions/school-student-travel</a> or call 131 500.
<b>Volunteering in the Junior School</b>	<p>We greatly value and appreciate the assistance of parents in a variety of areas.</p> <p>To volunteer assisting in the classroom, on excursions, in the Library, with IT or coaching, all parents and volunteers must have completed a Working with Children Check (WWCC). Upon completion your WWCC is valid for 5 years.</p> <p>In addition, volunteers must read the Volunteers Induction Booklet and sign the Volunteers Declaration. Copies of these documents can be found on the K-6 community portal.</p>
<b>Wellbeing</b>	For all wellbeing issues, contact your daughter's class teacher or Assistant Head of Junior School.

#### BELL TIMES

<b>Before School Supervision: Students arrive on playgrounds</b>	8.00-8.30am	30 mins
<b>Bell</b>	8.30am	
<b>Students line up to go to the classrooms</b>	8.30-8.35am	5 mins
<b>Period 1</b>	8.35-9.30am	55 mins
<b>Period 2</b>	9.30-10.25am	55 mins
<b>Recess</b>	10.25-10.55am	30 mins
<b>Period 3</b>	10.55-11.45am	50 mins
<b>Period 4</b>	11.45am-12.35pm	50 mins
<b>Lunch 1</b>	12.35-1.00pm	25 mins
<b>Lunch 2</b>	1.00-1.20pm	20 mins
<b>Period 5</b>	1.20-2.10pm	50 mins
<b>Period 6</b>	2.10-3.00pm	50 mins
<b>End of School: Students move to busline, car line, pick up</b>	3.00pm	



## JUNIOR SCHOOL CURRICULUM

Our Junior School learners are offered a rigorous and diverse curriculum that is underpinned by our Catholic faith. We acknowledge the vital role parents play as the first educators of their daughters. We work in partnership with parents to provide a learning environment that is rich with experiences and provides those important skills that will allow students to thrive in a rapidly changing world.

We offer single stream classes from Kindergarten to Year 4. In Years 5 and 6 there are three classes in each grade. Our modern classrooms are complemented by a variety of technology rich experiences and specialist learning spaces.

Junior School staff understand the needs of girls and our strong pastoral and academic care makes for a supportive learning environment. Staff nurture, challenge and care for our girls, employing a range of pedagogies and learning models within the classroom.

Students in Kindergarten to Year 6 study the following key learning areas based on NESA guidelines:

- Religious Education
- English
- Mathematics
- Science and Technology
- History
- Geography



- Personal Development, Health and Physical Education (PDHPE)
- Creative Arts
- Languages: Mandarin

Key specialists in gifted education, learning support and specialist teachers in the areas of PDHPE, Creative Arts and Languages work closely with class teachers to develop an in-depth knowledge of each student.

At the beginning of each new school term, Term Overviews outlining curriculum areas and focus concepts are available on the community portal.

Homework is regarded as an important strategy to support learning. Your daughter will engage with a variety of tasks that aim to consolidate skills in Literacy and Numeracy and provide the opportunity for other skills, including problem solving, research and creative and critical thinking to be developed. We follow the NESA recommendations for homework as a guide. The total homework set across all subject areas per night (Monday to Thursday) should not exceed the following:

<b>Kindergarten</b>	10 minutes daily Reading, spelling and writing
<b>Year 1</b>	15 minutes daily Reading, spelling and writing
<b>Year 2</b>	20 minutes daily Reading, spelling and writing
<b>Years 3 &amp; 4</b>	25 -30 minutes per night
<b>Years 5 &amp; 6</b>	45-50 minutes per night

## JUNIOR SCHOOL ASSESSMENT & REPORTING

Assessment and reporting practices are designed to keep parents and carers informed and involved in their child's education

### Assessment

Assessment is an essential component of quality teaching and learning. Assessment for, assessment as and assessment of learning are approaches that enable teachers to gather evidence and make judgements about student achievement. Teachers plan a range of assessment strategies and document these accordingly to support report grading scales for both achievement and effort.

### Student Learning Conferences

Formal interviews are held in Term 1 and Term 3 of each year. Following each reporting period, parents may make an appointment with their daughter's class teacher to discuss the semester report.

Our interviews are:

- an important way for both parents and teachers to obtain information and engage in conversation
- a time for celebrating the achievements made by the student and to discuss areas for further development
- informative and guide parents in ways to support and assist the work of the class/school
- in the form of a three-way interview with teacher, parent and child

### Semester Reports end of Terms 2 and 4

At Loreto Kirribilli, we report to parents twice a year using the guidelines as set out by the Australian Government. These reports will be sent home in the week prior to the end of a school term allowing parents time to make an appointment with class teachers should they wish to do so.

Reporting is the process of providing information, both formally and informally, about the process of student achievement. The information contained in a semester report is a summary of achievement and is one of a number of strategies used to communicate with you about your child's development.

The report includes course descriptors for Religious Education, English and Mathematics, along with statements that outline areas of strength and areas for further development.

In the student's report, grades are reported using the Common Grade Scale:

#### A Extensive

The student has an extensive knowledge and understanding of the content and can readily apply this knowledge. In addition, the student has achieved a very high level of competence in the processes and skills and can apply these skills to new situations.

#### B Thorough

The student has a thorough knowledge and understanding of the content and a high level of competence in the processes and skills. In addition, the student is able to apply this knowledge and these skills to most situations.

#### C Sound

The student has a sound knowledge and understanding of the main areas of content and has achieved an adequate level of competence in the processes and skills.

#### D Basic

The student has a basic knowledge and understanding of the content and has achieved a limited level of competence in the processes and skills.

#### E Elementary

The student has an elementary knowledge and understanding in few areas of content and has achieved very limited competence in some of the processes and skills.

Information regarding your child's achievement in the Key Learning Areas in comparison to that of other children in the same peer group is available from the school on request for Years 1 - 6.

### Student Effort and Learning Behaviour

Your child's effort in each of the Key Learning Areas is shown on a four-point scale as follows:

#### Consistently

The student consistently demonstrates the learning behaviour and displays steady reliable effort.

#### Usually

The student usually demonstrates the learning behaviour and displays reasonable effort.

#### Sometimes

The student sometimes demonstrates the learning behaviour and their effort is inconsistent.

#### Rarely

The student rarely demonstrates the learning behaviour and displays minimal effort.

## JUNIOR SCHOOL LEARNING SUPPORT & HIGH POTENTIAL GIFTED EDUCATION

The Learning Support teachers and High Potential and Gifted Education (HPGE) teachers provide support and/or enrichment for the staff and students from K - 6. Organisational structures and resources are developed in response to the needs of the students. Teaching and learning programs are differentiated as required for specific learning needs. Students are assessed and programs are devised in consultation with teachers, parents and the students. Programs are implemented in a range of ways, for example, one-to-one teaching and mentoring, small group instruction, and within class support. For high potential students a



range of enrichment and extension opportunities are provided, ensuring that every student is challenged and supported according to their abilities and interests through creative problem-solving, critical thinking, and a focus on real world applications. We empower our students to develop the confidence they need to excel.

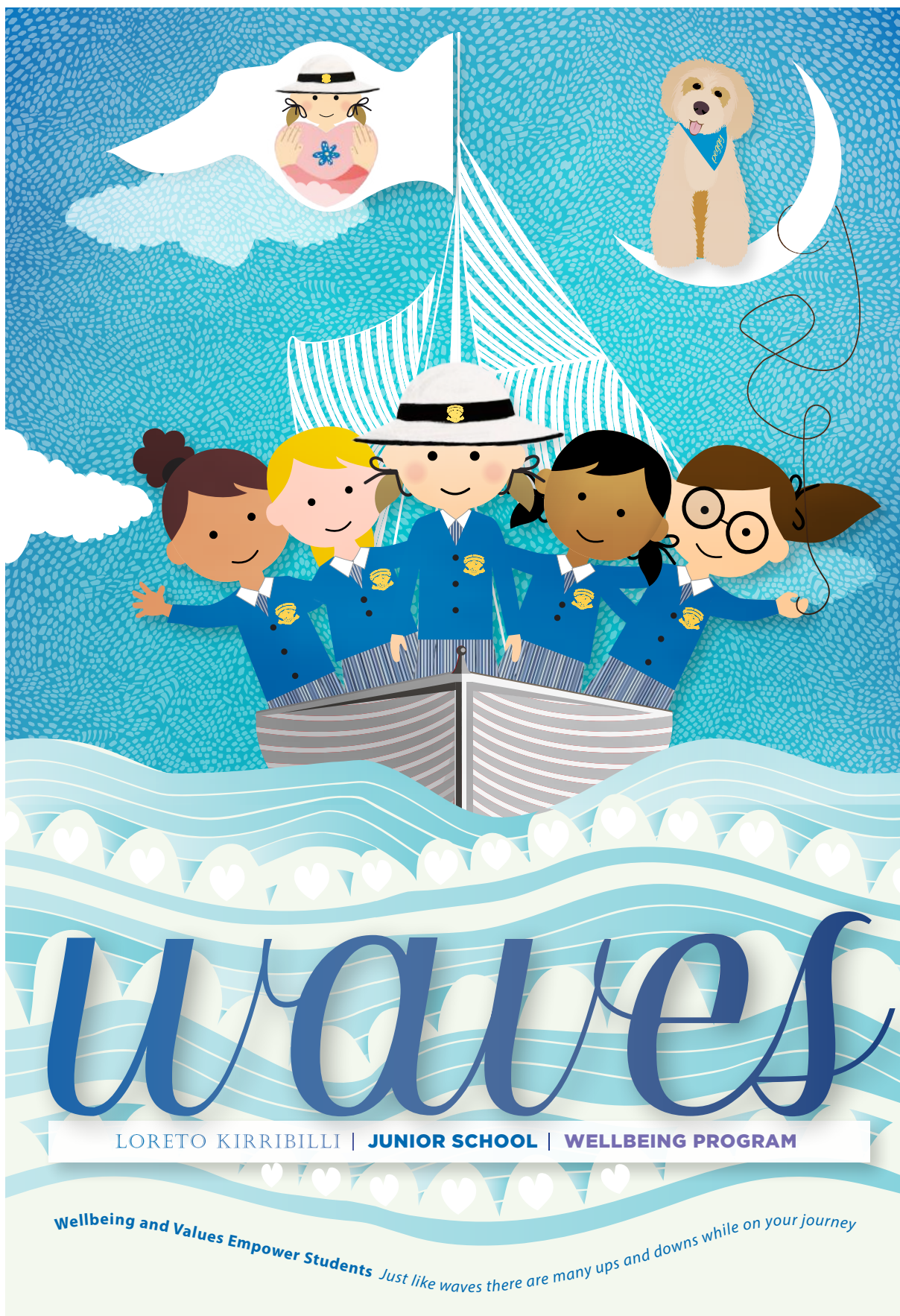
Parents of students with specific learning needs should work in conjunction on the advice of the Class Teacher, Learning Support Coordinator and the Head of Junior School.

## JUNIOR SCHOOL DEVICES

The Junior School has specific requirements for iPads and accessories. Please check all devices and purchase replacement items if needed. The current Junior School requirements for Years 3-6 are:

- Storage capacity of no less than 256GB
- Needs to have the latest IOS operating system
- No iPad Minis
- iPad must be held within a secure case
- iPad must have an iPad compatible keyboard and iPad Stylus
- Must have a headset for listening and recording audio
- Highly recommend AppleCare
- Optional - zip pouch to carry the iPad and accessories in.





# waves

## WELLBEING AND VALUES EMPOWER STUDENTS

LORETO KIRRIBILLI | JUNIOR SCHOOL | WELLBEING PROGRAM

WAVES is Loreto Kirribilli's values-driven wellbeing program, empowering junior school girls to flourish with confidence, empathy, and resilience. Grounded in the five Loreto values - *Felicity, Freedom, Justice, Sincerity, Verity* - students engage in fortnightly "Value Time" sessions with role-plays, peer leadership, therapy dog visits, and student led initiatives.

Year 6 leaders' mentor younger girls, fostering authentic cross-age connections and a strong sense of belonging. Embedded within the **Loreto Kirribilli Education Framework focus on Wellbeing** by emphasising *belonging, resilience, faith, engagement* and *diversity*.

WAVES develops socio emotional literacy, digital citizenship, conflict resolution and inclusion. This session shares strategies for embedding values and wellbeing, preparing girls to navigate identity, friendships, and challenges with courage and joy.

**Wellbeing and Values Empower Students** Just like waves there are many ups and downs while on your journey

## JUNIOR SCHOOL WELLBEING

At Loreto Kirribilli we foster in students a love for life, and belief and confidence in themselves, in the context of the Christian value of humility. Through our wellbeing program at Loreto Kirribilli, students are involved in a range of explicit learning experiences which help them understand themselves and others.

### SOME SPECIFIC ACTIVITIES RELEVANT TO EACH YEAR GROUP

<b>Kindergarten</b>	<ul style="list-style-type: none"> <li>• Orientation</li> <li>• Parent Information Evening</li> <li>• Student Learning Conference</li> </ul>
<b>Year 1</b>	<ul style="list-style-type: none"> <li>• Parent Information Evening</li> <li>• Student Learning Conference</li> </ul>
<b>Year 2</b>	<ul style="list-style-type: none"> <li>• Parent Information Evening</li> <li>• Student Learning Conference</li> </ul>
<b>Year 3</b>	<ul style="list-style-type: none"> <li>• Orientation</li> <li>• Parent Information Evening</li> <li>• Disco</li> <li>• First Reconciliation</li> <li>• First Eucharist</li> <li>• Student Learning Conference</li> </ul>
<b>Year 4</b>	<ul style="list-style-type: none"> <li>• Camp</li> <li>• Disco</li> <li>• Student Learning Conference</li> </ul>
<b>Year 5</b>	<ul style="list-style-type: none"> <li>• Orientation</li> <li>• Camp</li> <li>• Parent Information Evening</li> <li>• Leadership Formation</li> <li>• Disco</li> <li>• Student Learning Conference</li> </ul>
<b>Year 6</b>	<ul style="list-style-type: none"> <li>• Camp</li> <li>• Consent Education</li> <li>• Disco</li> <li>• Leadership</li> <li>• Year 6 Buddies</li> <li>• Mass of Thanksgiving</li> <li>• Parent Information Evening</li> <li>• Student Learning Conference</li> </ul>



## JUNIOR SCHOOL EXTRA-CURRICULAR ACTIVITIES

There are many extra-curricular activities in the Junior School. Some activities are held at lunch, while others occur before, during or after school.

Extra-Curricular Activities offered in the Junior School may include:

Art Club	Guitar & Ukelele Ensembles
Bands	Hockey
Book Club	Italian Club
Chess	Private Music Lessons
Choirs	Maths Club
Code Club	Mindfulness Club
Craft Club	Minkey
Cricket	Netball
Dance	Robotics
Debating	Speech & Drama
Double Dutch Skipping	String Ensembles
EV Racing Team	Taekwondo
Football	Tennis
Future Problem Solving	Water Polo
Garden Club	Yarn Club





Senior School



# SENIOR SCHOOL INFORMATION, ADMINISTRATION & SERVICES

## SENIOR SCHOOL HOURS

8.30am-3.10pm.

Students are expected to be at school by 8.20am.

## BELL TIMES

### Monday, Tuesday, Thursday and Friday

Period 0	7.25-8.20	55 mins
Warning Bell	8.20	
Period 1	8.25-9.20	55 mins
Period 2	9.20-10.15	55 mins
Circle Class	10.15-10.30	15 mins
Recess	10.30-10.50	20 mins
Period 3	10.50-11.45	55 mins
Period 4	11.45-12.40	55 mins
Lunch 1	12.40-1.00	20 mins
Lunch 2	1.00-1.20	20 mins
Period 5	1.20-2.15	55 mins
Period 6	2.15-3.10	55 mins
End of School	3.10-3.25	15 mins
Period 7	3.25-4.20	55 mins

### Wednesday

Period 0	7.25-8.20	55 mins
Warning Bell	8.20	
Period 1	8.25-9.15	50 mins
Period 2	9.15-10.05	50 mins
Recess	10.05-10.25	20 mins
Period 3	10.25-11.15	50 mins
Period 4 (Wellbeing/ Academic Care)	11.15-12.05	50 mins
Assembly	12.05-12.50	45 mins
Lunch 1	12.50-1.10	20 mins
Lunch 2	1.10-1.30	20 mins
Period 5	1.30-2.20	50 mins
Period 6	2.30-3.10	50 mins
End of School	3.10-3.25	15 mins
Period 7	3.25-4.20	55 mins

## HOMEWORK

At secondary school, students will be involved in more subjects than at primary school, thus receiving more homework. Homework may be assignments, exercises, projects or preparing for tests. Completing homework allows students to develop study skills and become more independent learners.

It is very important to keep a record of homework set and ensure that it is done.

## INDEPENDENT STUDY

Students are expected to study (which includes set homework, assignments, revision and study) according to the following outline:

Year 7	1½ hours	5 times per week
Year 8	2 hours	5 times per week
Years 9-10	2½ hours	6 times per week
Year 11	3 hours	6 times per week
Year 12	3½ hours	6 times per week

Students must take responsibility for taking down homework instructions clearly in their diaries, planning their time and handing their work in on the due date to the teacher concerned. Students absent from classes should obtain the work that they have missed.

## LOCKERS

Lockers are available for the safe storage of belongings. Padlocks are available from the Uniform Shop.

## CANTEEN

The canteen is open every day for breakfast, recess and lunch with rolls, sandwiches, daily specials, snacks, fruit and drinks available. Lunch can be ordered from Flexischools and orders must be placed before 9am.

Flexischools provides cashless purchase of food items from the canteen and is compulsory for all purchases. For a convenient way to stay in control of school lunches, please register at [flexischools.com.au](https://flexischools.com.au)

Breakfast is served from 7.45am.

The school Canteen does not sell products made from nuts.

Students **MUST NOT BRING NUTS OR FOODS CONTAINING NUTS** to school. This includes Nutella spread.

If you would like to assist in the Canteen in 2025, please register your interest via the community portal.

#### SCHOOL OFFICE

The School Office is open from 8am-4pm.

Students go to this office only before school, during recess, during lunch time and after school.

The Student Wellbeing Officer will help with travel questions and other queries. This office is the place to hand in notes for the P&F and the Business Manager.

This is also where students sign in and out if they are late or leaving early, and where they report if sick.

In any emergency or accident notify the School Office first. **DO NOT RING YOUR DAUGHTER DIRECTLY.**

#### HEALTH CARE

If your daughter is unwell she will need to report to the School Nurse who will contact her parent/guardian or other nominated person. If your daughter requires health care support whilst at school, including the administration of prescription medication, please contact Senior School reception to ask for the School Nurse on (02) 9957 4722.

#### TELEPHONE AND MOBILE PHONE USE

There is a telephone located in the School Office. It is to be used, with permission, by only one student at a time and is not to be used during class time.

Mobile phones are turned off between 8.25am and 3.10pm. Video and camera functions on phones are not to be used at Loreto Kirribilli unless with the specific permission of the class teacher.

Parents are asked to refrain from calling their daughters during school hours.

#### CONTACT DETAILS

The school **MUST** be notified immediately of any change of email, residential address or contact telephone number. This can be done online via Kirri. If the student is temporarily in the care of others while parents are away a note should be provided to her Year Wellbeing Coordinator. This is especially important in emergencies.



**Mrs Therese Pauley**  
Student Wellbeing Officer  
& Office Manager



**Mrs Michelle Mikkonen**  
Receptionist



**Nurse Winnie**  
School Nurse



### DAILY NOTICES

Daily notices and other items on our community portal are the chief means of informing students about activities in the school. The daily notices are read and discussed in Circle Classes each morning.

### PASTORAL STRUCTURE

Our pastoral structure consists of both Year and House Structures.

The Year Wellbeing Coordinator addresses and supports students' social and emotional needs. They remain with the student for six years, ensuring continuity of care. Year groups meet with their Year Wellbeing Coordinator.

The Year Wellbeing Coordinator leads all Year based activities and develops the pastoral program which is facilitated by the Year Teachers during the Period 4 Wellbeing Lesson.

The Year Academic Care Coordinator ensures that the students' academic care and opportunities are addressed, and leads all Year based academic activities in the Period 4 Academic Program. They will remain with the student for six years.

Each House consists of eight Circle Classes. The Circle Classes are made up of students from Years 7 to 12. Modelled on Mary Ward and her circle of friends, the Circle Class will remain consistent and inclusive. Students journey with their Circle Teachers and Circle Class through their Senior School years.



Each Circle Class has two Circle Teachers. The Circle Teachers are the first point of contact for pastoral matters and the collection of absence notes. The Circle Teachers come to know the students and their families well, as they remain with the students for the six years of their senior schooling.

Circle Classes meet on several mornings a week. Circle Teachers run the morning circle program which is aimed to enhance student wellbeing.

The student is at the heart of the Loreto Kirribilli model. Each student has three significant teachers who will work with them in relation to their academic, social and emotional wellbeing and growth.

Each student also has the opportunity to be coached four times a year through the W.A.R.D. (Wellbeing, Academic, Resilience, Direction) model.

## COMMUNICATION CHANNELS

In order to direct your queries to the correct and relevant staff member please refer to the table below.

Please note that reception hours are 8am - 4pm Monday to Friday.

Academic	Student Wellbeing
<p>&gt; <b>First</b></p> <p>The <b>Class Teacher</b> with queries relating to specific subjects, learning and teaching, which include assignments and tests, homework, resources and equipment, should be contacted.</p>	<p>&gt; <b>First</b></p> <p>The <b>Circle Teacher</b> with issues and concerns relating to student wellbeing, illness and notes, issues at home, uniform requirements, issues with public transport, student health, day to day arrangements.</p>
<p>&gt; <b>Next</b></p> <p>The relevant <b>Subject Coordinator</b>.</p>	<p>&gt; <b>Next</b></p> <p>The relevant <b>Year Wellbeing Coordinator</b>.</p>
<p>&gt; <b>As well</b></p> <p>The relevant <b>Year Academic Care Coordinator</b> if it is a specific learning need over a range of subjects. The <b>G&amp;T Teacher</b> if it is a question regarding the G&amp;T program or the <b>Academic Support Coordinator</b> for Learning Support queries.</p>	<p>&gt; <b>As well</b></p> <p>At this stage you may wish to involve the <b>Counselling and Wellbeing Services (CWS)</b>. The <b>CWS</b> is contactable for any advice or concerns at any time.</p>
<p>&gt; <b>Or</b></p> <p>If it is a question specific to careers, TAFE, work placement, university entrance you may wish to consult the <b>Careers Advisor</b>.</p> <p>If it is a specific question regarding Academic Support or Disability Provisions contact the <b>Academic Support Coordinator</b>.</p>	<p>&gt; <b>Or</b></p> <p>If the issue relates to both Academic and Wellbeing a meeting is set up with the relevant <b>Year Wellbeing Coordinator</b> and relevant <b>Year Academic Care Coordinator</b>.</p>
<p>&gt; <b>Then</b></p> <p>The <b>Director of Teaching and Learning</b> for queries in relation to curriculum, student illness and misadventure, student assessment, NESA requirements, and reporting.</p>	<p>&gt; <b>Then</b></p> <p>The <b>Coordinator of Students</b>, who works with the Year Wellbeing Coordinators, for issues in relation to student health plans, student management, discipline, detentions, student progress, absences.</p>
<p>&gt; <b>Then</b></p> <p>The <b>Head of Senior School</b></p> <p>All appointments are made through the Executive Assistant.</p>	<p>&gt; <b>Then</b></p> <p>The <b>Head of Senior School</b></p> <p>All appointments are made through the Executive Assistant.</p>
<p>&gt; <b>Then</b></p> <p>The <b>Deputy Principal/Principal</b></p> <p>All appointments are made through the Executive Assistant.</p>	<p>&gt; <b>Then</b></p> <p>The <b>Deputy Principal/Principal</b></p> <p>All appointments are made through the Executive Assistant.</p>





## LIBRARY

The Philomena Heaton Senior Library provides students and staff with a contemporary learning space. The library is designed to support the learning process of students, by tailoring space to the requirements of researching and reading. Flexibility is key in the design of space, furniture and technology. The space moves from quiet areas for reading and individual research, through to glass-walled group study rooms for small group work, through to the large glass seminar rooms, where the collaborative and productive work of creation of research projects can be undertaken. The library is spacious, light-filled, comfortable and welcoming, with beautiful harbour views.

The Philomena Heaton Senior Library hosts many events throughout the year including; activities to promote books and reading, author visits, expos, various school community meetings, interschool debates, mock trial competitions and displays of students' work.

The Library staff including teacher librarians, the library manager, library assistants and bookable teachers can provide advice about referencing, research strategies, reading suggestions and digital access to resources.

The library is open from 7.30am till 6pm (for Years 7-12) and till 8pm for Year 12 students, Monday to Friday. The Library is also open on Saturdays and school holidays for Year 12.



Students are issued with a library ID card which they can use to borrow books. The card is used as a photocopying and printing card as well as a debit card for the Canteen.

A replacement card can be issued by library staff at a cost of \$10 charged to the student's account.

Library materials can be borrowed for two weeks. This includes books, magazines, eBooks, audio books and AV equipment. If library materials become overdue, students will receive overdue notices via email. After receiving three notices, an email will be sent to parents requesting the return of the outstanding items. Any lost books must be paid for and are charged to the student's account, issued twice a year (in May and September).

## STUDY MENTORS

Study mentors are available after school each day to help with homework and studying. There is no charge for this service.

## ID PHOTOGRAPHS

New students will be issued with an ID Card in Term 1. Photographs will be taken early in Term 1.



## FRIDAY DETENTIONS

Friday Detentions are held from 3.20pm to 4.20pm and may be for 30 minutes or 60 minutes depending on the nature of the breach of the school's behaviour management code. Detentions may be given at other times at the discretion of Coordinator of Students. Students are given advance notice with a form to be signed by parents. Students must come in school uniform to the detention room prepared for written work. The purpose of the detention is to give the student the opportunity to reflect on the behaviour that has led to the detention being issued and to learn from the mistake she has made. Students are not excused from a detention for out-of-school appointments.

## LOST PROPERTY

Lost Property at Loreto is organised into named and un-named items.

- **Named items:** Named items are folded or hung in Lost Property which is located outside C Building.
- **Un-named items:** All good un-named items go to the P&F to be sold as second hand items. Students must be able to prove that an item of clothing is theirs. It is therefore very important that all items of clothing are named clearly and unambiguously, printing is renewed when necessary, or name tapes are sewn on securely.
- **Un-named other items:** This includes items such as lunch boxes, cutlery and pencil cases, which are given to St Vincent de Paul at the end of term.

## Opening times of Lost Property

As a general rule Lost Property is opened at lunchtime at least once a week. This may vary according to the school calendar and the events of a particular week.

## PRIVATE TUTORS

Students who learn private speech, dance, music or tennis are responsible for noting their lesson times, discussing in advance any clash with a class excursion or assessment task. Students cannot discontinue such private lessons without parents giving notice of one term, in writing. Students are expected to make the commitment to learn for one year.

## REPORTS

Formal reports will be provided twice a year for Years 7, 8, 9, 10 & 12 with less formal progress reports also sent in some circumstances.

An interim report for Year 11 is provided in Term 2 and the formal report for Year 11 will be provided at the completion of Year 11.

## FOR PARENTS WHAT DO I DO IF...?

Attendance	
My daughter arrives late to school	Your daughter should proceed immediately to the main office so that her attendance can be recorded. It will be noted in the class roll that your daughter was late. Parents should place a note on the Parent Lounge via Kirri Kiosk to explain the late arrival.
My daughter has an unplanned absence for a short time (<2 days)	Notify the school before school starts on the first day of the absence. Attendance notifications can be submitted to the parent lounge via Kirri Kiosk.
My daughter has an unplanned absence for along period of time (>2 days)	Notify the school. This would be due to medical injury or significant illness. Please put a note on the Kirri Parent Lounge and email your daughter Year Wellbeing Coordinator and Year Academic Coordinator. In the case of hospital or injury requiring boot, crutches or on going treatment a letter from the medical professional will be required with suggested modifications and a return to school meeting will be required before the student returns to school.
My daughter has a planned absence for a long period of time	Requests for leave can be made by submission of a Leave or Exemption form (4 weeks notice is advised). These forms can be found on Kirri and should be emailed to the Year Wellbeing Coordinator and Coordinator of Students. The form will be reviewed and sent to the Principal for approval. Leave is only approved in exceptional circumstances as we have very generous holiday periods.
My daughter needs to go to an appointment during school hours	You need to submit an attendance note on the parent lounge via Kirri Kiosk prior to your daughters departure. Your daughter must sign out of the school and back into the school if she returns that day, with the Student Wellbeing Officer who is in the main office.
Contacts	
I wish to get a message to my daughter during the day	The school sees that this is necessary only for emergencies. You need to ring the school as early as possible in the day. The school cannot guarantee that a message phoned through at lunchtime or later will reach your daughter. Exceptions are made in cases of great urgency.
My daughter wants to contact me during the day	Your daughter should go to the main office and ask to use the phone at the Front Desk. The use of mobile phones between 8.25am and 3.10pm is strictly forbidden. Camera and video functions on phones are not to be used at Loreto Kirribilli, unless with specific permission of a teacher. Students are not permitted to answer calls during the school day from parents or others. Phones will be confiscated if used during school hours.
I will be away from home and my daughter is staying with another family	Notify the Year Wellbeing Coordinator of this circumstance and of the contact details of your daughter's carer.

Our family's personal details change	You must inform the school of changes to your address, phone numbers and email address. This can be done via Kirri.
<b>Extra-Curricular</b>	
I want to know more about the Extra-Curricular offerings	These private lessons are available at Loreto Kirribilli. Students must take note of the lesson times organised by the Coordinator and must discuss in advance any clash with excursions and assessment tasks. See the Extra-Curricular Handbook on the Kirri page for more information.
My daughter wants to stop her private lessons	Students are expected to make a commitment for a year. Students who wish to discontinue must give a minimum of one term's notice in writing.
<b>Learning</b>	
I want to know how my daughter is progressing	Students receive tests and assignments back after they are marked according to criteria written by the teacher when the task is set. Ask to see your daughter's assignments when she receives them back and discuss her learning with her. Parents receive a written report each semester and there is a yearly parent teacher meeting. Parents may contact teachers during the school day or send a note to the teacher expressing concern. Teachers may not be able to return phone calls or emails immediately.
I'm having a problem or have a question about my daughter's overall learning	You should first contact your daughter's Circle Class Teacher. If necessary they may refer you to her Year Academic Care Coordinator.
My daughter is experiencing difficulty in learning in a subject	Contact the class teacher by phone or Subject Coordinator as soon as you have a concern. You might like to make a note of your concerns and discuss them at a parent teacher interview. See page 49 & 57 for information about Academic Support.
My daughter wants to make a subject change	The Director of Teaching & Learning has a form for this. This is only allowed after consultation with the teacher, Subject Coordinator and parents. It is not relevant for Years 7 and 8.
My daughter needs help with career choices	Your daughter can make an appointment with the Careers Advisor who is also available for interviews with parents at mutually convenient times.
<b>General</b>	
My daughter needs to buy an item of uniform	Loreto Kirribilli uniforms can be purchased online through Noone and through the uniform shops which are located on campus and at Chatswood.
My daughter loses an item of uniform	The Lost Property cupboard is opened at set times during the week. Your daughter will only be able to retrieve something if she can prove that it is hers. All uniform items should therefore be named.
For an exceptional reason, my daughter is unable to wear the full school uniform or the full sports uniform	The school would expect that this would continue for a very short time. You should write a note, explaining what has happened, which your daughter will show to teachers who will ask why she is incorrectly dressed.



My daughter wants to make a purchase from a local store or café before school	Students in Years 7, 8 and 9 are not permitted to purchase from the local stores and cafés before school.
My daughter has to return a permission form for an excursion	Generally excursion permission is via Kirri Kiosk. On occasions, some notes are returned to class teachers and some to the Student Wellbeing Officer.
There is no other option than for my daughter to bring something valuable to school	Valuables can be cared for by the Student Wellbeing Officer for one day.
My daughter brings another girl's property home	Insist that your daughter returns it to school. If the owner is unknown, it should be handed in to the Student Wellbeing Officer.
<b>Travel</b>	
My daughter has lost her travel card	Your daughter should see the Student Wellbeing Officer as soon as possible.
I want to drop off or pick up my daughter from school	Students are not permitted to be dropped off or picked up on Carabella Street from 8-9.30am or from 2.30-4pm, unless in the rare instance permission has been given.
<b>Wellbeing</b>	
My daughter feels sick at school and wants to go home	Students who feel sick at home should not be sent to school. Students who feel sick at school are sent by the class teacher and proceed to the main office. Here they are cared for by the School Nurse. The School Nurse will contact the Year Wellbeing Coordinator or the Coordinator of Students/ Head of Senior School who will give permission for the student's parents to be contacted. The school will then act on the parents' instructions, although it is an expectation of the school that a sick child will be taken home by a parent.
My daughter becomes seriously ill at school	Parents are contacted immediately and an ambulance is rung. A senior staff member accompanies the student to hospital and waits with her until a parent arrives.



## SENIOR SCHOOL CURRICULUM

The Senior School at Loreto Kirribilli produces Information Handbooks which outline for students and parents the general content of the subject studied and the way the subject is assessed. The booklets also inform about school policies relevant to the curriculum of particular years.

A number of Information Handbooks are issued to students each year:

<b>Year 7-8</b>	Course Handbook (issued prior to entry into Year 7)
<b>Years 9-10</b>	Course Handbook (issued in Term 3)
<b>Year 10</b>	Assessment Handbook (issued early Term 1)
<b>Years 11-12</b>	Course Handbook (issued in Term 3)
<b>Year 11</b>	Assessment Handbook (issued early Term 1)
<b>Year 12</b>	HSC Assessment Booklet (issued in Term 4)

Textbook and stationery lists are produced at the end of each year and distributed to students.

### HOW TO OBTAIN YOUR TEXT BOOKS

#### Textbooks and e-Texts

Students will be purchasing their Text and Digital Resources via Box of Books. Simply go to [boxofbooks.com.au](https://boxofbooks.com.au) before Friday 8 December

2024. Please note, orders may be placed after this date, however delivery before the start of Term 1 cannot be guaranteed.

Select 'Purchase Books' and create an account by using your mobile number or email address.

*NB when asked for the student's school email address, you will need to select 'Not Sure' and follow the prompts. Your daughter's school email address will be provided at the start of Term 1.*

Placing your order online by the due date is the best way to ensure students will receive all available items in time for the start of the new school year.

For digital resources you will be emailed with information on how to access these. Assistance for parents can be accessed at the following link: [help.boxofbooks.io/en/articles/4271951-how-to-purchase-books](https://help.boxofbooks.io/en/articles/4271951-how-to-purchase-books)

## YEAR 7 STATIONERY REQUIREMENTS & OTHER COMPULSORY ITEMS

Stationery	Qty
Pencil Case	1
30cm clear Plastic Ruler	1
Blue, Black & Red Biro	2 each
Eraser	1

HB Pencils	3
Glue Stick	1
12 Coloured Pencils	1 pkt
6" Stainless Steel Scissors	1
Pencil Sharpener (barrel)	1
Texta Pens	1 pkt
Highlighter Pens	2
Stapler	1
A4 Ring Binder (Dark Blue)	1
A4 5 Tab Subject Dividers	1 set
96 page Exercise Book (History, Geography, RE and PDHPE)	4
196 page A4 Exercise Book or Folder with loose-leaf paper (English and Languages)	2
196 page A4 Exercise Book (Science)	1
Music Exercise Book	1
360 Degree Protractor	1
Pair of Compasses	1
Calculator Casio FX-8200 AU (Year 7) (also available from the Uniform Shop)	1
<b>Compulsory Items - Uniform Shop</b>	<b>Qty</b>
Art Diary (Year 7)	1
Art Kit (Year 7)	1
Art, TAS, Science Apron - black	1
Art Apron Years 9-12 only - black	1
Food Tech Apron - navy	1
Senior Excursion Bag	1
Locker Padlock	1
Earphones/Earbuds	1

## SENIOR SCHOOL BYODD PROGRAM

Senior School students are required to have a laptop. There are both Apple and Windows-based laptops to suit your budget and preferences. We do not support iPad, Chromebook or other tablets as the primary device for Years 7-12. Most of our students elect to purchase an Apple computer. The current Senior School BYODD specifications are:

### OS - MACOS OR WINDOWS 11

- Memory - 8GB minimum or above recommended
- Hard Drive - 256Gb minimum, 512Gb for Year 10 and above
- Processor – Apple M series Chip; No intel Macs. Windows-based Intel i5 minimum; No Ryzen chipsets, Intel only.
- Wifi - 5GHz capable, 802.11AC
- USB Min. 1 port or USB-C (with appropriate adapter if needed)
- Screen size – ~13-inch (above 14-inch will be too heavy)
- Students should also have their own set of headphones (wired is fine)

### FOR ALL DEVICES

- Weight – maximum of 1.5kg (total weight of a student's bag should be around 10% of their body weight)
- Battery life - minimum 6-8hrs
- Additional considerations
- Bag/cover/protective sleeve
- Three year warranty (e.g. AppleCare)
- Three year Accidental Damage Protection (covers theft, damage due to dropping, liquid etc.)

# SENIOR SCHOOL EXAMINATION & ASSESSMENT

## STATEMENT

The aim of this policy is to ensure that all students are treated fairly and that no student will have an advantage by having a greater amount of time to study for an examination compared with other students. It also emphasises the importance placed on assessments and the examination process.

Students with particular needs or those in extraordinary circumstances may be able to negotiate an appropriate strategy to suit their situation.

All students attend or complete class tests, assessment tasks and examinations. If a student is not able to sit for any of the set tasks for a valid reason notified to the school in advance, the following guidelines will apply:

1. The student must sit for the examination or task as soon as possible following the set date, at the discretion of the Subject Coordinator.
2. It is the responsibility of the student to approach her Subject Coordinator or Teacher as soon as possible on her return to school to arrange a suitable time to do the examination or submit the task, even if the subject is not timetabled for that day. This will normally be on the day of return. (Note: It is considered that a student who is well enough to return to school is also well enough to do the examination or task. No extra time will be given because a student was too ill to study.)
3. If (1) or (2) above does not apply then the student may be given an estimated mark. This will be calculated by the Subject Coordinator in consultation with the class teacher.

Examinations are conducted at set periods of the school year. These can be found on Kirri. Other methods of summative and formative assessment

are also conducted at times to suit a subject's particular teaching program.

The main period of testing for Years 7, 8, 9 and 10 usually occurs in Term 2 and Term 4. Subjects such as Design and Technology, Drama, Music and Visual Arts may use their progressive assessment on projects to calculate marks.

## EXTERNAL TESTING

Students in Years 3, 5, 7 and 9 are required to sit for the National Assessment Program-Literacy and Numeracy (NAPLAN) testing in March. Parents will receive a report outlining their daughter's achievements set against national and state standards. In accordance with NESA requirements, students are required to sit the HSC Minimum Standards test from Year 10 to be eligible for the HSC.

Students in Years 8 and 10 will sit for diagnostic tests in general reasoning, literacy and numeracy that will enable the detailed tracking of students' development using tests created and administered by Academic Assessment Services.

## SENIOR SCHOOL ACADEMIC SUPPORT

The Academic Support department provides support for the staff and students from K-12. Organisational structures and resources develop as a response to the needs of the students. Teaching and learning programs are designed to enable students with additional learning needs to meet their potential. Students are assessed and programs are devised in consultation with teachers, parents and the students. Programs are implemented in a range of ways, for example, one-to-one teaching and mentoring, small group instruction, withdrawal and within class support.

Students who exhibit specific learning needs can sometimes experience times of unhappiness and isolation at school. The programs and activities of the Academic Support Department as well as the Pastoral Program attempt to reach each student no matter what her intellectual and emotional needs.



Parents of students with specific learning needs should seek the assistance of teachers within the Academic Support Department who will ascertain the degree of need and the best way to support the development of the student. Parents may also need to speak with the Coordinator of Student Wellbeing, the relevant Year Wellbeing Coordinator or Circle Teacher who can give information and guidance about the state of well being of their daughter in her year and friendship group.

#### Specific Programs and Provisions include:

Life Skills Programs for Senior students, Disability Provisions for examinations, specific Literacy and Numeracy Programs, Individual Support Plans and Stage 5 Academic Enrichment elective for students who require adjustments in curriculum delivery and assessments.

Students may receive support in the Academic Support faculty in core subjects enabling them to develop suitable literacy and numeracy skills for life. With the aim of being part of the school community, they attend all co-curricular and extra-curricular activities and a number of mainstream classes.

## SENIOR SCHOOL HIGH POTENTIAL GIFTED EDUCATION (HPGE)

The concept of Sincerity underpins the high impact learning experiences provided for gifted and talented girls by our staff. The spirit of Mary Ward is embraced as students are challenged in their gifted domain to transfer their high ability to achievement in the classroom and during extra-curricular activities. This process of talent development for gifted learners so they can “do what [they] have to do well” is one to which teachers are committed to facilitating as they recognise every gifted learner is unique.

### IDENTIFICATION

The purpose of identifying HPGE students is to ensure learning opportunities provided are ones which cultivate talent development. [Gagné's Differentiated Model of Giftedness and Talent](#) is the foundation of our identification process. Multiple criteria are used to ensure gifted students of all domains are recognised, where identification is a multi-faceted and on-going process. Both subjective and objective measures are obtained to identify gifted and talented students horizontally in specific fields and domains, and where possible, determine a student's level of giftedness.

Information provided by parents regarding their daughter's gifts and talents is essential in the process of attending to her learning and social needs, and is encouraged at any point in the year.

### PROGRAMS AND PROVISIONS

To facilitate talent development in HPGE students, a range of strategies are utilised to encourage and nurture excellence. These strategies include flexible grouping, to ensure gifted and talented students often work with like-minded peers, coupled with differentiated curriculum using gifted instructional techniques. Accelerative strategies such as curriculum compacting, mentoring and telescoping supplement extension or enrichment of classroom learning. Subject specific acceleration is offered in Mathematics, and as per the individual needs of the gifted learner.

Pull-out programs aimed at Years 7 and 8 students target independent passions and philosophical thinking. In Year 9, students are offered the elective titled, 'Thinking and Advocacy' to provide an educational forum for the acute sense of justice and moral intensity gifted and talented learners often possess. Philosophy is an elective in Year 9 that extends student thinking, and is a one-year course. Throughout the year, HPGE students are offered the opportunity to nominate for, and partake in, a range of academic enrichment options.



The school's pastoral and subject programs attend to the social and emotional needs of gifted and talented learners, with a focus upon a growth mindset and self-knowledge developing confidence in and ease with a student's higher abilities.

Our HPGE Coordinator works closely with teachers to monitor academic achievement and the socio-affective aspects of gifted students, intervening when necessary.

## SENIOR SCHOOL PASTORAL CARE

Pastoral Care is based on a belief in the value and uniqueness of the individual who is created in the image of God. The authentic expression of love, care and concern shown by Jesus in the Gospels, should be reflected in all aspects of life in a Loreto school community.

In attempting this, Pastoral Care at Loreto Kirribilli aims to:

- reflect the ideals, values and emphases of the Loreto Educational Philosophy and the IBVM Mission Statement for Schools
- take cognisance of spiritual, intellectual, emotional, physical and social development to enable each person to strive for full potential
- foster the creation of an atmosphere of trust where the dignity and worth of each person is affirmed
- be the responsibility of all members of the



school community and should permeate all relationships within the community

- influence the structures of the school and its program of personal development and leadership training, valuing the gifts of each one and facilitating her enhancement
- ensure that the total wellbeing of individual students and staff is taken into account when new or potentially conflicting demands or expectations arise
- ensure that discipline within the school is based on principles of justice and respects the rights and responsibilities of individuals.

### RETREATS

The Director of Mission, with the assistance of the Religious Studies Coordinator and relevant Year Wellbeing Coordinator, is responsible for organisation and facilitation of retreats and Charism Days.

Year Class teachers are called on to assist with retreats.

The annual Year 11 and Year 12 retreats are one of the most significant events in the student's school experience.

### CHARISM DAYS

Year 8 students enjoy a day to focus on our school values, build community and celebrate individual strengths.

Year 10 students spend a day reflecting on their semester of community service.



## CAMPS

Years 7-9 have camps in Term 1.

## CARE OF PROPERTY

Students must take responsibility for their own property by keeping it organised and tidy, by marking all belongings (uniforms, books, equipment) and providing locks for their lockers (combinations locks are issued in Year 7 for use throughout secondary school).

Valuable items should be left in the care of the school office (particularly large sums of money). Students should ensure that their wallets are with them at all times.

Students should respect the property of others and school property-library books, sporting equipment, classroom furniture, etc. School bags, blazers, tennis racquets, etc, should not be left in classrooms but kept in lockers which should be kept locked.



## SENIOR SCHOOL UNIFORM LIST

Academic - Summer	Qty
Blazer	1
Formal Hat	1
Summer Dress	2
Navy Trousers	
Striped Shirt (long or short-sleeved)	
White Cotton Socks	5
Hair Accessories (black or white)	
School Backpack	1
Black Shoes (Lace-up) purchase elsewhere	
Sport	Qty
Microflex Track Top	1
Microflex Track Pants	1
Microflex Shorts/Skort	1-2
Sports Polo	1-2
LK Sports Cap	1
Swimming Costume	1
Swimming Cap Silicon	1
Sports Bag	1
Academic - Winter	
Winter tunic	1-2
White Blouse (long or short-sleeved)	3
Navy Trousers	
Striped Shirt (long or short-sleeved)	
Pullover	1
Black opaque tights	5





### Optional - Winter

Vest

Scarf

Gloves

### Optional Crested Items

Loreto bears

Loreto doll key rings

Loreto mugs

Loreto umbrella

### Optional Items

School Badges

Fold-up Umbrella (3 styles)

Polar Fleece

Music Record Book (Private Tutition)

### As Required (Years 8-11)

Visual Arts & Drama Journal

Food Tech apron - white

TAS Apron - navy

Senior School Excursion Bag

Calculator Casio FX-8200 AU

Art Kit

Padlock

## SENIOR SCHOOL WELLBEING PROGRAM

The Wellbeing Program operates across the school from Years 7-12. It covers a variety of topics appropriate to each year level. Generally the program aims to enhance students' sense of their own worth and dignity as individuals and to foster respect for the values and attitudes of others. We hope to develop skills in communication, listening and successful interaction with others.

The inclusion of positive education into the Wellbeing Program at Loreto Kirribilli aims to create a culture in which students and staff understand their strengths and use them to enhance both personal and community wellbeing and achievement.

It brings together the values of the Loreto Charism - Felicity, Freedom, Sincerity and Verity in particular - together with an understanding of human growth which is focused on a multi-faceted framework of wellbeing. Underpinned by extensive scientific research, positive psychology, as it is known, is being increasingly adopted in learning communities throughout the world.

Through our Wellbeing Program, students are involved in a range of explicit learning experiences that will help them to better understand themselves and others. A holistic view of human strengths and our ability to respond constructively to challenges will also become a perspective across many subject areas, as well as a specific focus for managing relationships within the community.



## SOME SPECIFIC ACTIVITIES RELEVANT TO EACH YEAR GROUP

<b>Year 7</b>	<ul style="list-style-type: none"> <li>• Orientation Day</li> <li>• Student Learning Conferences</li> <li>• Camp</li> <li>• Parent Teacher Meetings</li> <li>• Study Skills</li> <li>• Year 7 Friendship Day</li> <li>• Social afternoon with St Aloysius' College</li> <li>• Big Sister Little Sister Afternoon Tea</li> <li>• Consent Education</li> </ul>
<b>Year 8</b>	<ul style="list-style-type: none"> <li>• Subject Information Evening</li> <li>• Student Learning Conferences</li> <li>• Subject Selections</li> <li>• Charism Day</li> <li>• Camp</li> <li>• Consent Education</li> </ul>
<b>Year 9</b>	<ul style="list-style-type: none"> <li>• Parent Information Evening</li> <li>• Camp</li> <li>• Student Learning Conferences</li> <li>• Dance Lessons and Dances</li> <li>• Leadership Day</li> <li>• Consent Education</li> <li>• Protective Behaviours</li> <li>• Butterfly Foundation</li> </ul>
<b>Year 10</b>	<ul style="list-style-type: none"> <li>• Parent Information Evening</li> <li>• Subject Information Evening</li> <li>• Leadership Day</li> <li>• Subject Selections</li> <li>• Student Elections</li> <li>• Student Learning Conferences</li> <li>• Social</li> <li>• Community Service</li> <li>• Work Experience</li> <li>• Big Sister Little Sister Afternoon Tea</li> <li>• Peer 2 Peer Coaching</li> <li>• Protective Behaviours Talk</li> <li>• Drugs, Alcohol &amp; Vaping Talk</li> <li>• Consent Education</li> </ul>

<b>Year 11</b>	<ul style="list-style-type: none"> <li>• Parent Information Evening</li> <li>• Student Learning Conferences</li> <li>• Leadership Day</li> <li>• Semi Formal</li> <li>• Yrs 11/12 NESA Information Evening</li> <li>• Study Skills</li> <li>• Retreat</li> <li>• Protective Behaviours Talk</li> <li>• Drugs, Alcohol &amp; Vaping Talk</li> <li>• Consent Education</li> </ul>
<b>Year 12</b>	<ul style="list-style-type: none"> <li>• Parent Information Evening</li> <li>• Retreat</li> <li>• Mother/Daughter Lunch</li> <li>• Father/Daughter Dinner</li> <li>• Student Learning Conferences</li> <li>• Graduation Ceremonies</li> <li>• Formal</li> <li>• Mentor Program</li> <li>• Protective Behaviours Talk</li> <li>• Drugs, Alcohol &amp; Vaping Talk</li> <li>• Consent Education</li> </ul>

## STUDENT LEADERSHIP STRUCTURE

Due to their vigorous belief in the capacity and responsibility of women to contribute significantly to society and to the church, Loreto schools are committed to the development of the leadership potential of each student. In this commitment, Loreto takes its inspiration in the first instance from Jesus himself, who modelled leadership through Kirriionate service, the gift of self for others and the challenging of unjust structures. We also draw on the rich example of Mary Ward, Gonzaga Barry and many other great people within the Loreto tradition in providing inspiration for the commitment to ensure that Loreto students "in time to come will do much". *Loreto Schools of Australia Mission Statement 2010 page 4*



## ELECTED POSITIONS

### 1. Student Executive

- School Captain (leads the Student Representative Council)
- School Vice Captain (co-leads the Student Representative Council)
- Three First Councillors (co-lead the Justice, Peace, Integrity of Creation and Diversity Council)

### 2. Councils

(co-led by 2-3 Year 12 students and membership includes 5-8 Year 12 students)

- Creative & Performing Arts Council
- Debating and Public Speaking Council
- Justice, Peace, Integrity of Creation and Diversity Council (JPICD)
  - Human Rights (formerly Benenson Society)
  - Environment
  - Service
- Production Council
- Liturgy Council
- Robotics Council
- Year 7 Council includes twelve Year 11 students
  - 3 per House

### 3. House Positions: Barry, Heaton, Milson, Ward

- House Captain and House Vice Captain (Year 12)
- Dance Captain and Dance Vice Captain (Year 11)
- Drama Captain (Year 11), Drama Vice Captain (Year 11) and Drama Councillor (Year 10)



- Music Captain and Music Vice Captain (Year 11) and Music Councillor (Year 10)

### 4. Years 7-11 Representative Positions

Two students per year group per House for the year, of the following:

- Liturgy Representatives
- Justice, Peace, Integrity of Creation and Diversity Council (JPICD)
- Student Representative Council (SRC)
- Appointed Positions

### 5. Sports Captains

(with the exception of Rowing, all Sports Captains are in Year 11)

- Athletics
- Basketball
- Cross Country
- Dance Troupe
- Hockey
- Netball
- Rowing (Year 12)
- Snowsports
- Soccer
- Swimming
- Taekwondo
- Tennis and Tildesley Shield
- Touch Football
- Volleyball

### 6. Other Appointed Positions

- School Accompanist



## SPECIAL CELEBRATIONS

### TERM 1

The Opening Eucharist (Kindergarten-12). The School community comes together to celebrate the beginning of another school year and to pray for the wellbeing of all its members. This celebration usually takes place during our assembly time in early February.

### TERM 2

May Day (Kindergarten-12). Devotion to Mary is a feature of Loreto spirituality. Spring in the Northern Hemisphere saw gathering of flowers as a devotional act of love for Mary, the Mother of God. The Irish Loreto Sisters brought this tradition with them to Australia and it lives on at Loreto Kirribilli. Students bring a flower from home for the procession and donate money for a bouquet from their Circle Class which is then presented to a local nursing home. As part of a larger liturgy, these bouquets are placed at the foot of a statue of Mary and the youngest student in the school, assisted by the School Captain, places a crown of flowers on the statue.

The Music Festival (Years 7-12). This festival in the Senior School is an intra school eisteddfod which culminates in a concert at the Sydney Town Hall. Competition is both at a House level and an individual level. A brochure for parents outlining the rules of the Festival is distributed each year.



### TERM 3

Year 12 Graduation. Graduation has three distinct elements: a morning Assembly when prizes are presented, the celebration of Eucharist in the late afternoon and Dinner. Presently Graduation Day occurs in the final week of Term 3.

### TERM 4

End of Year Awards Ceremony. This gathering of the Senior School community occurs at the end of term.

Please check the newsletter, community portal and the School App for further details on special events throughout the year.

# EXTRA-CURRICULAR SUMMARY

## MUSIC

YEARS 7-12	
All Year	<b>Private Music Tuition</b> Mrs Grimes External Tutors
	<b>Music Ensembles</b> Mrs Grimes Senior School Choir, Senior School Chamber Choir, Concert Band, Stage Band, Popular Music, Orchestra
	<b>Senior Ensembles</b> Mrs Grimes Flute, Strings, Clarinet, Guitar, Percussion
	<b>Music Festival</b> Mrs Grimes Auditions commence in Term 1

## DRAMA

YEARS 7-12	
All Year	<b>The Art of Communication</b> Ms Carla Field
Terms 1 & 2	<b>Theatresports Competition</b> Mrs Rodda
Terms 2 & 3	<b>Years 7-9 House Drama Competition</b> Mrs Rodda
All Year	<b>Acting and Improvisation Workshops</b> Mrs Rodda
Terms 3 & 4	<b>Loreto Kirribilli Production</b> Mrs Rodda Years 9-11

## ACADEMIC ENRICHMENT

YEARS 7-12	
All Year	<b>Da Vinci Decathlon</b> Years 7-11
	<b>Future Problem Solving</b> Dr Giffney Years 7-10
	<b>Ethics Olympiad</b> Years 7-10
	<b>Un Evatt United Nations Competition</b> Years 9-11
	<b>Model United Nations Activity</b> Years 7-11

## ORATORY

DEBATING YEARS 7-12	
Terms 1 & 2	<b>ISDA Debating Competition</b>
Terms 2 & 3	<b>Archdale Competition</b>
	<b>SDN Debating Competition</b>
Term 4	<b>Interhouse Debating Challenge</b>
PUBLIC SPEAKING YEARS 7-12	
Term 1	<b>CSDA Public Speaking Competition</b>
Term 1	<b>Rostrum Voice of Youth</b>
Term 2	<b>Plain English Speaking Award</b>
Term 3	<b>Legacy Junior Public Speaking Award</b>
Term 4	<b>IGSA Festival of Speech</b> Prose Reading, Public Speaking, Poetry, Debating, Drama, Current Affairs, Religion and Ethics sections
MOCK TRIAL YEARS 7-12	
All Year	Between 4 -10 Mock Trials during the year Mr Bain



## CLUBS, TEAMS & ACTIVITIES

YEARS 7-12	
All Year	<b>Coding - NCSS Challenge</b> Dr Mascorella Years 7-11
All Year	<b>VEX Robotics Program</b> Mr Mercer Years 7-11
All Year	<b>Dance Troupe</b> Ms Whittaker Years 7-11 CGSSSA Dance Competition
	<b>Duke of Edinburgh</b> Mr Nam/Mr Bamber Years 9-12
	<b>Australian Army Cadets</b> Mr Nam Years 8-12

## SPORT

YEARS 7-12	
<b>Representative Pathways</b> Offered to students playing at a representative level through the CGSSSA and NSWCCC pathways	
<b>Carnivals</b> Athletics, Swimming and Cross Country (CGSSSA)	
Terms 1, 2 & 3	<b>IGSA</b> Mrs Baker Swimming, Rowing, Touch Football, Water Polo, Tennis, Cross Country, Hockey, Soccer, Athletics, Athletics Twilight
Term 2	<b>Cross Country</b> Mr Fryar IGSA, CGSSSA, NSWCCC competitions
Terms 2 & 3	Netball Mrs Baker/Mrs Nesbitt/ Mrs Brock/Ms Peirce (Junior School) Northern Suburbs Netball Competition
Terms 2 & 3	<b>Hockey</b> Ms Jury IGSA

Terms 2 & 3	<b>Soccer</b> Ms Winston IGSA
Term 3	<b>Snowsports</b> Mrs Baker NSW Sydney Division Interschool Races State Championships, National Championships
Term 4	<b>Basketball and Volleyball</b> Santa Sabina College Invitational Competitions Mrs Brock/Mrs Nesbitt Saturdays 8.30am - 1.30pm (depending on age group)
	<b>Taekwondo</b> Mr Wylie One competition in May, All Schools Tournament in November, Inter Schools Competition
Terms 4 & 1	<b>Water Polo</b> Mr Hook Ward McAuley Cup, Preseason training camp, UNSW
Terms 4 & 1	<b>Rowing</b> Ms Clay NSW Spring Regatta, MLC Regatta, NSW Independent Schools Championships, Loreto Normanhurst Regatta, Loreto Kirribilli Regatta, NSW Reindeer Regatta, NSW Sprint Championships, Roseville Regatta, NSW State Championships, Riverview Regatta, PLC/Kings School Regatta, IGSSA Regatta, Sydney Rowing Club Regatta, NSW Schoolgirl Head of the River, Australian Rowing National Championships
Terms 4 & 1	<b>Tennis</b> Ms Jury IGSA
Terms 4 & 1	<b>Touch Football</b> Mr Fryar Eastern Suburbs, IGSA
All Year	<b>Tennis</b> Ms Jury Tildesley Shield Tennis, Tildesley Shield Competition



## INTERHOUSE COMPETITIONS

YEARS 7-12	
Term 1	<b>Water Ballet</b> Mrs Baker
Term 1	<b>Swimming Carnival</b> Mrs Baker
Term 1	<b>Interhouse Theatresports Competition</b> Mrs Rodda Years 9 -12 During Term 1, House based intermediate and senior teams play improvisation games to select finalists who compete in the Interhouse Theatresports Grand Final at the end of Term 1.
Terms 2 & 3	<b>Interhouse Drama Competition</b> Mrs Rodda Years 7- 9
Term 3	<b>Athletics Carnival</b> Mrs Baker
Term 2	<b>Music Festival</b> Ms Grimes

If you would like to nominate for any of the following sports offered to new students, please register via the community portal.

Please note not all activities are available for all year groups. Please check the Extra-Curricular Handbook for details.

Sports available to new students joining in Term 1 include: Netball, Hockey, Tennis, Cross Country, Water Polo and Soccer.

### PRIVATE TUITION

A number of private lessons for extra-curricular activities are available. Please see the [Extra-Curricular Handbook](#) on the community portal.

## COMPETITIONS

YEARS 7-12	
Term 4	<b>Debating</b>





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