



St Martins Lutheran College
Grow in Christ | Growing the Future



Parent Handbook 2023

St Martins Lutheran College provides a positive learning environment in a vibrant community. We are a caring Christian school and our community embraces the following values:



Respect

We treat everyone with fairness and offer acceptance to all with genuine concern for the rights and well-being of the community

*Do nothing from rivalry or conceit, but in humility count others more significant than yourselves. **Philippians 2:3***



Faith

We share the love and grace of God with everyone in everything we do. Our community is nurtured spiritually to create an awareness of the strength we have in Christ.

*May the God of hope fill you with all joy and peace as you trust in him, so that you may overflow with hope by the power of the Holy Spirit. **Romans 15:13***



Compassion

The St Martins community demonstrates kindness and service to others. We are open and responsive to the needs of others, reaching out and actively caring for those in need.

*Be kind to one another, tender hearted, forgiving one another as God in Christ forgave you. **Ephesians 4:32***



Growth

We value development in learning and wisdom by encouraging students and staff to be curious and inquisitive about the world around them, motivating them to build on their strengths.

*Let the message about Christ completely fill your lives, while you use all your wisdom to teach and instruct each other. **Colossians 3:16a***



Encouragement

We are guided to be our best and to look for the best in others.

*I praise you because I am fearfully and wonderfully made; your works are wonderful, I know that full well. **Psalms 139:14***



Hope

We are inspired to view the world with optimism. We treat challenges as opportunities to build resilience. Our aim is to build a positive mindset that is open to learning.

*Those who hope in the Lord will renew their strength. They will soar on wings like eagles; they will run and not grow weary, they will walk and not be faint. **Isaiah 40:31***

INTRODUCTION

St Martins Lutheran College started in 1982 as St Martins Lutheran School at the St Mary's School, Pick Ave, Mount Gambier. In 1987 the College moved to its current location on St Martins Drive.

From a humble 33 students in 1982 the College has progressed to its current 775 students, including secondary students since 2004.

St Martins delivers excellence in education and students are provided with opportunities to grow academically and spiritually in the classroom, along with extra-curricular activities and wider community involvement.

This handbook outlines how the College is administered, its daily routines, communication processes and some of its key policies and procedures. It also provides information about our student uniform expectations and some details about our curriculum, extra-curricular activities and College worship. In addition, information is provided about our Parents and Friends Association, Student Representative Council and College Counsellor. Finally, a range of general miscellaneous information is provided to help parents and care givers.

If you have any questions or queries about the College and school life please feel free to contact your child's teacher, the office staff or Heads of Junior, Middle or Senior School.

College Purpose

We are a welcoming, caring, Christ-centred learning community where students grow, flourish and are inspired to make a difference.

College Motto

"Grow in Christ, Growing the Future"

Logo

The blue lines represent the waters of the Blue Lake and the life-giving water that flows through Jesus our Saviour. The three lines making up the triangle also represent the triune God as well as symbolising our local area. The cross intertwines between these two symbols as a constant reminder that Jesus is always with us, beside us, before us and behind us in all that we do.





ADMINISTRATION

College Structure

The College is a part of St Martins Lutheran Church and as such is a sister education establishment to St Martins Kindergarten. While all are administered separately, there are strong connections.

The College is also a part of the Lutheran Education System. The national body is Lutheran Education Australia and the District body is Lutheran Education, South Australia, Northern Territory and Western Australia Inc (LESNW).

The College is managed by a Council and must work within the guidelines set down by both state and federal governments and the Lutheran Church.

The College Council

The College Council is elected by the St Martin's Lutheran Church Congregation to oversee the College. The Principal is the CEO of the College but works in conjunction with the College Council.

The Council is responsible for the governance of the College and as such is responsible for supporting the learning and safety of students through ensuring sound guidance on finance, staffing, security, proper facilities, a sound broad based curriculum and good public relations with the Mount Gambier community.

The College is an incorporated body.

IMPORTANT INFORMATION FOR 2023

St Martins Lutheran College is organised into three sub-schools. A Junior School (Reception to Year 6), a Middle School (Year 7 to 9) and a Senior School (Year 10 to 12). Each sub school is led by a separate Head of School Wellbeing (Robyn Teakle – Junior School, Damian Bradley – Middle School and Kathy Oliphant – Senior School), who work closely with the Deputy Principal (Kat Elliott), the whole College Head of Teaching and Learning (Jason Plunkett) and the Director of Junior School Teaching and Learning (Christine Ware).

The following information is provided to assist parents as to who to contact in different situations. In almost all cases, parents are encouraged to contact the Class, Subject or Home Group Teacher first, before contacting someone more senior.

Question/Concern	Sub School	Person to Contact	Email
Student Well-being/ Engagement/ Behaviour Matters	Junior School	1. Class Teacher 2. Robyn Teakle	Various rteakle@stmartins.sa.edu.au
	Middle School	1. Home Group Teacher 2. Damian Bradley	Various dbradley@stmartins.sa.edu.au
	Senior School	1. Home Group Teacher 2. Kathy Oliphant	Various koliphant@stmartins.sa.edu.au
Subject/ Curriculum/ Teaching/ Learning/ Homework/ Assessment/ Reporting Matters	Junior School	1. Class Teacher 2. Christine Ware	Various cware@stmartins.sa.edu.au
	Middle & Senior School	1. Subject Teacher 2. Faculty Leader 3. Jason Plunkett	Various Various jplunkett@stmartins.sa.edu.au
Learning Enrichment (Learning Support)	Junior School	1. Class Teacher 2. Karen Millington	Various kmillington@stmartins.sa.edu.au
	Middle & Senior School	1. Subject Teacher 2. Karen Boylan	Various kboylan@stmartins.sa.edu.au
College Counsellor	Junior, Middle & Senior School	1. Jane Savage	jsavage@stmartins.sa.edu.au

COLLEGE LEADERSHIP AND CONTACT INFORMATION

College Leadership and Management

In January 2020 the College introduced a new leadership structure with the implementation of three sub schools. A Junior School (Foundation to Year 6), a Middle School (Year 7 to 9) and a Senior School (Year 10 to 12). Each sub school is led by a separate Head of School, who works closely with the whole College Head of Teaching and Learning.

Senior Management Team

Principal: Alan Connah
Deputy Principal: Kat Elliott
Business Manager: Trudi Hepburn
Head of Junior School Wellbeing: Robyn Teakle
Head of Middle School Wellbeing: Damian Bradley
Head of Senior School Wellbeing: Kathy Oliphant
Head of Teaching and Learning: Jason Plunkett
Director of Junior School Teaching and Learning: Christine Ware
Director of Educational Opportunities: Julie Connah

aconnah@stmartins.sa.edu.au
kelliott@stmartins.sa.edu.au
thepburn@stmartins.sa.edu.au
rteakle@stmartins.sa.edu.au
dbradley@stmartins.sa.edu.au
koliphant@stmartins.sa.edu.au
jplunkett@stmartins.sa.edu.au
cware@stmartins.sa.edu.au
jconnah@stmartins.sa.edu.au

College Counsellor

Jane Savage

jsavage@stmartins.sa.edu.au

Whole School Coordinators

Indigenous Education: Allison McDonnell
Instrumental Music: Stephen Walther
Teacher Librarian: Kelly Lynch
SEQTA Coordinator: Molly Auld

amcdonnell@stmartins.sa.edu.au
swalther@stmartins.sa.edu.au
klynch@stmartins.sa.edu.au
mauld@stmartins.sa.edu.au

Junior School Coordinators

Learning Enrichment: Karen Millington
Music/Band: Georgina Farrugia
Sport: Duncan Savage

kmillington@stmartins.sa.edu.au
gfarrugia@stmartins.sa.edu.au
dsavage@stmartins.sa.edu.au

Middle/ Senior School Coordinators

SACE/Open Access: Connie Ferraro
Career Coordinator: Linda Polomka
VET Coordinator: Jayne Fulton
Sport: Michael Minuzzo
Learning Enrichment: Karen Boylan
Christian Studies: Jason Buckland

cferraro@stmartins.sa.edu.au
lpalomka@stmartins.sa.edu.au
jfulton@stmartins.sa.edu.au
mminuzzo@stmartins.sa.edu.au
kboylan@stmartins.sa.edu.au
jbuckland@stmartins.sa.edu.au

Middle/Senior School Faculty Leaders

Science: Kathryn Kutny
Mathematics: Mary-Anne Sheppard
English: Niadin Harte
Humanities: Thalia Wesselingh
Art, Music & Drama: Rebekah McDonald
PE, Health & Outdoor Education: Brett Shepherdson
Digital & Design Technology: Andrew Meier

kkutney@stmartins.sa.edu.au
msheppard@stmartins.sa.edu.au
nharte@stmartins.sa.edu.au
twesselinghf@stmartins.sa.edu.au
rmcdonald@stmartins.sa.edu.au
bshepherdson@stmartins.sa.edu.au
ameier@stmartins.sa.edu.au

Junior/Middle/Senior Wellbeing Leaders

Junior School: Brenda May

Middle School: Romana Quintel

Senior School: Rovaun Alexander

bmay@stmartins.sa.edu.au

rquintel@stmartins.sa.edu.au

ralexander@stmartins.sa.edu.au

Administration

Front Office

Middle/Senior School Office

Marketing and Events: Jason Scheidl

Enrolments: Keeley Darcy

Finance

office@stmartins.sa.edu.au

arkoffice@stmartins.sa.edu.au

jscheidl@stmartins.sa.edu.au

enrolments@stmartins.sa.edu.au

finance@stmartins.sa.edu.au

ACADEMIC CALENDAR 2023

January 2023						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2023						
Su	M	Tu	W	Th	F	Sa
2	3	4	5	6	7	
9	10	11	12	13	14	
16	17	18	19	20	21	
23	24	25	26	27	28	
30						

May 2023						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2023						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July 2023						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					


August 2023						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	
6	7	8	9	10	11	
13	14	15	16	17	18	
20	21	22	23	24	25	
27	28	29	30	31		

September 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30


October 2023						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				


November 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023						
Su	M	Tu	W	Th	F	Sa
						1
3	4	5	6	7	8	
10	11	12	13	14	15	
17	18	19	20	21	22	
24	25	26	27	28	29	
31						

 School Holidays

 Public Holidays

 Student Free Days

 Staff Pre Service Days

 Staff Post Service Days

Public holidays are correct at
time of publishing but can
be subject to change.

Term 1:
Monday 30 January to Friday 14 April

Mon 23 & Tues 24 Jan - New Staff Preservice Days
Wed 25 & Fri 27 Jan - Returning Staff Preservice Days
Thurs 26 Jan - Australia Day Holiday
Mon 30 Jan - Start of Term 1 for Students
Fri 10 March - Student Free Day / Staff Training
Mon 13 March - Adelaide Cup Holiday
Tues 14 March - Student Free Day / Staff Training
Wed 15 to mon 27 March - NAPLAN Test Dates
Fri 7 April - Good Friday Holiday
Fri 14 April - End of Term 1

Term 2:
Monday 1 May to Friday 7 July

Mon 1 May - Student Free Day / Staff Training
Tues 2 May - Start of Term 2 for Students
Mon 12 June - Queen's Birthday Holiday
Tues 13 June - Student Free Day / Assessment & Moderation Day
Fri 7 July - End of Term 2

Daily Routine

Junior School Daily Routine

8:15am	Staff Devotion
8:30	Teachers in classroom to greet parents and students
8:40	Warning Bell
8:45	Bell to start classes
11:10	Recess
11:30	Warning bell
12:50pm	Supervised lunch eating time (F - 6)
1:00	Play time
1:35	Warning bell
1:40	Bell to resume class
3:00	Grey tray and tidy up bell
3:15	Dismissal

Term 3:
Tuesday 25 July to Friday 29 September

Mon 24 July - Student Free Day / Staff Training
Tues 25 July - Start Term 3 for Students
Thurs 31 Aug & Fri 1 Sept - Student Free Days / Staff Training Days
Fri 29 Sept - End of Term 3

Term 4:
Monday 16 October to Wednesday 13 December

Mon 16 Oct - Start Term 4
Fri 20 Oct - Student Free Day / Staff Planning Day
Fri 24 Nov - Student Free Day / Assessment & Moderation Day
Wed 13 dec - Last Day of term for Students
Thurs 14 & Fri 15 Dec - Staff Post Service Days

Middle/Senior School Daily Routine

8:15am	Staff Devotion
8:45	Home Group
9:10	Start Lessons
11:10	Recess
11:25	Warning bell
11:30	Bell to resume class
1:00pm	Lunch
1:35	Warning bell
1:40	Bell to resume class
3:15	Dismissal

Absentee/Notification

Parents are requested to inform the school if a child is away by phoning before 8:45am, emailing to absent@stmartins.sa.edu.au, via SEQTA Engage or sending a note with a sibling or with the child prior to the absence if possible. Absences of five days or more require a completed exemption form, can be collected from the Front Office or found on the College website. If the school has not received information regarding an absent child by 9:30am, the school will endeavour to contact parents via text message to ascertain that the child is legitimately absent and safe.

Lateness: Arriving late to school, whilst sometimes unavoidable, does make things difficult for both the student and teacher. Students will miss key organisational opportunities, pastoral care moments and introductions to teaching, new and ongoing learning tasks and social interactions with peers. Late students must report to the Front Office or the Ark Office and sign in.

College administration is required to follow up regular absences from school and in extreme cases report truancy to the relevant authorities.

Accidents and Unwell Students at the College

Students who are unwell should not be at school. Staff are trained to handle minor incidents in the classroom or on yard duty. Whilst the school's First Aid Personnel can apply first aid to the children, the medical room is used for short term stays only, and parents will be notified to collect children who are ill. Parents will be advised if treatment has been given through the day either by phone or directly when collecting their child.

Please advise the College if your child contracts a communicable disease eg. COVID, measles, mumps, chickenpox.

Extended Absences from School

If families are planning an extended family holiday or if a child is likely to be away from school for an extended period (including illness) legislation requires parents to apply to the Principal for periods of leave up to one month in length. For longer periods of time applications must still come through the Principal but will be forwarded to DECD for students between the ages of 6 and 16, and to AISSA for students aged 16-17. Parents are asked to begin this process in time for the appropriate counselling and approval procedures to be put in place. Students are required to attend school until approval is granted. Conditions may also be attached to the exemption.

Families who are requesting leave must complete the relevant exemption forms available on the AISSA website www.ais.sa.edu.au or from the College Office.

Exemption Form A is for students aged 6-17 years requesting leave for less than one month OR for students 6-16 years requesting leave for greater than one month. Exemption Form B is for students aged 16-17 years requesting leave for longer than one month.



Students Leaving the College Grounds

During school hours, students are not permitted to leave the College grounds unless accompanied by an adult registered to the College. A parent/carer wishing a child to leave during school hours must send a note to that effect, or personally inform the class teacher and/or office. Parents/carers must collect the child directly from the teacher/classroom at the prearranged time or from the office area only. Students must sign out at the Front Office/Ark Office before leaving and sign in on return.

Should a situation arise where the teacher has not been notified, the parent/carer should ring to inform the College and report to the office before removing the child from the classroom or school grounds.

Senior students may be required to leave the College campus for study purposes. Year 12 students may also leave before the end of the day if appropriate forms have been returned and they have no further scheduled lessons.

CLASSROOM MATTERS

Classroom Behaviour Agreement

In consultation with students and teacher, each class develops a standard of behaviour and consequences for that class.

A common set of guidelines applies to all classes based on the following principles everyone has:

- The right to feel safe
- The right to receive respect from others
- The right to learn and to teach

Time out period is daily at lunch time 1:00 –1:20pm.

Classroom Time Out Middle/Senior School

Initiated by classroom/subject teacher for incomplete work or non-completion of homework.

Catch Up Junior School

Initiated by the classroom teacher to support students needing to finish or catch up on learning tasks.

Inappropriate Yard Behaviour

Middle/Senior School Students who behave inappropriately will be issued with a time out slip or be sent directly to their respective Head of School Wellbeing. Junior School Students who behave inappropriately during play time will be sent directly to the Head of Junior School Wellbeing with a note. Communication will be made with parents accordingly.



COMMUNICATION

Interviews and Reports

Parent/teacher interviews are held at the end of first term for all Junior School year levels and at the beginning of Term 2 for Middle/Senior School students. Written reports are sent home mid-year and end of year. A progress report for Middle/Senior School students is also sent home mid-semester. Both teachers and parents are also encouraged to organise interviews whenever they have concerns.

Parent Information Night

The parent information night is held in early Term 1. Parents are strongly encouraged to attend so they can hear about classroom procedures, topics, events and general information. Parents are welcome to make an appointment to see teachers should they have concerns about their child's education.

A Year 12 information night is held in the second week of Term 1 and is an important time for parents and staff to meet and discuss Year 12 needs.

Newsletter

Newsletters are emailed home fortnightly (even weeks of term) on Thursday. The newsletter includes information of a general nature, community notices, reports on past events and reminders and explanations about coming events. It is important that parents take a few moments to read the newsletter to stay up to date with activities in the College and especially upcoming events listed in the monthly calendar.

Social Media

Social media is used to celebrate and promote events and activities around the College.

Open Days

During Term 1 the College has a twilight tour for prospective parents to tour the facilities and speak with staff and see students demonstrating various activities. If you know of families interested in finding out more about the College please encourage them to attend.

Class Trays

Each morning Junior School students deliver class trays to the office. These contain information which is pertinent to the office. Similarly, in the afternoon, children return the trays to the classroom with any relevant messages.

Telephone Calls / Messages

Any parents may ring the College with messages for their children. These will be relayed through the class trays at the end of the school day or if urgent personally by office staff. Messages of this nature should be on an "If necessary basis."

Class Dojo

Class Dojo is a school-based app that allows parents and caregivers to communicate directly with their child's teachers and view updates on class activities. This app is only utilised throughout the Junior School at St Martins Lutheran College and can be downloaded from the App Store or Google Play Store.

Qkr!

Parent payment app used to make purchases for:

- Canteen lunch orders before 8:30am
- School camps/excursions
- SMOSHC (St Martins Out of School Hours Care)
- Other Extra Curricular Activities



QKR can be downloaded on a mobile device via the App Store or Google Play. A step-by-step guide on how to access Qkr and place payments visit the College Website under Parent Portal click QKR! App or follow this link: <https://stmartins.sa.edu.au/wp-content/uploads/2020/07/QKR-Parent-Information-Profile-and-Canteen.pdf>

SEQTA Engage

SEQTA Engage is a powerful tool for parents to have an overview of their child's learning and assessments. It also provides a communication channel for parents and teachers, enabling greater collaboration and hopefully enhanced learning outcomes for students.

St Martins uses SEQTA for attendance, communication and academic reporting processes. Parents are able to access the services that SEQTA Engage offers. Face-to-face communications continues to be a valued part of community life at St Martins as are events such as Parent-Teacher interviews and Grandfriends Days etc.

When you are on the SEQTA Engage system, you are able to

- View your child's timetable and course information
- Access reports from previous academic years
- Receive school notices and messages from teachers
- Access relevant school documents (uniform, canteen prices, policies)
- View your child's assessment tasks and grades for some subjects.

If your email address has changed please ensure the College is aware.

If you need any assistance configuring SEQTA Engage, please contact the school using the address:

SEQTAHelpdesk@stmartins.sa.edu.au



Mobile Phones

St Martins Lutheran College acknowledges parents may wish their child to carry a mobile phone for personal safety reasons, however the right of a student to have access to a mobile phone at school must be balanced with the responsibility to use it appropriately. Middle/Senior School students' phones can be left at the Ark office or kept secure in their locked lockers.

The College takes no responsibility for loss or damage to phones not checked in during the school day and phones will be confiscated if used outside of allowed times (start and end of recess and lunch or as permitted by a teacher).

Parent Concerns

Should you have a concern regarding your child, it is usual to contact the child's teacher first. Should you be dissatisfied with the support you receive, the next step is to contact the appropriate Head of School Wellbeing or Deputy Principal. Should you still be dissatisfied with the service you have received, the Principal or Chair of College Council would be an appropriate avenue for the airing of grievances. Failing this, contact with the Executive Director of Lutheran Education SA/NT/WA would be a last resort.

Assessments

Assessment in school is ongoing. Assessment may be formative or summative.

Formative – Progressive tests, anecdotal notes, observations, draft feedback, quizzes, oral presentations, etc.

Summative – Formal tests at the end of a unit of work, formal making of assessment pieces, weekly spelling or Maths Mental.

Additionally during the school year students may undertake online assessments such as the ACER PAT tests. The results of such tasks are used by the College and by class teachers to assist with planning for both individual students and classes. Parents with any queries about such tasks should speak to the class teacher.

UNIFORM

At St Martins we believe that a compulsory uniform provides a fair and equal dress code for all students and induces a sense of self pride and respect. A uniform eliminates competition in what students wear and it is the most economical way to outfit students for their school life.

Uniform Aim

- Provide a student uniform that is neat and well presented as well as safe, practical and allows for some choice, within a limited range of items.
- Provide a formal summer and winter uniform for girls and boys, Junior, Middle and Senior School, as well as an all season, unisex sporting uniform.
- Minimise any accessories that detract from the uniform.

At the end of Terms 1 and 3 dates for a uniform change-over period will be communicated to parents and students. During this period students will be able to choose to wear either full winter or full summer uniform according to the weather.

For full details on the official College Uniform, policies and regulations – or to view the online shop, <https://stmartins.sa.edu.au/parent-portal/uniform/>

Junior School Reception Uniform



College Polo Top

Regulation Polar Fleece Sport
Jumper

Regulation Navy Shorts or Track
pants

College or Plain White or Navy
socks

Sports shoes



Boys & Girls

Junior School Female Uniform

Regulation School
Dress or Short
Sleeve College Shirt

Regulation Hat

College Soft Shell
Jacket (Optional)

Regulation Navy
Shorts or Pants

College or Plain
White or Navy Socks

Black Buckle or laced
Leather/Leather Look
School Shoes



Summer

College Long Sleeve
Shirt

College Navy V Neck
Jumper (Optional)

College Soft Shell
Jacket (Optional)

Tartan Check Kilt,
Navy pants or Shorts

College or Plain White
or Navy Socks

Navy Stockings

Black Buckle or laced
Leather/Leather Look
School Shoes



Winter

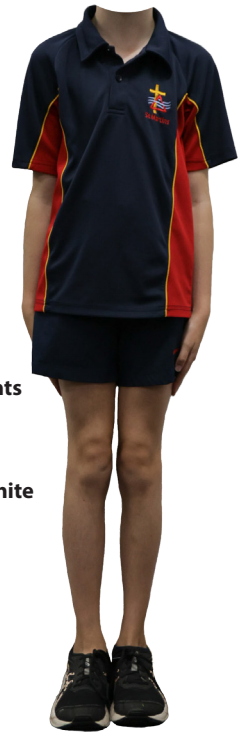
College Polo Top

College Polar
Fleece Sport
Jumper

Regulation Navy
Shorts or Track Pants

College or Plain White
or Navy Socks

Sports Shoes



PE

Junior School Male Uniform

Regulation Short
Sleeve College Shirt

Regulation Hat

College Soft Shell
Jacket (Optional)

Regulation Grey
Shorts or Pants

College or Plain White,
Grey or Navy Socks

Black Velcro or laced
Leather/Leather Look
School Shoes



Summer

College Long Sleeve
Blue shirt

College Navy V Neck
Jumper (Optional)

College Soft Shell
Jacket (Optional)

Regulation Grey Pants
or Shorts

College or Plain White,
Grey or Navy Socks

Black Velcro or laced
Leather/Leather Look
School Shoes



Winter

College Polo Top

College Polar
Fleece Sport
Jumper

Regulation Navy
Shorts or Track Pants

College or Plain White,
Grey or Navy Socks

Sports Shoes



PE

Middle/Senior Female Uniform

Regulation School
Dress or Short
Sleeve College Shirt

Regulation Hat

College Soft Shell
Jacket (Optional)

Regulation Navy
Shorts or Pants

College or Plain White
or Navy Socks

Black Buckle or laced
Leather/Leather Look
School Shoes



Summer

College Long Sleeve
Blue Shirt

College Navy V Neck
Jumper (Optional)

College Soft Shell
Jacket (Optional)

Tartan Check Kilt,
Navy pants or Shorts

College or Plain White
or Navy Socks

Navy Stockings

Black Buckle or laced
Leather/Leather Look
School Shoes



Winter

College Polo Top

College Sports
Jacket

Regulation Navy
Shorts or Track Pants

College or Plain
White or
Navy Socks

Sports Shoes



PE

Middle/Senior Male Uniform

Regulation Short
Sleeve College Shirt

Regulation Hat

College Soft Shell
Jacket (Optional)

Regulation Grey
Shorts or Pants

College or Plain White,
Grey or Navy Socks

Black laced Leather/
Leather Look School
Shoes



Summer

College Long Sleeve
Blue Shirt

College Navy V Neck
Jumper (Optional)

College Soft Shell
Jacket (Optional)

Regulation Grey Pants
or Shorts

College or Plain White,
Grey or Navy Socks

Black Laced Leather/
Leather Look School
Shoes



Winter

College Polo Top

College Sports
Jacket

Regulation Navy
Shorts or Track Pants

College or Plain
White, Grey or
Navy Socks

Sports Shoes



PE

POLICIES

Sunsmart

In support of the WHS guidelines and the Health Education program of the College, a Sun Smart Policy has been established for all students throughout the College.

For all outdoor activities conducted as part of the school curricula and co-curricular program the students of St Martins Lutheran College will wear a regulation College hat. For Junior School this will be the regulation slouch hat and for Middle and Senior School, the regulation bucket hat. This includes all play times, physical education lessons and school sport in Terms 1, 3 and 4.

Exceptions may be made for short bursts of intense activity (such as sprints, hurdles or long jump) providing the hat is replaced immediately after completion of the activity.

Students who do not have a hat for play periods will therefore be asked to sit in undercover/shaded areas for the duration of the period.

Parents are encouraged to supply a small tube of sun-block for each child's school bag, for application as necessary. Students may wear Sun Smart hats year-round if they wish.

Computer Network / Internet User Agreement

This agreement applies to students who have on-campus access to the St Martins Lutheran College Computer Network and to the Internet.

All students who are to have access to the College Computer Network are to use that access in accordance with the directions, procedures and endorsements set out in this document. It is always expected that the computer facilities made available will be used responsibly and consistently within the objectives and ethos of St Martins Lutheran College.

St Martins College and Internet Users will:

Receive an individual login after comprehensive internet safety instruction and a full understanding of the Internet User Agreement which is to be signed and returned:

- Not intentionally or by negligence divulge to any other person the password associated with their account or allow others to use that account.
- Not attempt to gain access to another person's account.
- Unless specifically authorised, not intercept, download or attempt to electronically read other user's files, transmissions or electronic mail.
- Ensure that the workstation is always secured, for example by logging out of all active sessions when leaving the workstation.
- Not download copyright software, applications or pictures to a St Martins Lutheran College computer.
- Not install or use software or applications that have not been authorized by the College.
- Not attempt to change configuration files or settings unless specifically authorised to do so.
- Not distribute electronic "chain letters".
- Not use any USB modems or similar devices on our network.
- Not store any music or video files on our system except for educational purposes eg. multimedia projects.
- Only use a personal laptop or mobile device with the permission of the teacher involved and for educational purposes.

Specifically, the access, transmission, retrieval, storage or display of:

- Sexually explicit material;
- Hate speech or offensive material;
- Material regarding illicit drugs or violence;
- Material regarding criminal skills and/or illegal activities;
- Material of a defamatory, discriminatory or harassing nature;

is strictly forbidden if that material does not form a part of a legitimate enquiry. This includes accessing any sites or forums that deal with these materials.

Action will be taken against any user found to be in breach, or an accessory to any breach, of this agreement. This will range from a temporary or permanent closure of the user account and a letter to parents informing them of the breach. Extreme cases (ie accessing pornography) could result in suspension or termination of enrolment.

All network use is monitored. St Martins Lutheran College has in place strong filters and blocks on our internet. We reserve the right to do random checks on student email accounts and USB drives.

CURRICULUM MATTERS

St Martins Lutheran College has adopted the Australian Curriculum for Reception - Year 10 students and the SACE for Senior school. Each year students from Years 9 –12 will be provided with curriculum information booklets to help their subject choice.

In addition to the core curriculum the Australian Curriculum has quite a broad range of general capabilities to be developed and cross curricular perspectives to be explored.

Classroom

Teachers are responsible for organising and operating their classrooms in a way in which children can feel safe, happy and a part of a productive working and learning environment. Parents are invited to be a part of this process by helping whenever and wherever possible at the direction of the teacher.

Class Allocation

Towards the end of each year, Heads of School Wellbeing, Learning Enrichment Teachers and current year level/homegroup teachers will work together to place students in classes. After consultation with parents, children will have the opportunity to nominate fellow class members.

The general policy is that class allocation will be based on student needs determined by a range of teaching staff. Notification of class allocation will be sent home with the start of year letter.

Collaborative Planning

Teachers from the same year level plan their programmes together and utilise their strengths by planning specific units of work for each class. Teachers endeavour to be consistent with expectations across the classes.



HOMEWORK GUIDLINES

Homework Policy

Rationale

Homework is an important process to consolidate student learning and support knowledge retention. Balancing homework with other valuable aspects of our learners' lives is something we value.

Overview

Significant research has been done on the effectiveness of homework on student learning, with a meta-analysis conducted by Hattie (2008).

"The effects are highest, whatever the subject, when homework involves rote learning, practice, or rehearsal of the subject matter."

We recognise that many outside of school commitments (sport, musical pursuits, external clubs etc) are valuable learning experiences and require additional focus and commitment. We also understand the cultural and community experiences impact on students' ability to complete work.

Encompassing this, along with the impact of many of our students spending significant time in transition to and from school, along with the value of family time, we do not set specific time allocations for homework.

From this research, at St Martins Lutheran College we understand that homework must;

- Reinforce concepts already learnt
- Not introduce new ideas
- Be varied to meet individual student needs
- Be short (effect size of 0 when more than an hour of homework is set)
- Monitored by staff

Sub School Focus

Reception to 6

- Reading
- Sight words, spelling and Quick Maths
- Approximately 20 minutes per night

Year 7 to 9

- Reading
- Homework set over a week, not overnight
- Revision, practice or rehearsal of content
- Preparation – collecting materials, research, surveys

Year 10 to 12

- Due to the nature of the SACE it is difficult to be descriptive, however the proactive nature of homework set here is to assist students in achieving their learning goals

General Capabilities

The Australian Curriculum identifies seven general capabilities to be addressed. These are:

Literacy; numeracy; information and communication technology competence; critical and creative thinking; personal and social competence; ethical behaviour and intercultural understanding.

Good teaching will always contribute to a student's development of general capabilities. The Australian Curriculum reinforces this expectation by incorporating these seven general capabilities into learning area content descriptions in ways appropriate to each learning area.

Cross Curricular

Learning about Aboriginal and Torres Strait Islander histories and cultures will allow all young Australians the opportunity to gain a deeper understanding and appreciation of their significance for Australia and the impact these have had, and continue to have, on our world.

Exploring Asia and Australia's engagement with Asia will allow all young Australians to develop a better understanding of the countries and cultures of the Asian region. Students will develop an appreciation of the economic, political and cultural interconnections between Australia and its Asian neighbours.

A focus on sustainability will allow all young Australians to develop an appreciation of the need for more sustainable patterns of living, and to build the capacities for thinking and acting that are necessary to create a more sustainable future.

The cross-curriculum priorities are embedded in all learning areas as appropriate. They have a strong but varying presence depending on their relevance to the learning area.



SPECIALIST AREAS

Learning Enrichment

Two Learning Enrichment coordinators and a team of assistants are employed to implement a learning support program to cover the individual needs of children with general and specific learning difficulties.

Reading Intervention Programs

Reading intervention programs are run in the College to help students who require additional support in developing reading skills. These programs are developed with parents, classroom teachers and Learning Enrichment staff.

Reception to Year 3 Auslan / Years 4-12 LOTE

Students in Reception to Year 3 study Auslan, while students in Year 4 to Year 6 study Chinese culture and language. At Year 7 all students spend a semester each on Chinese and German language. Year 8 students elect to do either Chinese or German Language. From Year 9-12 students can choose to continue studying Chinese or German as one of their options.

Music

Our Specialist Music teachers conduct the College Choir, assist with the annual Year 6 Musical, teach all classes a comprehensive music program and coordinate the College instrumental program. Instruments taught through the College include piano, guitar, drums (percussion), woodwind and strings; there are three choral opportunities for students:

- Junior Choir (Years 3-4)
- Junior/Festival Choir (Years 5-6)
- Middle/Senior Choir (Years 7-12)
- Jazz Choir (Years 7-12)

Band Program

Students from Year 4 can audition to be a part of the College Beginner Band (Year 4 +), before progressing onto the Junior Band and then Concert and/or Jazz Band. The College strives to engage bands in various performance opportunities including weekly Worship.

Physical Education

Junior School – Reception to Year 2 students have a 45 minute lesson per week, while students in Years 3-6 have a one hour lesson per week.

Middle and Senior School PE is a compulsory subject from Years 7-10. In Year 11 and 12 students may select from a variety of Health and PE options.

Library

Each primary class has a formal weekly Library time. The Library is also open for students to use at lunchtime. Classes can also use the Library at other times.

Year 7-12 Curriculum Matters

As students move through the College from Year 7 to Year 12 their needs as learners change and develop with them, and the curriculum reflects these changing needs. At St Martins there are a group of subjects that every student studies. From Years 7-10 these include English, Maths, Science, Humanities, Christian Studies, LOTE (7-8), and HPE. Year 11 and 12 students can complete the South Australian Certificate of Education, which includes several compulsory subjects; English, Mathematics, Research Project and Personal Learning Plan (PLP). At St Martins senior students also continue Christian Studies. In addition to the core subjects, there is an increasing amount of choice as students move through the school. Students entering Year 9 make their first major set of subject selections, while those entering Year 11 can plan their 2-year SACE courses around their strengths, career goals and interests.

There are various vocational education offerings as students progress through their senior years of schooling.

EXTRA CURRICULAR

Book Week

Book Week is celebrated each year in Term 3 at St Martins. Various activities happen in the College library and the Mount Gambier library along with a dress up book week parade on the Friday for Junior School students. Dress up fits in with the Book Week theme of the year.

Premier's Reading Challenge

The Premier's Reading Challenge is a literacy engagement program that was introduced by the South Australian Premier in 2004 to encourage students to read more books and enjoy reading and improve literacy levels.

The Challenge requires students to read 12 books between the beginning of the school year and early September. The Premier's Reading Challenge is for everyone from Reception to Year 9. Students in Year 10, 11 or 12 can also participate.

Students in Reception - Year 7, choose at least 8 of the 12 books from the Premier's Reading Challenge booklist for their year level. They read 4 books of their own choice which should be of a similar standard to books on the list at their reading level.

Students in Year 8 or Year 9, choose at least 4 of the 12 books from the Year 6-9 Premier's Reading Challenge booklist and the remaining 8 can be their own choice at a similar standard at their reading level.

Students in Year 10, 11 or 12 choose 12 books of their own choice at their reading level.

Students who speak or learn another language as well as English may like to read books in that language for any of their 'own choice' books.

The awards: first year - certificate signed by the Premier, second year - Bronze medal, third year Silver medal, fourth year - Gold medal, fifth year - Champion medal, sixth year - Legend medal, seventh year - Hall of Fame medal, eighth year onwards – Hall of Fame Reader for Life award.

National Assessment Program Literacy and Numeracy (NAPLAN)

From the 15 to 27 March 2023 all students in Years 3, 5, 7 and 9 across Australia participate in the National Assessment Program. Results become available to the College and parents later in the year.

International Competitions and Assessment for Schools (ICAS Competitions)

All students in Years 2-12 may participate in the ICAS Competitions. These competitions are non-compulsory and incur an additional fee. Details and entry forms will be communicated with families during Term 2.

Subject	Sitting Dates #	Closing Date
ICAS Digital Technologies	Monday 7 August to Friday 11 August 2023	Monday 17 July 2023
ICAS Writing	Monday 7 August to Friday 11 August 2023	Monday 17 July 2023
ICAS English	Monday 14 August to Friday 18 August 2023	Monday 17 July 2023
ICAS Science	Monday 21 August to Friday 25 August 2023	Monday 17 July 2023
ICAS Spelling Bee	Monday 21 August to Friday 25 August 2023	Monday 17 July 2023
ICAS Mathematics	Monday 28 August to Friday 1 September 2023	Monday 17 July 2023

Junior School Sport

Interschool sports are conducted through the school for Year 3-5 students. This program complements club sport, which is the next step for those wishing to continue. Different sports are played each term. Parent help is essential with training/coaching and support. In2Cricket, Net Set Go and Auskick are also run for Reception to Year 2 students at a cost to parents.

Term 1	Term 2	Term 3	Term 4
T-Ball (Year 3 - 5)	Soccer (Year 3 - 5)	Football (Year 3 - 5)	In2Cricket (R - Year 2)
	Auskick (R - Year 2)	Netball (Year 3 - 5)	Net Set Go (R - Year 2)

Sports Days and Athletics Carnivals

School Sports Days are held towards the end of Term 1 each year for Junior and Middle/Senior students. Students are divided into four house groups; siblings are in the same house. A program for the day is organised at the start of each year by the Sports Coordinators in collaboration with the staff. The day typically begins with events completed in class groups and ends with house relays and championship events. Parents are invited to assist on the day and are also welcome as spectators for the day. Students wear a plain coloured tee-shirt in their house colour with their school sports shorts. House t-shirts can be purchased from the uniform shop.

Various other sporting events and opportunities arise throughout the year which are often at an additional cost.

Swimming

In 2023 swimming lessons will resume for students in Reception to Year 6 at Wulanda Recreation Centre. Reception to Year 3 students will have 5 x 45 minute lessons in the indoor pool and the Year 4 to Year 6 will have 5 x 90 minute lessons in the outdoor heated pool. Qualified instructors based at Wulanda will take the lessons for all year levels. Cost of swimming lessons is allocated within the College budget and payment is made based on class numbers whether children swim or not. The College would like to see all children participate in swimming lessons as part of growing in this life long skill. Parents are welcome to come along and watch the swimming lessons at no cost. Swimming lesson weeks and their respective year levels are as follows:

Year 2/3	Term 2 Week 3
Reception/Year 1	Term 2 Week 6
Year 4-6	Term 4 Week 7

Golf Program

SMLCGOLF is a program available for students from Year 5 to Year 11. It runs all year and groups receive a 90 minute lesson three out of four weeks on a four week rotating roster. Students receive tuition from a golf professional, who has extensive experience playing and coaching golf. St Martins funds Mount Gambier Golf Club Junior membership for each participant. Students can participate in SSSSA/GOLFSA events in Adelaide throughout the year and may attend a three-day golf camp later in the year.

SAPSASA Sport

South Australian Primary Schools Amateur Sports Association is a regional and state competition for boys and girls in Year 5 and 6.

Information about trials becomes available through the College and will be made known through the newsletter or via the PE staff. We ask that parents inform the College of their child's involvement in SAPSASA events as we wish to acknowledge their skills and achievements.

Further information about SAPSASA can be found at: <https://www.education.sa.gov.au/schools-and-educators/programs-students/school-sport-sa/competitions/statewide-schools-competitions>

House Groups

St Martins has a house competition which consists of four houses; Tremelling (Red), Whitty (Green), Yeates (Yellow) and Livingston (Blue). The houses are named after notable local sports people. Each student is allocated to a house and families are allocated to the same house. House points can be gained in the following ways:

- Participation (voluntary) in College teams, events and groups (sport, choir, band etc)
- Inter-house competition (eg athletics and swimming carnivals, performing arts).
- Representing the LSE in state competitions ie SAPSASA or SSSA.
- Other achievements at the discretion of the Principal/Heads of School Wellbeing.
- Classroom House Day Activities.

Camps

Students from Year 3 onwards are involved in camps. Camps are considered a compulsory part of the school program and parents are invited to be involved. Middle and Senior students are involved in Outdoor Education Camps and city visits.

Concerts / Musicals

A Reception to Year 5 concert is held biennially on campus. Each class puts together an item to be presented to parents. The next concert is scheduled for 2023. A very big part of the Year 6 student program is to prepare and perform an annual musical at Sir Robert Helpmann Theatre, which is held during Term 3.

A Middle/Senior school musical is performed every second year. The musical 'The Addams Family' will be performed later this year.

Excursions

It is expected that each class will either go on a curriculum-based excursion or be a part of a school-based performance each term.

Special Weeks and Days

Wherever possible and practicable we celebrate special events like Science Week, Literacy and Numeracy Week, Lutheran Schools Week, Sorry Day and Harmony Day and the SE Schools Music Festival. A large part of the choir's work during the year is in preparation for the SE Schools Music Festival, which is held in October each year.

The College will also host special fundraiser days. Generally, students will be invited to participate and give a gold coin donation. These will be advertised on the College social media, Class Dojo and email.

Extra-Curricular Activities

In addition to house and school-based activities the following table provides information about extracurricular activities available to students in the Middle/Senior Schools.

Inter-school sport	Clubs, Cultural and other activities
Athletics	Debating and Public Speaking
Swimming	Art Show
Hockey	Music Concerts
Netball	Worship Band
Basketball	Band, Instrumental and Choral Ensembles
Golf	First Aid courses
Tennis	
Human Powered Vehicle (HPV)	
Cricket	
Football	
9-a-side Girls Football	
Soccer	
Cross Country	
Festival of sport (Touch Football, Ultimate Frisbee, Lawn bowls, Volley ball)	

Sport Code of Behaviour

For Players:

- Be a good sport
- Play for enjoyment
- Work hard for your team as well as yourself
- Treat all teammates and opponents as you enjoy being treated yourself
- Play by the rules
- Cooperate with team and game officials
- Control your behaviour on and off the field
- Learn to value honest effort, skilled performance and improvement
- Behave in a manner that respects the rights of others regardless of mediums of communication used, eg. Digital mediums such as Twitter, Facebook, email and text.

For Teachers and Coaches:

- Set a good example for your players
- Encourage and create opportunities
- Teach a wide range of team skills
- Ensure that the sport is appropriate for the age group and the skill development level of the players involved
- Teach players to be friendly towards officials and opponents
- Give all interested students a chance to participate in training and in games
- Remove from the field of play any of your players whose behaviour is not acceptable
- Keep your own knowledge of coaching and the developments of the game up to date

For Parents:

- Encourage participation by your children
- Provide a model of good sporting spirit for your child to copy
- Be courteous in your communication with players, team officials, game officials and sport administrators
- Encourage honest effort, skilled performance and team loyalty
- Make any new parent feel welcome on all occasions
- Do not interfere with the conduct of any events

For Spectators:

- Demonstrate appropriate social behaviour
- Remember children play for enjoyment. Don't let your behaviour detract from their enjoyment
- Let game officials conduct events without interference
- Support skilled performances and team play with generous applause
- Demonstrate respect for opposing players and their supporters

St Martins Lutheran College is strongly committed to maintaining the highest standards of fair play. The codes of conduct for coaches, spectators, officials, participants and parents are to be encouraged. It is expected that every person representing St Martins Lutheran College will be excellent ambassadors.



WORSHIP

Worship is an integral part of our College life and occurs as follows:

Monday	Reception - 3	Chapel 10:45am - 11:10am
Tuesday	Reception - 6	Gym 8.50am - 9.15am - alternating with assembly and Foundation - Year 3 Devotion / Year 4-6 Devotion
Monday	Middle/Senior School	Gym 8:45am – 9:10am
Thursday	Middle/Senior School	Gym 8:45am – 9:10am
Friday	Reception - 12	Gym 8:55am – 9:30am

Offering

All students are invited to bring a small weekly offering to continue our child sponsorship through Compassion. Money is collected in class offering tins.

Daily Devotions

On days when there is no chapel worship the daily program will include a brief student or teacher led devotion.

Grace

- Before lunch, grace is appropriate, as is a closing prayer at the end of the day.
- Beginning of term worship is held at 8:55am on the first day of term.

Note if there is no school on a Friday, whole school worship does not happen for that week.

Valedictory Service and Senior Awards Presentation Evening

This service is compulsory for Year 10-12 students. At this service we recognise the achievements of our senior students and our Year 12 graduates, and celebrate with them the completion of their secondary schooling.

Middle School Presentation Service

This service is compulsory for Year 7-9 students. At this service we recognise the achievements of our Middle School students and celebrate the year that has been.

Junior School Presentation Service

The final service on the last Wednesday of the school year is compulsory for all students from Years 2-6. All families are welcome to attend this special service. Reception and Year 1 students celebrate their end of year at a morning service on the last day of school.

St Martin's Lutheran Church Worship

Services are held:

- Friday Service at St Martins Lutheran College 6:30pm
- Sunday Service at Edward Street 10.30am
- Children's Ministry every Sunday during school terms

PARENTS AND FRIENDS ASSOCIATION

All parents/caregivers of the College are invited to be involved in the volunteer group, Parents and Friends Association. An Executive committee, and in some situations sub-committees, are elected from the general parent body.

The work of the Parents and Friends is important as it:

- Promotes the College in the community
- Engages in fund raising activities to provide facilities
- Is an important parent consultative group
- Can assist with parent education

Potential volunteers are invited to make themselves known to the Heads of School Wellbeing.

STUDENT REPRESENTATIVE COUNCIL (SRC)

The SRC meets regularly and is made up of student representatives from each class in Years 3 to 12. The representatives are elected at the class level at the commencement of each school year. The College Captains are members of the council and chair the meetings. The SRC group nominate and elect the secretary and treasurer each year.

The SRC is divided into Junior, Middle and Senior School, and the students report to their classes regarding any relevant issues. In coordination with the Principal and SRC teacher coordinators, the SRC organises one fundraiser per term to support a chosen charity.

The SRC also actively promotes responsibility and pride in the appearance of the school. Relevant student issues are discussed during meetings and then taken to the Principal for further discussion and action.

Fundraisers often involve a gold coin donation. Parents need to ensure that any money sent for fundraising is sent in a clearly labelled envelope or money bag (Junior School Students).

COLLEGE COUNSELLOR - Mrs Jane Savage

The College has a counsellor who offers support of a social and emotional nature to students via a student, parent or staff request. The counsellor will also present various programs across the college to promote positive student wellbeing. The counsellor can be contacted via the front office (08 8725 1430).

VOLUNTEERING

St Martins values and encourages the active participation of a range of people from within the school community in the life of the College. We believe that volunteers can make a significant contribution to the College community by giving their time and sharing their skills and expertise. Volunteers often have a broad range of interests and abilities that complement school programs and so provide a wider range of interactions and experiences for students.

A volunteer is any person who provides an unpaid service to the College. Volunteers fall into two categories; Direct Contact and Indirect Contact Volunteers. Both roles are valued but have different capacities and requirements.



Indirect Contact Volunteers

- Adults who listen to reading in the classroom.
- Adults who help with cooking, art, special classroom activities.
- Adults who help in the Library or canteen.
- Adults who share an area of skill or interest with a class during lesson time.

The time that parent helpers give to the College is priceless. We ask that indirect contact volunteers:

- Always ensure that the classroom teacher or supervising staff member is aware of when you arrive and leave.
- Comply with the school's Work Health and Safety procedures, volunteers must hold a current Working with Children Check.

Direct Contact Volunteers

- Assist with classroom reading activities.
- Are sports coaches.
- Are involved in Sporting after School Programs.
- Wish to attend overnight camps.
- Wish to assist with any events at Sir Robert Helpmann Theatre.
- Hold a current Working with Children Check.

We ask that those people interested in being a volunteer at St Martins become registered with us. Volunteers do need to be assessed, with the Principal holding the overriding decision of suitability and termination of services if necessary.

Requirements

Volunteers are required to complete:

- A Volunteer Details Agreement; and
- A current Working With Children Check.

Volunteers also need to make themselves familiar with the St Martins Volunteer Handbook.

FINANCE

Lutheran Laypeople's League (LLL)

The LLL is a strong supporter of Lutheran Schools. Schools can borrow from the LLL for building projects at a very reasonable rate of interest. Therefore, the College encourages families to use the LLL banking facilities. The range of services is vast, and information is available from the College reception. A few points to bear in mind are that savings are available at call and accounts attract interest on the daily balance (for current interest rates go to www.lll.org.au).

School Funding

School funds come from 4 sources.

- Federal Government - per capita grant 55% of budget.
- State Government - per capita and needs funding, approx. 18% of budget.
- Fees - approx. 22%.
- Other Government Grants and Parents & Friends contributions.

Fees

Accounts: Fee accounts are emailed to parents in January. Fees may be paid annually (in advance) or periodically by direct debit.

Please refer to the 2023 Fee Schedule and Fees Policy which can be found on the school website at: www.stmartins.sa.edu.au

Remissions: Should a family have difficulties meeting the cost of fees, applications for remissions are available through:

- Registration for School Card.
- Applications for fee reductions on a needs basis as determined by individual circumstances.

Please contact the Finance Office for further details.

Families must give at least one term's notice of withdrawal of students from the College. Failure to do so may result in a term's fees being charged in lieu of short notice, except where circumstances are beyond a family's control. This is necessary because College staffing and budgeting is completed in Term 3 and changes in student numbers can have a serious impact on staffing and the budget.

Middle / Senior School Academic Scholarships

A small number of part scholarships are available to students in the Middle/Senior School. Applications are open to students who are studying at any school, including St Martins. Scholarships are awarded on academic merit assessed by a scholarship examination, previous school reports and a reference from the student's teacher.

MISCELLANEOUS

Canteen

The school's canteen operates 5 days a week and is operated by Coordinators and canteen staff. Lunches are ordered through the Qkr! App daily and must be ordered prior to 8:30am that day. Lunch orders received after 9:00am will have a limited canteen menu. Lunch orders can be cancelled on Qkr until 8:30. If your child goes home sick or needs to be picked up early a voucher that is valid for two weeks will be supplied. Middle and Senior School students collect their orders directly from the canteen and R-6 lunch monitors collect their class orders. The canteen is open at recess and lunch for over-the-counter purchases, however limited hot food is available. A menu (price list) can be viewed via Qkr.

Food at School

St Martins respects the fact that some children live with life threatening allergies to certain foods. We ask that the whole school community also assist by avoiding nuts and nut spreads in lunches. Other allergies exist, and we have various risk management processes in place to minimise any contamination. Individual classes will be made aware when necessary. For these reasons we ask that students never share food.

School Photos

School photo dates will be communicated to parents. Students wear their winter uniform if photos are in Terms 2 and 3, and summer uniform for Terms 1 and 4.

St Martins Out of School Hours Care (SMOSHC)

St Martins offers an afterschool care program for students of the College from Reception to Year 7. Older students may be accepted by negotiation. The program runs from 3:15pm to 6:00pm on school days and is also available on pupil free days and during vacation times. SMOSHC is closed for a three week break over the Christmas/New Year period. For more SMOSHC information please see the Front Office for a SMOSHC application pack.

Lost Property

Lost property is kept at the Front Office and Ark Office. Parents (and students) are encouraged to seek out lost property. Unclaimed property at the end of the year will be recycled. Please mark all items of school uniform with your child's name.

Toys at School

Apart from morning talks, toys, games, swap cards etc. are not to be brought to school. Any items brought for morning talk or show and tell should be left in the care of the teacher.

Pets at School

If a pet is to be brought to school for show and tell or any other reason, a parent (or carer) must first request permission to bring the pet in and then accompany the pet and take it home immediately after the session.

Walking to School

Students who walk are expected to arrive at school on time and leave school immediately on dismissal. Parents should do a practice walk to ensure the students use a safe route.

Riding to School

Parents should prepare a safe route with students, ensure bicycles are safe and well maintained and that children have on appropriate safety helmet. Students must leave immediately after school.

Bus to School

St Martins is served by two city buses and seven College buses. Parents can live track College Buses via the app 'Transportme Passenger' which can be downloaded on a mobile device via the App Store or Google Play.

The College bus services are:

- Mil Lel - travels through Mingbool, Mil Lel and Worrolong.
- Port MacDonnell - Eight Mile Creek, travelling through Port MacDonnell and Allendale East before continuing north along the Riddoch Highway past Mount Schank.
- Naracoorte - travelling through the town centre before proceeding south on the Riddoch Highway.
- Penola - travelling through Nangwarry and Tarpeena
- Millicent - travelling through Tantanoola and Compton, before proceeding on the Princes Highway
- Glencoe - travels through Wandilo and Suttontown
- Kongorong – Concannon Road, Mount Salt Road, School Road, Nene Valley Road, TAFE.

The buses arrive at approximately 8:30am and depart between 3:20pm and 3:25pm.



Safety is the prime concern at all times, as is respect for the driver and other passengers. A code of behaviour must be adhered to which includes:

Students' responsibilities:

To act safely and responsibly by:

- Always wearing seatbelts
- Following driver instructions
- Following the bus rules and the Bus Code of Conduct
- Respecting self and others
- Respecting own property and the property of others
- Communicating respectfully with others
- Accepting consequences for bus misconduct.

Students' expected behaviours

- Hail the bus and wait in an orderly manner.
- Respect other people and their property.

Behave in a way that ensures a safe bus journey for all passengers by:

- Following bus rules
- Staying in the right place
- Behaving in a calm, non-aggressive way
- Keeping hands and feet to self
- Speaking politely
- Storing all objects safely.
- Getting off the bus in an orderly manner.
- Following the driver's safety instructions

Student Drivers

Student drivers are expected to complete the student driver form available from the Student Services Office in the Ark. Passengers can only be transported in student cars with the written permission of their parents/ caregivers and the parents/caregivers of the driver. Student cars are not to be used during the day except to travel to school-approved activities.

Travel Consent for Excursions

Parents are asked to sign a general consent at the beginning of the year for transportation of children by bus within the city limits. Transportation in private cars or outside the city limits by bus will require further consent by parents or caregivers at the time of the event. Without written consent students are not able to participate.

Car Travel and the College Car Park

Parents are asked to use CARE, PATIENCE and OBSERVE the following when driving on the College campus:

- Please observe the speed limit - 10km/h.
 - Use the drop off zones as that, not a parking zone.
 - Give way to all children and adults at the zebra crossings.
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