

# Loreto College

## New Parent Handbook



**LORETO COLLEGE**  
**Marryatville, South Australia**

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## Welcome

Welcome to Loreto College, Marryatville, where our aim is to educate strong, passionate, and confident girls and young women. We are committed to ensuring our students are supported, encouraged and enriched, so they develop the knowledge and skills required to make a difference - not only to their future world but also to the lives of others.

From Early Learning to the Senior Years, Loreto College is a dynamic and inspiring environment that nurtures and builds confidence in all students. Firmly grounded by our rich past, we are focused on directing the future by providing an outstanding education for girls so that they become women of strength, spirit, and integrity.

## College Leadership

Principal: Ms Kylie McCullah

Assistant Principal: Wellbeing & Engagement: Ms Emma Searle

Assistant Principal: Mission & Identity: Ms Martina O'Connell

Assistant Principal: Junior School: Ms Lisa Sexton

Executive Director: HR, Risk & Compliance: Ms Anna Fitzpatrick

Acting Director of Boarding: Ms Jane Grech

Director of Early Learning Centre: Ms Sarah Grbin

Director of Academic Programs (R-12): Mr Henry Jones

Director of Sport and Sport Performance: Ms Sophie Hage

Director of Learning Analytics and Technology: Mr Tim Bond

Director of Wellbeing Programs: Ms Lydia Baccanello

## History of Loreto

Loreto Marryatville is an independent day and boarding school offering co-education in Early Learning (6 weeks-5 years), and an all-girls' education in the Junior School (Reception-Year 6), and Senior School (Years 7-12). The school is owned by the Institute of the Blessed Virgin Mary (known as the Loreto Sisters). The College is governed by a Board of Directors under the incorporated entity of Loreto Marryatville Limited.

When Mary Ward founded the Institute of the Blessed Virgin Mary (IBVM) in 1609, she recognised the critical difference that the education of women could make to her troubled world, especially through the care and development of faith. Some 400 years later, the spirit of Mary Ward continues to inspire us to offer an Independent Catholic education, which liberates, empowers, and motivates students to use their gifts with confidence, creativity, and generosity in loving and responsible service.

Loreto College, Marryatville, is one of six IBVM independent private schools across Australia. Our sister Loreto schools can be found in New South Wales (Kirribilli and Normanhurst), Victoria (Toorak and Ballarat), and Queensland (Coorparoo). Together with over 150 Loreto schools world-wide, we share a strong belief in the education of girls and young women; thus, fulfilling Mary Ward's vision for education.

**Educating strong, passionate and confident girls and young**

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Our core beliefs and values as a Loreto school are grounded in the vision of Mary Ward, who founded the IBVM and whose educational mission now extends across Australia and throughout the world.

## **Our Values**

All Loreto schools in Australia share the same set of values: freedom, justice, sincerity, verity and felicity. These values are at the heart of educational philosophy and shape our identity as a school.

### **Freedom**

Mary Ward's understanding of freedom flowed from her personal relationship with God and her belief that each one of us, in our ordinary experience of life, has access to God's loving care. This is the truth that sets us free. It is an inner freedom; an acceptance of self, an openness to and with others, and a trust in life.

### **Justice**

Justice, as Mary Ward describes, involves personal integrity based on harmonious relationships with God, with other people and with the whole of creation. It is expressed in "works of justice", in active participation in the struggle to bring about such harmony. We are challenged "to be seekers of truth and doers of justice".

### **Sincerity**

Sincerity is our communication and relationship with others – an essential characteristic of the personal integrity Mary Ward envisaged. Her ideal was that "we should be such as we appear and appear such as we are".

### **Verity**

Closely linked to sincerity is Mary Ward's concept of verity. For her it means integrity and truth, particularly the profound truth of who we are and what gives meaning to our lives, a truth that centres fundamentally on the gift of life and mystery of God.

### **Felicity**

Felicity is an attitude of mind, a disposition of the heart which manifests itself in cheerfulness, good humour, joy, happiness, hope, optimism, friendliness, courtesy, positive thinking, inner peace, self-acceptance and courage.

## **Feedback on Student Learning**

For all Reception-Year 12 students, academic reports are issued electronically via Loreto Connect twice a year at the end of each semester.

## **Student Learning Conferences**

Parent/Teacher interviews are held in Term 1 and Term 3 for Reception to Year 12.

Parents are welcome to arrange an interview with their daughter's teacher at any time during the year. Similarly, staff will not hesitate to notify parents should they be particularly concerned about a student's progress.

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## House System

Students at Loreto are organised into four Houses. Our Houses have been named in honour of four great women of the Loreto Order.

**Barry (Yellow)** is named after Mother Gonzaga Barry who led the first group of Loreto nuns to Australia from Ireland in 1875. She began the first Loreto school in Ballarat, Victoria, quickly following that with schools in other States. She was a great pioneer in education, opening teachers' colleges and preparing girls for university.

**McGrath (Red)** is named after Mother Emilian McGrath who was the Superior of Loreto Convent, Marryatville, in the 1920s. Born in County Tipperary, Ireland, Mother Emilian entered the IBVM in 1874. After her First Profession she came to Australia in 1877 and served in Loreto Schools in various States. Mother Emilian died at Marryatville in December 1929.

**Mulhall (Green)** Mother Stanislaus Mulhall arrived in Australia in 1879 and taught at Mary's Mount, Ballarat, establishing the first orchestra there. For many years she was Mistress of Novices for the new province in Australia. She followed Mother Gonzaga as Provincial of Australia in 1915 and extended and consolidated the works of the Institute in Australia.

**Ward (Blue)** is named after Mary Ward, foundress of the Institute of the Blessed Virgin Mary (IBVM) as the Loreto nuns are officially called. Born in England in 1585 she travelled valiantly across the continent founding schools in many countries and setting up a new style of religious life, one that was very active and ordinary in its way of life as well as centred in prayer. She died in 1645 confident that 'women in time to come will do much'.

## Loreto Connect

Loreto Connect is our online learning management system and College intranet which is accessed by parents and students through a personal login.

It provides important information about the College, our Learning Programs and details about sport and other extracurricular activities. Loreto Connect also serves as an easy way to update family information online, such as contact details, medical history, or allergies. Financial information such as payment history and account balance can also be viewed on the site. Online access to learning and classrooms will be an integral part of your daughter's education experience. Once your daughter commences at Loreto you will be provided with your personal login details and may access Loreto Connect at any time.

We encourage all parents to download the Loreto College Marryatville app from the App Store or Google Play for quick access to Loreto Connect on the go. The app allows you to advise of student absences, view the College calendar, receive notifications, and much more.

## Uniform

We are proud at Loreto to call ourselves one community and family. As a community, and as representatives for our College, our girls take pride in presenting themselves to the highest standards.

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All new families are invited to book an appointment for a new uniform fitting, allowing for individual service. An appointment typically takes 30-45 minutes for all uniform items including shoes. All care is taken to fit the student correctly. Please contact 8334 4211 or email [loreto@midford.com.au](mailto:loreto@midford.com.au) for any uniform related enquiries. Visits to the Uniform Shop are by appointment only. To book, please visit <https://Midford.as.me/LoretoCollege>.

The Uniform Shop is located in the Junior School with a separate entry off Talbot Grove. Staff are ready to assist with all uniform fittings, purchases and enquiries. Online purchases can also be made via the link on the College website. Information about uniform expectations can be found on Loreto Connect. Garments may be returned/exchanged if they are complete with swing tags, receipt and have not been worn, altered or laundered. Acceptable forms of payment are Visa, Mastercard, Amex, and EFTPOS.

Standard trading hours during school term:

Monday 8am -12noon  
Tuesday 8am -12noon  
Wednesday Closed  
Thursday 1pm-5pm  
Friday 8am-12noon

A few general reminders:

- Hair longer than the shoulders must be tied back.
- Hair accessories such as clips and bands must be black. Only College hair ribbons to be worn.
- Nail polish may not be worn when in school uniform.
- One discreet earring per ear

#### **During Terms 1 and 4**

- The wearing of the College hat is compulsory when travelling to and from the College.
- Only the blazer may be worn over the summer dress as an outer garment, if required, when travelling to and from school or whenever in public. The jumper is not an acceptable outer garment.

#### **During Terms 2 and 3**

- The wearing of the College blazer is compulsory when travelling to and from the College or whenever in public.
- The College scarf may also be worn. Please ensure blazers, jumpers and scarves are all clearly named.

#### **Second-Hand Uniform Shop**

Please contact Reception, 8334 4240 (Junior School) or 8334 4200 (Senior School) for any queries relating to the Second-Hand Uniform Shop.

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## Community

### Parent Volunteers

We welcome parent involvement in various College events. As you may be aware, parents are required to have a current Working with Children Check (WWCC) and be fully vaccinated against COVID-19. To register your interest in our Volunteer Program, please complete our volunteer form located on Loreto Connect. Loreto Volunteer forms are also available at our College Reception Offices. Parents are requested to sign in at Reception before volunteering, as this is a Work, Health and Safety requirement.

### Parents & Friends

The Parents & Friends is an enthusiastic and passionate group of parents within the College community who are committed to developing parent relationships and promoting a sense of community while actively supporting the College to raise funds for specific projects to benefit our Loreto students.

An invitation to join the Parents & Friends is extended to all and provides a wonderful opportunity to forge long and enduring relationships. Meetings are held on the first Monday of each month at 7.00pm.

The P&F works closely with the College Principal and Head of Junior School, with an objective to strengthen communication between parents and the College. Together we have a broad fundraising program, providing resources for both curricular and co-curricular activities.

### Bus Service

To provide greater service and convenience to our students who attend Loreto from suburbs all around Adelaide, we offer a dedicated bus service, connecting students from north, east, south and west. Our modern, spacious fleet of coaches offers a safe and convenient means of transport to our students. All buses arrive at the College by 8.15am each day and depart the College at 3.45pm for the journey home.

Permanent bus bookings are charged at \$350 per term (full time service), and \$200 per term (am or pm service only). This is payable via the BusMinder App. Casual travel is paid trip-by-trip at \$5 per journey subject to booking through the App. Please contact the Finance Office for more information at [finance@loreto.sa.edu.au](mailto:finance@loreto.sa.edu.au).

### Absences

If your daughter is late or absent from school, it is essential that you contact the College. If the office is not open, a message can be left on the answering service or you can inform the College via the Loreto College Marryatville App. Senior School students are required to bring a note of explanation for their absence.

- Senior School Reception on 8334 4200
- Junior School Reception on 8334 4240

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Students arriving late are required to sign in at either the Junior School Reception or Senior School Reception when they arrive. If a student in the Senior School is required to leave school early for an appointment, she is required to bring a note. Senior students must sign out at the Senior School Reception before leaving. For absences in the Junior School, we require the parent to contact Junior School Reception.

Student absences are collated daily. Parents will receive an SMS message for students listed as absent without an explanation. The list of absent students, together with the Sign-in/Sign-out register, is used in the event of an evacuation or lock down.

Special absence from school must be directed, in writing, to the Principal, Ms Kylie McCullah. While the educational value of overseas or other extended trips is recognised, the priority of regular attendance at school must always be considered.

## School Day

Students are expected to be at school by 8:30am. Yard supervision is provided from 8am.

- 8:30am doors open, students in home room, ready for the start of the day.
- 3.20pm Junior School day concludes
- 3.30pm Senior School day concludes

Children are to be collected within 20 minutes of dismissal.

## Outside School Hours Care (OSHC)

We are proud to partner with Camp Australia to provide our Outside School Hours Care (OSHC) Program. Camp Australia programs are centred on child enrichment, while ensuring a reliable, engaging and hassle-free OSHC service at our school. Their engaged educators foster a safe, inclusive environment where children can relax, have fun and grow. At Your OSHC by Camp Australia, every before school and pupil free day program is tailored to the likes and interests of each child in service. Camp Australia's educators design enriching experiences to inspire your children's confidence, independence and imagination. In any one week, they could be participating in science experiments, active play, creative expression and more - they believe in learning through experience so that each child can grow.

Rocketeers by Camp Australia is a space for children to escape the ordinary and experience the extraordinary during their school holidays. Every school holiday break is a new mission for children to embark upon. With carefully designed programs, directed by the children and informed by family feedback, no two days are the same with Rocketeers. Experiences planned could include games, arts & crafts, sport, excursions, cooking, coding and more.

To find out more about Camp Australia's program at our school, including operation and fees, visit <https://www.campaustralia.com.au/schools/86CE>.

To register for free, visit <https://pp.campaustralia.com.au/account/register-contacts>

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## Homework Centre

The Information Resource Learning Centre is situated on the first floor of the main building wing in the Senior School. Opening hours: 8.00am – 6.00pm each school day. Facilities include a comprehensive book, DVD and periodical collection, AV equipment and on-line database access. Homework support operates from 3.30 – 6.00pm.

## Health Care Centre

The Health Care Centre is staffed by a Registered Nurse during school hours, 8:30am-3:30pm. Staff in the Health Care Centre are responsible for first aid, emergency care and the management of specific individual health care plans.

The Health Care Centre provides a warm and friendly setting to ensure a comfortable environment for the care of our boarding community and our day students. Students using the Health Care Centre are required to obtain permission from their teacher. After assessment, the Health Care Centre staff will determine if it is appropriate to contact parents or return the student to class. All treatment will be communicated to parents. Students are not permitted to contact parents directly regarding illness or collection from school.

## Insurance

The College has a current student accident insurance to cover school activities. The College does not accept liability for damage or loss of any personal possessions of students. Insurance cover for a student's personal possessions is the responsibility of the parent or guardian.

## Mobile Devices

Junior School students are required to leave their phones at the Junior School office. Junior School students may not use their mobile phone or portable digital device while on campus without the permission of a staff member. Any student found doing so will have the digital device confiscated until the end of the day.

In the Senior School (Year 7 – 12) mobile devices may only be used during lessons with teacher approval if the activity is deemed to enhance learning. From the time students enter the school grounds in the morning, mobile phones may not be used on the verandas, in the classrooms or locker rooms, in the courtyard or anywhere outside. Any student found doing so will have their phone confiscated until the end of the day. Parents will be contacted and asked to collect the phone. Students must keep their phone turned off and, in their locker, or pocket.

## Student ID Cards: Years 7-12

Photographs for Student ID cards are taken of Years 7-12 students early in the year. Replacement cards are available at a cost of \$10.00.

## Felicity Café

Loreto College operates its own Café on the Senior Campus. Recess and lunch items can be ordered and purchased by students every day via our online ordering system called Flexischools. Flexischools allows you to easily place all your tuckshop orders online at any time. The Flexischools App is downloadable from the App Store or Google Play.

Felicity Café is open weekdays from 7:30am to 2:00pm, with parents welcome until 8:30am. On Saturday mornings, the café is open during school sports activities.

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## Homework

Homework is a required part of a student's school day. As well as providing opportunities to consolidate and extend the learning that occurs at the College, a positive approach to homework develops important skills, including the ability to:

- manage time and work commitments successfully.
- take responsibility for one's own learning.
- achieve important goals.

## Personal Responsibility Guidelines

At Loreto College, we believe that every student has the right to feel safe and supported within the College context. We encourage positive and supportive interpersonal relationships. Teaching staff attempt to be vigilant and educate the students about respectful behaviours towards others within the school context.

Behaviours identified as bullying or harassment will not be accepted and will be dealt with by the relevant staff member in accordance with the College Positive Behaviour and Personal Responsibility Policy. Ongoing problematic behaviour will be addressed by the relevant Leader of Student Wellbeing and Academic Care and as required, the Leadership team. Matters of a serious or consistent nature will be referred to the Principal.

## BYOD Years 4-6

Students in Years 4-6 will need to purchase their own iPad which they will use through to the end of Year 6 after which they will move to a Bring Your Own Device (BYOD) laptop program when they enter the Senior School. When purchasing an iPad for your daughter, please take into consideration our minimum requirements as listed below:

9.7inch or larger screen (not iPad Mini)

- Minimum 32GB storage
- Support iOS 15 or higher
- Keyboard case (brand optional)

Supported models:

- iPad 5th generation (2017) or later
- iPad Air 3rd generation or later
- iPad Pro 2nd generation or later

Our Recommended model is:

- iPad 64GB Wi-Fi (with accompanying keyboard)

## BYOD Years 7-12

All Loreto College students in Years 7-12 use their own Bring Your Own Device (BYOD), as the device is personalised to their own needs. The choice of brand and model of laptop is up to the family, and we support Mac and PC platforms.

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Basic requirements or laptops suitable for our BYOD Program are:

- Minimum all day school battery – preferably 8 hours
- Minimum 13-inch screen – lightweight and able to be placed in school bags and on school desks comfortably
- 3-year warranty – with accidental damage protection if offered
- Hard Disk Drive – minimum 256 Gb SSD preferable as this reduces the risk of HDD crashes due to bumping or heavy handling
- Suitable protective covering that can also be placed in the school bag promoting security and concealment when in transit.

The College provides software packages for students, including Office 365, Adobe Creative Cloud and Webroot Antivirus.

### **Lockers Years 7-12**

Students are assigned a locker by their Class Mentor teacher and can be accessed either via student cards or padlocks. The padlock remains the property of the College and is expected to be returned at the end of Year 12. If students have difficulty with their lock, please see their Leader of Student Wellbeing and Academic Care for assistance.

### **Leadership**

Loreto, through its commitment to Student Leadership, seeks to build confidence and a sense of worth and of belonging in each student as she progresses through the College. We are committed to ensuring that our students learn leadership through leading across a broad range of formal and informal structures, opportunities and experiences.

It has been our experience that strong student leadership generates tremendous spirit within the College. It contributes greatly to the sense of well-being and happiness enjoyed by students and inspires them to make the most of their own talents and skills, learning as they do, that they can make a difference and find great satisfaction in the service of others. Leadership builds community and empowers students to experience themselves as people who achieve great things through working together in a spirit of generosity and cooperation.

### **Social, Emotional and Academic Development (SEAD)**

Underpinned by the Loreto Education Model framework, students' wellbeing is supported through a structured Social Emotional and Academic Development program (SEAD).

For girls to flourish they must be provided with a supportive environment, both pastorally and academically where they feel challenged to strive for their best. The integration of social-emotional skill development in conjunction with academic learning outcomes ensures that students develop holistically as resilient and confident girls and young women.

The care of each individual student is very important at Loreto. Providing students with a safe and nurturing environment and working together with parents and caregivers in focusing on students' wellbeing is at the heart of our educational philosophy.

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Everyone in the school shares in this pastoral responsibility. This involves knowing, accepting, respecting, and encouraging each student as an individual, and modelling consistency between words and actions.

Our students genuinely care for and about each other and truly bond as part of a Loreto family. The additional support experienced through the College's house system, which groups girls from Reception to Year 12 in one of four houses, fosters a sense of belonging and enhances student-centred support.

Specially designed, the targeted and sequential SEAD program is delivered through timetabled lessons where the specific developmental needs of each year level are carefully assessed and addressed. Some of the topics will include understanding self through identity, values and emotions, friendships and relationships, leadership and voice, the safe use of technology and the practice of other safe behaviours, achieving academic success, future pathways.

### **Support and Enrichment**

At Loreto College, all staff strive to support students throughout their schooling years to assist them to reach their true potential. Supported by our highly qualified Learning Enrichment team, including the College Psychologist, Mathematics Specialist Teacher and Gifted and Talented Teacher, complemented by the Assistant Principal: Wellbeing and Engagement and Director of Wellbeing Programs, we nurture each girl's complete academic development.

### **Permission for Excursions, Camps and Field Trips**

During the year excursions, camps and field trips may be arranged. Some of these may occur outside class time. Activities which incur significant additional cost will be communicated well in advance to parents.

### **Stay Connected**

Early Learning Centre: 08 8334 4220  
Junior School: 08 8334 4240  
Senior School: 08 8334 4200

Or via Loreto Connect (online portal), the Loreto College Marryatville app (which can be downloaded through iTunes and Android), and our social media pages:

**Facebook:** [facebook.com/LoretoMarryatville](https://www.facebook.com/LoretoMarryatville)

**Instagram:** @loreto\_marryatville & @loretomarryatville\_boarding

**LinkedIn:** <https://www.linkedin.com/company/loreto-college-marryatville>