



Stella Maris

COLLEGE MANLY

Orientation Handbook For International Students



Contents

Section A – Term Dates 2018.....	4
Section B – General Information.....	5
How the Day is Structured	5
Senior Privileges (Year 11-12).....	5
Travel to and from School.....	5
.....	5
Studying in Australia & Staying Safe	6
Pastoral Care (PC) Groups	6
International Student Welfare.....	6
Guardians	7
Pastoral Team.....	7
Student Services.....	8
Student Reception.....	8
Careers and University Guidance	8
Canteen.....	8
Library.....	8
After School Study.....	8
Computers.....	9
Finance.....	9
Uniform Shop	9
Lockers.....	9
Timetables.....	9
Toilets.....	9
If You Need Help See One of These People.....	9
Personal Details	9
Code of Conduct	9
Accommodation.....	10
Homestay Guidelines	10
Attendance (see also: Attendance Policy).....	10
Punctuality	11
Course Progress.....	11
Homework and Assessments.....	12
Reports	12
Invitation Letter for your Parents	12
Parent/Teacher Interviews.....	12
Uniform.....	12
Shoe Policy.....	13
Smoking and Drinking	13
Money – for your safety.....	13

Holidays.....	13
Part-time Jobs.....	13
Section C – Attendance Policy.....	14
Requirements and Procedures	14
Section D – Rights and Responsibilities	15
Protection for Overseas Students.....	15
Your Responsibilities.....	15
Section E – Local Services and School Support.....	16
Doctors	16
Legal	16
Career/University Advice.....	16
Educational Support	16
Section F – College Activities	17
Music Department	17
Dance.....	17
Sport	17
Other activities	17
Map.....	18

College Contact Details

Stella Maris College
52 Eurobin Avenue
Manly NSW 2095
Australia

Phone: +61 2 9977 5144

Fax: +61 2 9976 2753

administration@stellamaris.nsw.edu.au

Section A – Term Dates 2018

Note: all students must be at the College during these times unless granted permission from the Principal. To apply for leave, see Student Reception for a form.

Do **NOT** book your plane tickets home during term time. It will affect your attendance rate and you may miss important assessment tasks or examinations.

2018 School Year		
Term 1	Monday 15th January	Office Opens
	Monday 22 January	Support Staff Start
	Friday 26 January	Australia Day Holiday
	Monday 29 January	Staff Day - Teachers Start
	Tuesday 30 January	Staff Day
	Wednesday 31 January	Staff Day
	Thursday 1 February	Term 1 Starts (All Years)
	Friday 30 March	Good Friday (Public Holiday)
	Monday 2 April	Easter Monday (Public Holiday)
	Friday 13 April	Term 1 Ends
Term 2	Wednesday 25 April	ANZAC Day Holiday
	Monday 30 April	Staff Day
	Tuesday 1 May	Term 2 Starts
	Monday 11 June	Queens Birthday (Public Holiday)
	Friday 29 June	Term 2 Ends
Term 3	Monday 23 July	Staff Day
	Tuesday 24 July	Term 3 Starts
	Friday 28 September	Term 3 Ends
Term 4	Monday 1 October	Labour Day (Public Holiday)
	Monday 15 October	Term 4 Starts
	Monday 3 December	Presentation Night (compulsory)
	Tuesday 4 December	Term 4 Ends

Section B – General Information

Below is some information you may find useful in your first weeks at Stella Maris College.

How the Day is Structured

School starts at 8.40 am (unless you have a senior class before school)

Pastoral Care	8.40 to 8:50am
Period 1	8:50 to 9:55 am
Period 2	9:55 to 11.050 am
Recess	11.00 to 11:20 am
Period 3	11.20 to 12.25 pm
Period 4	12.25 to 1.30 pm
Lunch	1.30 to 2:15 pm
Period 5	2.15 to 3.20 pm

School finishes at 3.20 pm unless you have a senior class timetabled after this.

Senior Privileges (Year 11-12)

Usually begin in Week 3 of Year 11:

- You may come to school in time for your first period of the day (you do not have to be at PC if you do not have a class in Period 1)
- You can return home after your last class for the day
- At recess and lunch, you are allowed to go to the corner shop to buy food but must NOT go to Manly or Warringah Mall etc
- **Years 9 and 10 are not permitted to leave the College during school hours**

Travel to and from School

- Before starting school, it is very important that you know how you will travel to and from school. If you will be catching a bus, it is a good idea to practise taking the bus a few times so you will know exactly what to do when you start school.
- If you will be walking to school, practise the route you will take so you know how much time you will need.
- To find out bus times and numbers see www.sydneybuses.info/

NOTE: International students under 16 are eligible for a child/youth Opal Card. Students who are 16+ must travel with an adult Opal Card. You can purchase one from a newsagency or 7/11



Studying in Australia & Staying Safe

You are very brave moving to another country. We want to help you settle in as much as possible. Sydney is a lively city and there is a lot to see and do (<http://www.sydney-australia.biz/>).

People are friendly and helpful so don't be afraid to ask for help. We eat many foods from around the world so no doubt your Homestay will cook you pasta, rice, stir fry, fish, chips, BBQ and roasts, to name a few dishes. We like to drink cold water from the fridge but you can ask your Homestay if you would prefer to have warm water. We normally shower in the morning and have quick showers because we do not like to waste water. In the home, everyone might have a few jobs to help keep the place neat and tidy. Finally, it is very important to say "please" and "thank you", give someone eye/ contact and speak politely. For more information, see <http://www.immi.gov.au/living-in-australia/settle-in-australia/everyday-life/>

Please make sure you stay safe:

- Do not get into a stranger's car
- Do not give a stranger your personal details (e.g. name, address, phone number)
- Do not carry around large amounts of money
- Do not travel by yourself (public transport, taxi or Uber) when it is dark
- Contact your Homestay if you are going to be home late
- Have your Homestay's number in your phone

What do you do if you feel unsafe or something bad happens?

- If a situation feels uncomfortable, leave the situation and contact your guardian and/or homestay
- If a situation arises whereby you feel that abuse has occurred (sexual, physical or other), you must inform a trusted adult (your Head of Year, guardian, counsellor, Ms Collins or Ms Chen)
- Speak to someone you trust if you are unhappy or uncomfortable, whether a situation has occurred at school or outside
- In an emergency, ring 000 on your phones to contact police, ambulance or fire department
- The police in Australia are here to keep you safe- teachers and guardians work together with the police to ensure all allegations are taken seriously

There are many people to support you during your time at Stella Maris College

Pastoral Care (PC) Groups

Each student is placed in a PC group and will have a PC teacher. You will discuss issues such as dealing with stress, study habits and goal setting.

International Student Welfare

Pastoral care: Ms Collins (Head of Year office in the convent)
0405 046 048
carolyn_collins@stellamaris.nsw.edu.au

Ms Collins will help you to ease into Australian high school life. She will help you with anything – there is no problem too big or too small.

Enrolments/Guardians/Homestay/ Change of Address:

Jiani Chen
International Program & Marketing Manager
0432 492 925
jjiani_chen@stellamaris.nsw.edu.au
Her office is in the Convent next to Student Reception.



Guardians

All students under 18 years old will be provided with a guardian who is a female member of staff. The guardian will help to take care of you and accepts responsibility for your welfare. She will help monitor your attendance; ensure you are living in a suitable Homestay; will attend your parent/teacher nights and complete reports to keep your parents informed of your well-being. The College takes all measures to ensure the most suitable guardians are provided for your care. They will also meet your homestay and visit your home throughout the year to make sure you are receiving the best care possible.

Pastoral Team

Your Head of Year and Pastoral Care (PC) Teachers and school are there to help you if you have any worries or concerns. We also have a counsellor, Ms Kylie Andrew, who is available to all students. She sees students for a variety of reasons, e.g. concerns about school work, family or friends. If you would like to see the Counsellor you can email her at counsellor@stellamaris.nsw.edu.au and she will arrange to see you. The Counsellor is available every day of the week. She can be found in the Convent next to the Heads of Year office.



Margaret Heraghty
Head of Year 7

Christina Burke
Head of Year 8

Kristie Ferguson
Head of Year 9

Nicole Boyde
Head of Year 10

Amy Smith
Head of Year 11

Bronwyn Parker
Head of Year 12

Carolyn Collins
International Student Pastoral Care

Kylie Andrew
College Counsellor

Student Services

For help with subject selection or subject changes, see Ms Molloy (in the Convent) or Mrs Yeates (in the Staff Room).

Mrs Yeates, Ms Chen and Ms Collins will monitor your progress in your courses to ensure you are working to the best of your ability. They will speak with your classroom teachers and review your academic reports.

Student Reception

Student Reception is located in the Convent.

Student Reception can assist with:

- Locating teachers
- Late arrival
- Leaving school early for the day (you will need a note)
- Missed buses (arriving late to the College)
- If you require first aid or need to go the Sick Room
- Pads if you start your period
- Holiday forms
- General enquiries



Careers and University Guidance

The school has a full time Guidance Counsellor, Mrs Ferguson, who can give you advice about university courses, TAFE courses and other post-school study. Mrs Ferguson's office is located in the corridor next to Lab C.

Canteen

You are able to buy from the Canteen before school, at recess and at lunch. It is also open 10 minutes before recess and lunchtimes for senior students only. Senior students can move to the front of the line. You need to have money on your ID card to make a purchase.

Library

The library is open Monday to Friday from 8.00 am to 4 pm Monday - Friday. Photocopying is available with the use of your ID card.

After School Study

The Library is open until 4:00pm for students to undertake independent study, supervised by Library Staff.

From 4.00–5.30pm Monday to Thursday the school provides supervised study for students in the Library. Teachers will actively supervise and assist students.

On Arrival– All students are to sign in via the register with their name, PC and me to be collected or me of departure.

On Departure– All students can sign themselves out up until 4.30pm. After 4:30pm:

- Students in Years 7-9 must be collected by a parent/guardian/senior sister who is required to sign them out via the register.

Sometimes students have rehearsal in the theatre so will go straight to that without a parent sign-out.

- Students in Years 10-12 can sign themselves out via the register.

Computers

You are required to bring your own laptop to school each day. You will receive an email address and password when you first arrive at school. Any problems, see IT (located next to E32).

Finance

Any queries about accounts, please see Debbie Aiken in the Finance Office or call 9976 1813. Finance or the Uniform Shop can also help you put money on your ID card for photocopying and canteen purchases.

Uniform Shop

The uniform and book shop is open Tuesday to Thursday. This is where you order and collect your uniform and text books. They can be contacted on 9976 1819.

Lockers

Each student is allocated a locker and a lock. Do NOT keep valuables in your locker. Keep your wallet, money, phone, and so on with you during the day. If these are taken from your locker, it is not the school's responsibility. You must use the lock provided by the College – not your own lock.

Timetables

You will be given a timetable at the start of the year. Our timetables run on a ten day cycle, thus the timetable runs over two weeks. Miss Collins will explain the timetable to you in detail during your orientation.

Toilets

Toilets are located in the corridor near E11, next to E19 and next to the convent on the Illuka Ave side.

If You Need Help See One of These People

Ms Collins
Jiani Chen
Your Head of Year
Your Pastoral Care teacher (PC)
Your Guardian
Student Reception
The School Counsellor
Class Teachers

If you need directions, just ask a member of staff or other students. They are always willing to help you.

Personal Details

You are required to inform the College immediately if you have a change in contact details (phone number etc).

Code of Conduct

Students are expected to abide by the College's Code of Conduct.

Accommodation

Stella Maris College requires ALL international students to live in a registered homestay or **approved** accommodation according to the CAAW (Confirmation of Appropriate Accommodation and Welfare) document, approved by the Immigration Department. This document has a start and end date.

Stella Maris College requires ALL international students to:

- live with a family relative who is an Australian resident and over 21 years of age (must be approved in writing by the parent(s))

or

- Participate in the Homestay Program through Stella Maris College

Living with an Australian family is an excellent way for students to practise and absorb their English. It also demonstrates the Australian way of life.

Homestay includes all meals and access to all facilities and some participation in duties around the house. Homestay students will have a room of their own with a desk for study purposes.

NOTE: Your Homestay must be approved by the International Program Officer and you must inform the school of any changes such as the address and/or phone number.

Homestay Guidelines

- Make sure you have completed a Homestay Agreement form
- If paying by cash, keep a receipt book to record every payment made (signed by the homestay)
- You are required to give 2 weeks notice if you wish to leave – make sure you do so in writing.
- Keep in regular contact with your guardian and discuss any problems. They will visit your homestay.
- You **must return home each day to eat dinner with your homestay (on school nights) and remain at home.**
- Students are permitted to go out with their friends on **Friday and Saturday night if arranged with the homestay. However, students must return home by 9.00 pm (Year 9 &10) and 10.30 (Year 11&12).**
- Students are not permitted to travel home alone at night (by public transport or Uber/taxi).
- You must sleep at your homestay every night unless permission is granted by your Guardian prior to the night.
- You should always let your homestay know where you are going and if you will be home late.
- If you want to change homestay you should come to the Registrar's Office to speak to Ms Chen. You should NOT organise to change homestay by yourself or without notifying the school.
- You must not move out of homestay and find a place to rent for yourself. This will result in serious consequences.
- You are welcome to invite your homestay parents to participate in College events.
- You should always let your homestay parents know your travel dates when you go back home during the holidays.
- You cannot travel with friends in the holidays unless you are with an adult and have arranged it with prior permission from your guardian and Ms Collins.

These rules help to ensure you are living in a safe and caring environment whilst studying in Australia.

Attendance (see also: Attendance Policy)

- You must be present at school every day of the school year. An explanation from parents/guardians must account for all absences.

- Truancy will result in a detention or loss of privileges.
- If you are absent more than two days per term, you must produce an official doctor's certificate.
- Five consecutive days of non-attendance without prior consent or without doctor's certificates will result in a letter of warning.
- Students who fall below 90% and are at risk of breaching their visa will be notified in writing and their guardians/parents contacted.
- It is an Immigration Department requirement that your attendance must be maintained.

Failure to do so could result in:

1. An official warning and counselling (There will be three warning letters and then Immigration is notified).
2. An inability to move to the next level of study.
3. Termination of study.
4. Being reported to Immigration.

NOTE: The College will not report a student who: a) is able produce documentary evidence demonstrating that compassionate or compelling circumstances (e.g. medical certificates) that explain the absence; b) has attended at least 80% of the scheduled course contact hours in each enrolled course and has made a serious attempt of the course requirements.

Sick before arriving at school: If you are genuinely sick, your guardian or homestay must contact your guardian the morning you are away. If you are sick for two consecutive days or more than two days per term, you need to see a doctor and hand in a doctor's certificate to the College.

Phone 9976 1817 (Student Reception) or Miss Collins on 0405 046048

Sick at school: If you become ill at school, you need to report to Student Reception. You cannot leave the school grounds without permission.

Note: If you are only having period pain you should have medicine at school. It is not an excuse for staying home.

Exam time: During the senior exam periods you can choose to study at school or at home when you do not have an exam scheduled. You only have to attend school for the exam. You must be on time for every exam.

Special events: All students are required to attend every school special event like the Presentation Night, swimming and athletics carnivals, walkathon and Stella Day. Attendance at every event is compulsory and failure to attend will result in loss of privileges.

Retreat: This is a compulsory event. It is an opportunity to spend time with local students and each other in a relaxed setting. Get involved and make the most of it.

Punctuality

You must arrive at school on time. If you are more than two days per week late to school, you will lose senior students' privileges. If you are late to school you must report to Student Reception as soon as you arrive.

Course Progress

It is important to continually work hard in all your subjects. Your progress will be monitored by your classroom teacher, Subject Coordinator, Director of Curriculum and International Pastoral Care Coordinator. You must make a serious attempt at every assessment task and achieve satisfactory results in order to continue studying in a course (See the Progress and Attendance Policy on the College website). If you are having difficulty with your subjects, please speak to your teachers- they are more than willing to help you individually.

- It is a Visa requirement to work hard in all subjects – students need to show that they are making an effort to improve their language and skills
- Students must make a serious attempt at every assessment task and achieve satisfactory results in order to continue studying in a course

- Assignments must be handed in on time

Homework and Assessments

Students should always hand in their homework completed and on time. If you are having trouble you need to see your teacher who will help you. If your teacher expresses serious concern to Ms Collins or Ms Chen you will receive notification to attend Academic Afternoon in the Library and your parents will be notified.

- **For Year 11 and 12 you must be present at school for the two days before any assessment or exams. If you are absent you will receive a zero for the task unless you have a doctor's certificate.**
- **If you are absent on the day of an assessment, you must contact the school and also provide a doctor's certificate the next day you return to the College - failure to do so will result in a zero for the task.**
- **Non attempts of exams or assessment tasks in Year 11-12 could result in a withdrawal from the Preliminary or HSC Course.**

Reports

There are two academic reports per year. They are available to students, guardians and parents via the College Portal. If you require a printed copy please see Ms Chen.

Each term guardians complete a performance review which is given to Ms Chen. These reviews are then communicated to parents once a year by Ms Chen.

Invitation Letter for your Parents

The Registrar's Office can help you write a letter inviting your family members to come to Australia.

Parent/Teacher Interviews

Although your parents won't be able to attend the Student Learning Conferences (Parent/Teacher Interviews), your teachers will report to Ms Chen and she will inform our parents of your progress.

Uniform

You must be in correct school uniform at all times:

- You are not permitted to wear your own jacket
- You cannot wear the sport jacket with your dress
- Sport uniforms cannot be worn to or from home
- The summer dress and winter skirt must be worn to the knee
- Hair must be natural, cannot be dyed and tied back
- Nails must be clear (no nail-polish)
- Only 1 pair of small earrings can be worn (no other jewellery)
- Black leather school shoes must be worn at all times (see the school shoe policy)
- Students can only wear a school scarf (maroon) in winter
- Blazers must be worn with the winter uniform (to and from school)

Shoe Policy



These styles of black lace-up or buckle shoes are acceptable. Heel height is not to exceed 3 cm.

Workplace Health and Safety advice requires strong and sturdy school shoes with a closed heel and toe. Light weight 'ballet' and 'court' shoes are not acceptable. Shoes with high heels, platforms, no instep support or slip-ons are not acceptable.

Please refer to the shoe illustrations above. Any queries can be forwarded to the Uniform Shop. Phone: 9976 1819 or email uniform_books@stellamaris.nsw.edu.au

Smoking and Drinking

Drinking alcohol and smoking is NOT permitted in school uniform. These items are prohibited at school. Non-prescription drugs are also prohibited at the college.

Drinking alcohol and smoking is illegal in Australia under the age of 18

Money – for your safety

Every overseas student has a limited amount of money to live on in Australia. The school does not want students to borrow or lend between your classmates.

Every new student's family will receive a parent Information Package with your school information, your Homestay address and contact details, your timetable and general information about living in Sydney.

You should not carry a large amount of cash in your wallet every day. It is unsafe and will expose you to potential risks.

Holidays

All students are required to hand in a yellow travel form (**each term**) in order to inform the College of your travel plans, whether travelling home or staying in Sydney. Ms Chen will let your parents know that you are going home.

You cannot travel outside of Sydney unless you are with your homestay family, guardian or parents.

No plane tickets should be booked on school days (travel must occur in the holidays only).

Part-time Jobs

We encourage you to find a part-time job on the weekend if you are in Year 10 or Year 11; however, please know your rights and responsibilities in the workplace. All training should be paid by the employer and you will be required to submit a tax file number. Please see Ms Collins if you have any concerns.

Section C – Attendance Policy

It is the policy of Stella Maris College that students are required to attend the College for the full duration of each school term and that punctuality and reliability are to be fostered. The College considers that the development of these habits will contribute to the development of responsibility and self-discipline in each student as well as fulfilling the legal requirements. International students are also required to attend over 80% of lessons to fulfill their visa requirements. This is closely monitored by the International Students Pastoral Care Coordinator.

Requirements and Procedures

- Students in Years 7 to 10 are required to attend between the hours of 8.40 am and 3.20 pm.
- Students in Years 11 and 12 must attend all timetabled classes and must be present at other times as defined by the College.
- Rolls are marked each period and absences recorded using the attendance module in I Wise.
- During each day, the International Students' Pastoral Care Coordinator checks the daily absence by viewing the Period Absence Report in I Wise. If any cause for concern, the student and/or guardian is phoned and/or emailed.
- Reasons for absence are entered into I Wise by the Student Receptionist who will alert the International Pastoral Care Coordinator when phone calls or notes are questionable. These instances are then checked immediately.
- The International Pastoral Care Coordinator and Year Coordinators monitor lateness and unexplained absences and parents/guardians will be informed when a student is consistently late without adequate explanation.
- The College expects students or guardians to notify the International Pastoral Care Coordinator or Student Reception if a student is to be absent. The student is required to bring a written explanation when returning even though the phone call has been made. If a student is absent for more than two days per term, they are required to present a doctor's certificate.
- If a student in Years 11 or 12 is absent from an assessment task, she is required to follow the procedures outlined in the Assessment Handbook.
 - Where a student is to be absent for an extended period of time, the parent/guardian must seek permission for that leave (in writing) from the Principal before the leave is taken.
 - Five consecutive days of non-attendance without prior consent or without doctor's certificates will result in a letter of warning.
 - If leave is granted, the student is responsible for completing any missed work.
 - Students who fall below 80% and are at risk of breaching their VISA will be notified in writing and their guardians/parents contacted.
 - If a student's attendance falls to 80% or below, the student and/or guardian receives an official warning letter. If there is no improvement, the student will receive two more written warnings and is counselled by the International Pastoral Care Coordinator and Management. Parents are also contacted by phone. Failure to comply results in being reported to Immigration. Students have 20 days to appeal (See Grievance, Complaints and Appeals Policy).

NOTE: The College will not report a student who: a) is able produce documentary evidence demonstrating compassionate or compelling circumstances (e.g. medical certificates) that explain the absence; b) Has attended at least 80% of the scheduled course contact hours in each enrolled course and has made a serious attempt at the course requirements.

Section D – Rights and Responsibilities

The Australian Government wants overseas students in Australia to have a safe, enjoyable and rewarding place to study. Australia’s laws promote quality education and consumer protection of overseas students. These laws are known as the ESOS framework and include the Education Services for Overseas Students (ESOS) Act 2000 and the National Code.

Protection for Overseas Students

As an overseas student on a student visa, you must study with an education provider and in a course that can be found on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) at <http://cricos.deewr.gov.au>. CRICOS registration. This guarantees that the course and the education provider at which you study meet the high standards necessary for overseas students. Please check carefully that the details of your course – including its location – match the information on CRICOS.

Your Responsibilities

As an overseas student on a student visa, you have responsibilities to:

- Satisfy your student visa conditions
- Maintain your Overseas Student Health Cover (OSHC) for the period of your stay
- Meet the terms of the written agreement with your provider
- Inform your provider if you change your address
- Maintain satisfactory course progress
- If attendance is recorded for your course, follow your provider’s attendance policy
- If you are under 18, maintain your approved accommodation, support and general welfare arrangements.

INFORMATION ABOUT	WHO TO CONTACT	HOW TO MAKE CONTACT
Procedures and policies that affect you	Ms Sarah Carter	Ms Carter is our Deputy Principal and can be accessed via email, phone (99761810) or in person- her office is in the Scholastica building See the website (International Students) for policies including the: <ul style="list-style-type: none"> • Grievance, Complaints and Appeals Policy • Critical Incident Policy • Enrolment Policy
Your ESOS rights and responsibilities	Department of Education, Science and Training (DEEWR)	www.aie.dest.gov.au/esos ESOS Helpline: +61 2 6240 5069 Email: esosmailbox@dest.gov.au
VISA matters	Department of Immigration and Citizenship (DIAC)	www.immi.gov.au Phone 131 881 in Australia. Contact the DIAC office in your own country.

Section E – Local Services and School Support

We want your transition into high school life in Australia to be as smooth as possible. There are many people who will support you within the school and the local community.

Emergencies

Ambulance, Police, Fire

Phone 000 immediately

Speak clearly, listen carefully and answer all the operator's questions.

Doctors

Make sure you get a receipt so you can claim part of your money back from your private health insurer.

Brookvale Medical and Dental Centre

9938 6666

10 Dale St, Brookvale

Open 7 am to 10 pm daily. Approximately \$90 by card or cash. There is a rebate from your private health insurer.

Manly Clinic Suite (Dr Pearl Chan and Dr Hon Chan)

9977 2899

2/48-52 Sydney Road, Manly

Open 9.30 am to 12.30 pm daily. Approximately \$70 by cash. There is a rebate from your private health insurer.

Manly Hospital

9976 9611

150 Darley Road, Manly

Legal

Hamer & Hamer Solicitors

9949 4022

Suite 4/ 383 Sydney Rd, Balgowlah

Career/University Advice

Mrs Jeanette Ferguson

9976 1822

jeanette.ferguson@stellamaris.nsw.edu.au

The Careers' Office is located in E18, next to Lab C.

Educational Support

- Ms Collins 0405 046048
- The library is open until 5:30 pm Monday to Thursday. There is a teacher on duty who is available to answer questions. Ex-Stella students are also employed as tutors and are available in the library free of charge (Monday – Thursday 3:30 – 5:30 pm)
- Students can email their classroom teachers and/or speak to them during the school day for extra help or support.

Section F – College Activities

Below is some very basic information about the many extra-curricular activities offered by Stella Maris College. More detailed information can be found on the College website under the 'Beyond the Classroom' menu.

Music Department

There are many opportunities for students to be involved in Music at the College. We have many bands, ensembles and choirs that students can choose to take part in.

If you need further information, please contact the Head of Creative and Performing Arts, Mrs Jessica Maker on 9976 1865 or email her at jessica_maker@stellamaris.nsw.edu.au

At Stella Maris, you are also able to hire any musical instrument you require. For more information please contact Mrs Leanne Haines (Music Administrator) leanne_haines@stellamaris.nsw.edu.au

The College also offers private tuition by professional music teachers in our dedicated music practice rooms. We currently offer lessons in: flute, oboe, clarinet, all saxophones, trumpet, trombone, French horn, euphonium, piano, violin, viola, cello, electric guitar, bass guitar, drum kit and singing lessons. For further information please contact Mrs Haines.

Dance

As well as Dance as a formal subject, the College offers dance ensembles in Jazz, Lyrical and Contemporary and is highly successful in various competitions. There is also the Dance Company, which is for highly skilled dancers. Classes are held before school and lunchtime and a strong commitment is required to participate in these ensembles.

For more information contact Mrs Jessica Maker, Jessica_maker@stellamaris.nsw.edu.au or speak to Ms Rochelle Jones, rochelle_jones@stellamaris.nsw.edu.au

Sport

Stella Maris College offers students a wide range of extra-curricular sports. The sports either take place in local competitions after school or as gala days during school time. Some of them require uniforms and/or have registration fees. Sports offered include:

- Basketball
- Soccer
- Water Polo
- Tennis
- Cross Country
- Golf
- Netball
- Swimming
- Touch Football
- Volleyball
- Snow sports

If you have any questions regarding extra-curricular sport please feel free to contact Raylee Kelly or Jenny Wickham, the Sport Coordinators, in the Sport Department or by emailing raylee_kelly@stellamaris.nsw.edu.au or jenny_wickham@stellamaris.nsw.edu.au

Other activities

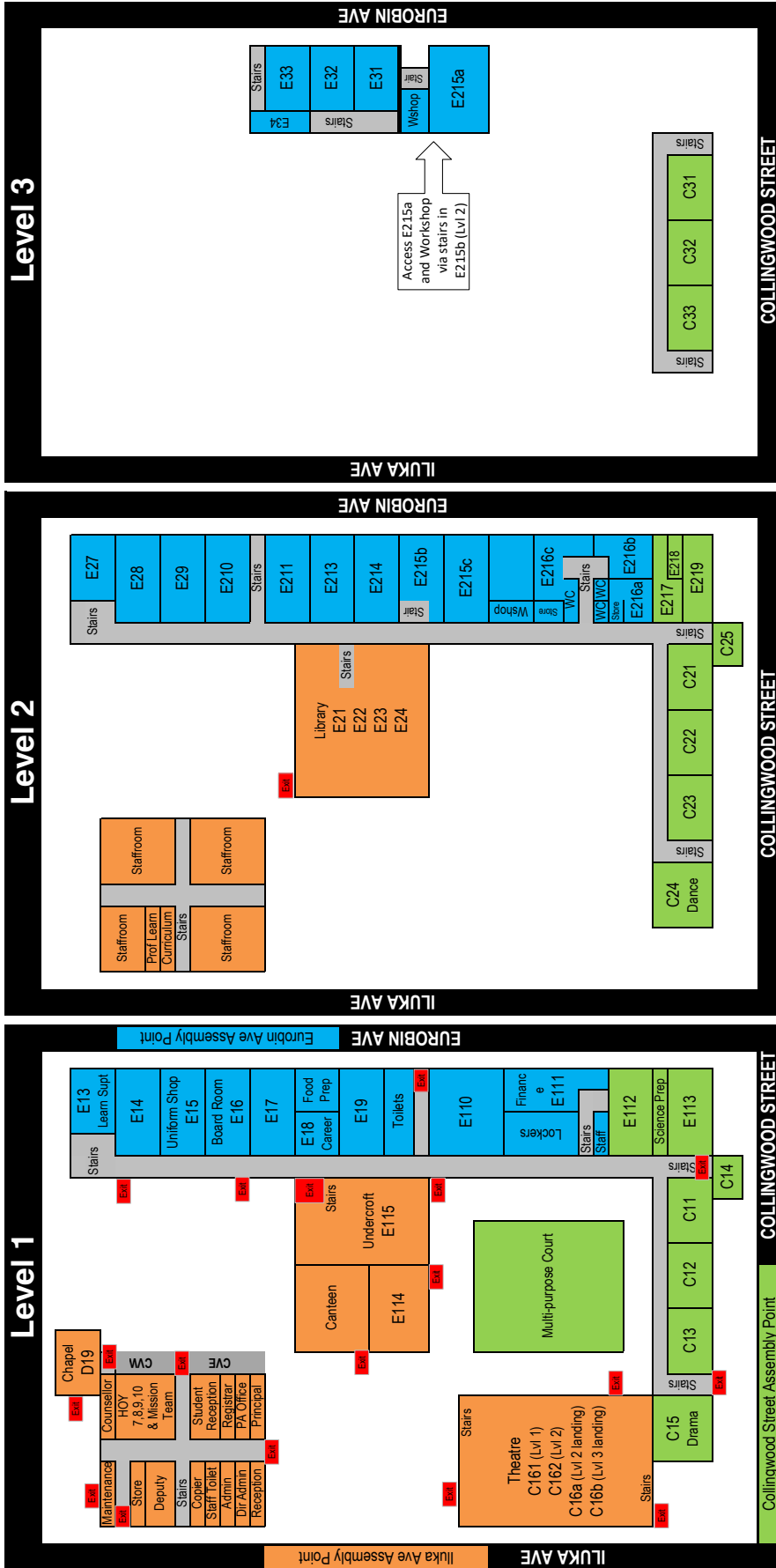
Students are also able to participate in the following activities:

1. Drama productions/Poetry reading (see Mr Cartwright, geoff_cartwright@stellamaris.nsw.edu.au)
2. Debating and public speaking (see Ms Riley, anna_riley@stellamaris.nsw.edu.au)
3. The Duke of Edinburgh Award (see Mrs Silburn, linda_silburn@stellamaris.nsw.edu.au)
4. Spectra, the Science club (see Mrs Slik, kate_slik@stellamaris.nsw.edu.au)
5. Writers' Group (see Mrs Tedman, Alison_tedman@stellamaris.nsw.edu.au)
6. Social Justice Cub (see Ms Collins carolyn_collins@stellamaris.nsw.edu.au)

Go to the College website for more details.

College Map

Stella Maris College (Main Campus) Map & Evacuation Plan



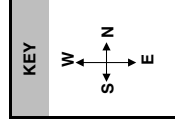
EMERGENCY EVACUATION PROCEDURE

Students: If in class, at the direction of your teacher, exit via the nearest and safest exit point to the relevant coloured Assembly Point. If not in class, exit towards the closest assembly point.

Teachers: If in class, lead your class to the relevant coloured Assembly Point via the nearest and safest exit. Check student numbers and report any discrepancies to the Student Receptionist (Orange Assembly Point) or the Benedict Campus Manager (Purple Assembly Point). If not in class, assemble to supervise in the coloured assembly point nearest your exit. If recess or lunch, teachers on duty are to direct students in various areas to appropriate Assembly Points and supervise there.

EVACUATION KEY

- Eurobin Avenue Assembly Area
- Collingwood Street Assembly Area
- Iluka Avenue Assembly Area





Stella Maris

COLLEGE MANLY