OUR COLLEGE

St Francis Xavier College was established in 1978 by the Catholic communities of the region – Berwick, Cranbourne, Narre Warren, Pakenham, Koo Wee Rup and Iona/Maryknoll Parishes – to develop a community of learning in which the gospel message is clearly in evidence; one which acknowledges Christ ‘as the Way, the Truth and the Life’. This is especially evident in the positive relationships between students and staff, the caring for those less fortunate, the sense of justice in all areas of College life and sensitivity to the needs and feelings of all members of the College community.

MISSION STATEMENT

St Francis Xavier College is a Catholic community that is educative and supportive. We have a clear purpose: the development of a person of competence, conscience and compassion formed in the Christian tradition; one who is guided by a sense of hope and self-belief and who will be of service in the world. We recognize God’s presence in our lives by celebrating and pursuing personal excellence and by living courageously with optimism and respect for all.

COLLEGE AIMS

- At St. Francis Xavier College, we aim to build upon our authentic Catholic identity to promote and celebrate the Christian faith and the spirituality of all College members in partnership with families and the wider community.
- At St. Francis Xavier College, we aim to further enhance our effective learning community, based on Catholic values, which incorporate challenging, relevant and innovative curriculum, demonstrating creative and engaging teaching and learning processes.
- At St. Francis Xavier College, we aim to promote an inclusive Catholic community where people are valued and cared for, where diversity and difference are respected and positive relationships flourish.
- At St. Francis Xavier College, we are committed to ongoing development of quality leadership and the leadership capacity of all members of the school community.
- At St. Francis Xavier College, we aim to build on the effective stewardship of human and material resources in order to strengthen the provision of quality Catholic education.

COLLEGE CREST

The Eagle
Is the symbol of the Evangelist – ‘spreading the good news’.

The Fish
Represents the secret symbol used by the early persecuted Christians, as a password.

The Stars
Represents the Southern Cross on a cross indicating Jesus and his teachings are for all.

The College Motto
Via Veritas et Vita - The way, the Truth and the Life (John 14: 6)
Religious Education at St. Francis Xavier College

The College sees Religious Education as completing and bringing together the many activities we do to build a community that is centred in Christ and therefore committed to values such as:

- Reverence for creation
- Respect for individual dignity
- Non-violent resolution of conflict
- Courage to speak the plain truth
- Justice
- Generous service to others
- Commitment to a better world
- A sense of God’s loving providence

Success in touching hearts and minds depends on a profound unity of values between home and College. The lived values of our families are the most powerful force shaping young lives. It is firstly in the home, secondly in the worship and fellowship of the parish family and thirdly in the College that young people develop a real sense of prayer, a love for the scriptures and that feeling of being at home in our Catholic tradition.

Religious Education is a core subject at the College from Years 7 to 12. It functions like any other subject in a secondary College i.e., it has academic objectives, solid content and systematic evaluation. The course respects the integrity and privacy of the individual conscience and allows for the inescapable fact that students are at very different stages of their journey of faith.

The Religious Education Programme must also respond to the legitimate expectations of the wider society in which our students live. Students who remain ignorant of and hostile to the cultural heritage of Australia’s many traditions will be poorly equipped for citizenship in our multicultural society.

In educational terms, Religious Education involves the basic cognitive skills of knowing about and comprehending religious traditions (our own primarily, but also others), practising higher level skills such as analysing a tradition dispassionately, and evaluating its worth. Educational goals also include expanding student capacity to receive and to respond to the focus of the study.

Apart from classroom instruction in Religious Education, the College offers daily reflection or prayer, senior retreats as part of the Christian Leadership Program, Reconciliation, healing services, liturgies of the Word, class, year level and family Eucharists, guest speakers, media or drama presentations and special parent nights to create an environment in which those gifted with faith can grow into the fullness of the spirit-filled Christian life within our Catholic Tradition.
Pastoral Care at St. Francis Xavier College

St. Francis Xavier College is a Catholic learning community in which we are bound to each other by a sense of kinship and a sharing of common values and goals. The Mission of the College is to develop an environment where gospel values are proclaimed, lived and celebrated so that our young people may find the Way, the Truth and the Life. The Christian understanding of personhood recognises that fundamental freedom and rights are reciprocated by responsibilities which proactively promote peace, justice and reconciliation. It is for this reason that we recognise the rights, responsibilities and expectations of students, parents and teachers.

The College Pastoral Care policy is based on restorative justice principles aimed at bringing about behavioural change for individuals who do not abide by these expectations. The aim of restorative programs is to reintegrate those affected by wrongdoing back into the community as resilient and responsible members, thereby keeping the College and wider community safe.
Students’ Rights, Responsibilities and Expectations

Students’ Rights

1. To be treated with respect, courtesy and justice in a non-discriminatory environment.
2. To receive an education that is up to date with current practice/government requirements in a Christian environment that is safe, happy and conducive to learning, and to expect that school life prepares me for life after school.
3. To receive respectful, just and relevant discipline.
4. To have my sense of self-worth fostered and encouraged.
5. To be recognised as a member of the school community
6. To expect that my property be safe.

Students’ Responsibilities

1. To treat others with respect, courtesy and fairness.
2. To participate fully in and contribute to school activities (in and out of class) and to be sensitive to the needs and feelings of others.
3. To endeavour to meet all behaviour, uniform and learning requirements.
4. To strive to be my best and to foster excellence in myself and others.
5. To be loyal to and an ambassador for the school in the wider community.
6. To take care of my own and the property of others.

Students’ Expectations – As a student, I am expected to:

1. Behave in ways that safeguard, enhance and promote the rights of individuals to a fruitful, productive and enjoyable experience at the College.
2. Work with teachers, parents and peers in fully completing all learning tasks to the best of my ability and submitting them for a realistic assessment.
3. Abide by all school rules and accept consequences for breaches of them.
4. Participate as best I can in all learning opportunities provided by the school
5. Uphold the image and good name of the school in the wider community.
6. Ask permission before using another’s property.
Parents’ Rights, Responsibilities and Expectations

Parents’ Rights

1. To be treated with respect, courtesy and justice in a non-discriminatory environment.
2. To be recognised and respected as the prime educator of my child.
3. To expect that my child will be given the opportunity to reach his/her full potential.
4. To be involved in discussions about my child’s progress.
5. To expect that my child will be in a safe physical and emotional environment.
6. To be a contributing member of a partnership between school and family.

Parents’ Responsibilities

1. To treat others with respect, courtesy and fairness.
2. To be open to the professional advice of teachers.
3. To respect my child’s individuality and his/her responsibility as a member of our community.
4. To provide relevant information and to keep the channels of communication open.
5. To support the ethos and pastoral care policy of the school.
6. To respond positively to the formal and informal structures provided by the school.

Parents’ Expectations – As a parent, I am expected to:

1. Support the Catholic ethos of the College.
2. Work with teachers to develop strategies that will help my child have a productive, fruitful and enjoyable experience at the College.
3. Encourage my child to participate fully in all curricular and co-curricular activities.
4. Be available for discussions regarding my child’s performance.
5. Support school policy regarding behaviour, homework and uniform.
6. Attend information sessions, Parent/Teacher/Student meetings and support Parents and Friends activities as far as possible.
Teachers’ Rights, Responsibilities and Expectations

Teachers’ Rights

1. To be treated with respect, courtesy and justice in a non-discriminatory environment.
2. To be recognised, respected and supported as a professional educator.
3. To teach in a safe and well-resourced environment conducive to effective learning and be given adequate time to be an effective teacher.
4. To expect support from all sections of the college community when carrying out disciplinary procedures.
5. To have access to resources and professional development activities.
6. To expect that my person and my property are safe at all times.

Teachers’ Responsibilities

1. To treat others with respect, courtesy and fairness.
2. To keep up to date with current practice, and to develop a relevant curriculum.
3. To have adequate classroom management strategies and to apply consistent, relevant and just disciplinary procedures.
4. To prepare lessons which cater for the different learning styles and present them in a stimulating manner.
5. To work in partnership with parents and to promote school/family partnership.
6. To ensure that all reasonable care is taken with regard to personal safety and security of all property.

Teachers’ Expectations – As a teacher, I am expected to:

1. Image Gospel values and support the Catholic ethos of the College.
2. Behave in ways that safeguard, enhance and promote the rights of individuals to a fruitful, productive and enjoyable experience at the College.
3. Consistently use appropriate classroom management skills and balance active and passive learning. Apply school rules in a fair and just manner to all students.
4. Set and assess students’ work at designated times, and suggest strategies for improvement.
5. Keep students, parents and relevant staff informed regarding students’ progress.
6. Actively supervise students at all time in an endeavour to maintain a safe environment for students and property.
AN A-Z INFORMATION DIRECTORY FOR STUDENTS AND PARENTS

ASSEMBLIES
Assemblies are held on a regular basis at St Francis Xavier College. Students are expected to conduct themselves in a manner befitting the occasion. They must move quietly and directly to the assembly area in Care Group/House order under the supervision of their teachers. Students must sit in their designated area and remain respectful for the duration of the assembly.

ATTENDANCE
1. Students are required to attend all classes and compulsory College activities.
2. If a student can’t be present parents are required to telephone Student Services at the appropriate Campus before 9.30am. If a phone call is not received, an SMS message will be sent to parents. A written note must be sent with the student on their return to the College.
3. Attendance is one of the criteria used in determining satisfactory completion of each subject.

Punctuality
1. Students are expected to be punctual for all classes and College activities.
2. If a student arrives late s/he must sign in at Student Services. A written explanation from parents is required.
3. If a student is late to class three times it will be regarded as one absence.

Leaving Early
1. Medical, dental and other appointments normally should be made outside of scheduled class time.
2. If a student is required to leave early s/he should provide a written explanation from parents to the Care Group Teacher in the morning Care Group Session.
3. All students must ‘sign-out’ when leaving the College. A ‘signing out’ book is located at Student Services on both campuses. Parents of Year 7-9 students must collect students from the main office if they are leaving early.

Leaving the College Grounds
Students are not permitted to leave the College Grounds during College hours without written permission.

Leaving the Classroom
Students must not leave the class without a note in their record book from the teacher.

College Functions
During the year there are many whole College functions at which student attendance is compulsory. These include (where appropriate):

- Opening College Mass
- Outward Bound
- Retreats
- Reflection Days
- House Swimming & Athletics Carnival
- St Francis Xavier Day
- Orientation activities
- Transition Days
- Exams
- Graduation Mass (Year 12 students)
BEFORE/AFTER SCHOOL ACTIVITIES
Written permission is required for all College activities which take place outside of College hours. These include homework groups, use of the library, sports training, rehearsals, etc.

BEHAVIOUR
The use of restorative justice does not preclude the application of sanctions to students who breach College rules. The College will apply sanctions - Time-Out, Community Service, Lunchtime, After-School detentions and suspension – to students whose behaviour falls outside the clearly defined expectations. In cases of serious misconduct or where a pattern of misconduct is established, a student may be required to justify his/her continued presence in the College.

BICYCLES AND DRIVING TO SCHOOL
1. Students riding bicycles to the College are legally required to wear helmets.
2. Bicycles must be stored in the designated area.
3. The riding of roller blades and skateboards to and from College and within the College grounds is prohibited.
4. Students who are licensed and drive to the College are not permitted to park their cars on College premises.

BULLYING
Bullying is repeated and unreasonable behaviour or acts of aggression causing embarrassment, pain or hurt to others. This includes physical, verbal, visual, psychological or sexual behaviour. Bullying at school causes enormous stress for many children and their families, and has long-term effects. Bullying of any kind is unacceptable at the College.

The College Anti-Bullying Policy, which is reviewed annually, uses a framework based on restorative justice principles aimed at bringing about behavioural change for the individual while keeping schools and communities safe. The aim of restorative programs is to reintegrate those affected by wrongdoing back into the community as resilient and responsible members.

CLASS PREPARATION AND PROCEDURES
1. All necessary equipment is to be brought to class. This includes books, pens, uniform items (PE, Food Technology, etc) and the Student Record Book. Students are generally not permitted to go back to their lockers for equipment left behind.
2. Students must wait outside the classroom in an orderly manner before entering.
3. Students who are given permission by their teacher to leave the classroom must ensure the student movement log is completed by their teacher and that they take their Student Record Book with them.
4. The use of the College Computer Network is for learning purposes only. Students are responsible for ensuring they use their own login for network and internet access. Network and internet usage is closely monitored and sanctions will apply for inappropriate use. Procedures are outlined in the College ICT Policy which is reviewed annually. In order to promote responsible use and minimum waste of resources, students are allocated a printing and internet download allowance at the start of each school year. Once this is used, additional credit can be purchased through Student Services.
COUNSELLING SERVICES
The College provides counselling services for a range of personal issues at each campus. Parents and students may access these services by contacting the relevant House Coordinator or, alternatively, making contact directly with the counselling staff.

COURAGE & COURTESY AWARDS
The purpose of this scheme is to provide a means of recognizing student achievement across all aspects of College life and who set a fine example to others by displaying outstanding courage, courtesy, effort and achievement.

Courage and Courtesy Achievement Awards are given to students who are exemplars of courage, courtesy and achievement in one of the following areas:

- Academic Endeavour
- Leadership in Sports
- Community Service
- Cultural Endeavour

Courage and Courtesy Achievement Awards are for those students who do more than simply participate in an activity; they recognize achievement and the desire to excel.

To qualify for a College Colour, a student is to have achieved at a high level, shown consistent effort or improvement and has taken a leadership role. This will be recognized when students meet the following achievement levels:

- **BRONZE AWARD** 5 Courage and Courtesy Awards in any category
- **SILVER AWARD** 9 Courage and Courtesy Awards involving at least 3 categories
- **GOLD AWARD** 12 Courage and Courtesy Awards covering all 4 categories

DAILY BULLETIN & NEWSLETTER
1. Many important notices are publicised through the Daily Bulletin and the College Newsletter.
2. The Daily Bulletin is posted on noticeboards in House areas and is read in Care Group each morning. It is the students’ responsibility to ensure that they are aware of the daily notices.
3. The College Newsletter is published each fortnight and is a vital communication link with parents; it is essential that it is read. The Newsletter is available on the College Website (www.sfx.vic.edu.au) or in hard copy form upon request to the office.

EXCURSIONS
1. Students representing the College on excursions or sporting events are expected to comply with expectations in relation to behaviour and the completion of work. While on excursion, all College rules apply; this includes the wearing of the appropriate College uniform together with the College bag if necessary.
2. No student will be permitted on an excursion unless a signed Excursion Form is lodged with the College prior to the commencement of the excursion. This form authorizes the supervising teachers to seek medical attention if necessary. Verbal approval is not acceptable. Students without a written consent form will not be permitted to participate in the excursion.
FIRST AID PROCEDURES
1. A student who feels ill should inform the class teacher.
2. Once issued with a note the student should go to Student Services.
3. Parents will be notified if the student is too ill to return to class.

HOLIDAYS DURING TERM TIME
Parents wishing to arrange holidays for students during term need to complete an ‘Application for Leave’ form available to download from the College website. A hard copy of the form may be requested from Reception.

HOMEWORK
All students are expected to complete homework and submit set work by the designated date. Experience suggests that the following amount of time on homework will meet most students’ needs:

<table>
<thead>
<tr>
<th>Year</th>
<th>Hours per week</th>
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<tbody>
<tr>
<td>Year 7</td>
<td>5-6</td>
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<tr>
<td>Year 8</td>
<td>6-7</td>
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<tr>
<td>Year 9</td>
<td>7-8</td>
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<td>Year 10</td>
<td>10</td>
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<tr>
<td>Year 11</td>
<td>2-3</td>
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<tr>
<td>Year 12</td>
<td>3-4</td>
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HOUSE SYSTEM
1. The College is divided into eight Houses
2. Each House consists of a number of Care Groups with students in Years 7-9 at the Berwick Campus and Years 10-12 at the Beaconsfield Campus. Each House has a House Co-ordinator
3. The Care Group Teacher (together with the House Co-ordinator) is responsible for overseeing the pastoral and academic welfare of the students in their Care Group. The Care Group Teacher will contact parents if they have any concerns. The Care Group Teacher should be the first point of contact for parents who have any concerns about their child’s welfare or progress at the College.

LIBRARY
1. The library is open before and after College, as well as at recess and lunch
2. Students must have a note from their teacher to enter the library during class time.
3. The Senior Campus Library is open during term holidays for student access.

LUNCH ORDERS
1. A box for lunch orders is located inside the Canteen at both campuses. Lunch orders should be written on a brown paper bag and placed in the box by the end of recess. The details which should be included are:
   - Name
   - Year Level & Care Group
   - Items required and price
   - Amount of money enclosed
2. A canteen price list is available on the College Website.
PROPERTY
1. Damage to College property must be reported immediately to a member of staff. Students who are responsible for the damage will normally be asked to meet the cost of repairs.
2. Students are not to bring to College steel rulers, aerosol cans, correction fluid, large felt tip pens, permanent markers or chewing gum.
3. The safe-keeping of property brought to College is the responsibility of the student. Lockers & locks are provided for each student. All possessions, including uniform items, are to be clearly labelled with the student’s name. The College accepts no responsibility for any loss or theft.
4. Given the high cost of personal portable audio devices such as iPods and MP3 players, the College encourages all students to leave these items at home. Students at the Berwick Campus are not permitted to bring these items to school. Students at the Beaconsfield Campus may use them before/after College, at recess and lunch only.
5. Anyone finding clothing, money or other articles should give them to a member of staff or hand them in at the Office.
6. Students may advertise lost property in the daily bulletin by supplying the office staff with a written notice.
7. Lost property can be checked at the Health Centre on the Beaconsfield Campus and at Student Services at the Berwick Campus.

RESTRICTED AREAS
1. Students are not allowed to enter classrooms, offices or store rooms unless a staff member is present.
2. Students are not allowed in areas where bicycles or cars are parked
3. Students should keep away from building or maintenance works.
4. The oval, netball and basketball courts are reserved for active ball games.
5. Students are responsible for knowing which areas around the campus are out of bounds. Campus maps contained in the Student Record book clearly show the out of bounds areas.

SMOKING
The College regards smoking as a serious threat to health and we encourage our students to remain non-smokers. The College provides all its members with a smoke-free environment. All College buildings, grounds, vehicles and College-based activities are smoke-free at all times. The following actions are not permitted under this policy:

- Smoking at College or while on a College activity
- Smoking on the way to and from the College
- Smoking in College Uniform
- Possession of cigarettes
- Being in the company of smokers
STUDENT RECORD BOOK
1. Students are provided with a Student Record Book at the commencement of each year. It is designed for recording assignments, homework requirements, due dates, and as a means of communication between home and school. It must be maintained exclusively for these purposes. Students with books that have been damaged (graffiti, pages torn out, stickers, etc) will be required to purchase new books.

2. The Student Record Book is a valuable means of communication between teachers and parents. Parents are encouraged to sign the book regularly.

SUBMISSION OF WORK
The Submission of Work Policy aims to provide a guide to the requirements for the submission of work necessary for assessment purposes and ultimately for satisfactory completion and promotion. The policy is based on a commitment to a proactive approach to maximizing student academic performance. It aims to promote appropriate study habits, develop organisational skills and motivate students to achieve their personal best.

YEAR 7-9
1. Work requirements and expected outcomes are distributed to students in a written, handout format which includes the due date and the assessment criteria. Student absence on the due date (for reasons such as illness, medical appointments, sport, excursion, etc.) will not automatically excuse students for not submitting work on the due date. (Work can be submitted before the due date.)

2. If a student is aware in advance that s/he is unable to meet a set deadline, an extension must be negotiated with the teacher before the due date.

3. If work is not submitted by the due date, notification is made to parents via the Student Record Book advising a new date for submission. Students will receive a UG for the work requirement/work outcome.

4. Students who submit their late work by the new submission date will receive an S if the work is satisfactory. However, the work will still be ungraded (UG).

5. Should a student not submit work by the new due date, a letter will be sent home to inform parents of the non-submission. An N will be awarded for the work requirement/work outcome as well as for the unit.

YEAR 10-12
1. Students undertaking any VCE/VET study are bound by the rules and regulations of the Victorian Curriculum and Assessment Authority (VCAA). The College applies these regulations to all students in Years 10-12.

2. Year 7-9 procedures will apply for set work that is not required for SAC/SAT assessment and which is not submitted by the due date.

3. If a student does not submit an outcomes task on the due date or if the work does not achieve the outcome or meet all the criteria for satisfactory completion, the student receives a provisional N for the unit and should apply for a 'Delay of Decision' from the VCE Co-ordinator.

4. Full details regarding the submission of work for VCE studies is provided at the Senior Studies evenings held at the commencement of each year.
STUDENT PROGRESSION
Progression from one year level to the next is not automatic. At each year level, students are required to achieve minimum academic performance prerequisites in order to gain progression to the next level. These details are clearly outlined in the College Progression Policy.

TELEPHONES
1. Students who have an urgent need to use a telephone should see their Care Group Teacher or House Co-ordinator. If neither is available, the student should go to Student Services.
2. Students are permitted to bring mobile telephones to College but they must remain out of sight and switched off at all times whilst on Campus. Phones will be confiscated if these rules are not adhered to. Phones will only be returned after a meeting with parents, the student and the Head of Campus.
3. The College accepts no responsibility for lost or stolen mobile phones. Students may leave phones at Student Services for safe storage during the school day.

VISITORS
All visitors must sign in and be introduced at the main office. All student visitors are subject to approval by the Head of Campus. All approved visitors must wear a Visitor’s Pass.
SHOES
For adequate protection, school shoes must have standard heel size and smooth leather upper which encloses the entire foot. Shoes made from open-weave materials such as canvas do not provide adequate protection or support and are not permitted. Sports and P.E. shoes have similar restrictions. These must be predominantly white and provide suitable support and grip for a range of sports activities. Casual shoes are not permitted.

JEWELLERY
Students are not permitted to wear visible make-up or jewellery other than plain small silver or gold sleepers or studs for pierced ears. Only one sleeper or stud per ear is permitted. Any other visible piercing of any form is not permitted. Clear plastic plugs or band-aid coverings are not acceptable. Coloured nail polish/nail extensions are not to be worn.

HAIRSTYLES
Hair, in general terms, must be clean, neatly styled, natural in colour and tied back off the face. Accessories must be discreet (functional rather than ornamental), small and in plain College colours (red, white or navy), gold or silver. Hairstyles which are outside of the following guidelines are unacceptable:

- Hair which is shoulder length or longer must be tied back at all times so that the hair does not touch the collar. No hair should be allowed to fall across the face or cover the eyes.
- Extreme hairstyles are not permitted. This includes dreadlocks, shaved hair less than a number 2 blade, severe variations in hair length and/or colour, etc.
- Hair must be of a natural colour. Moderate and discrete variations in natural colour such as highlights, tips and streaks are permitted as long as the overall style is predominantly of a single, natural colour without major contrasts. Unnatural hair colours are never permitted.
- All male students must be clean shaven at all times. Sideburns must not be below the level of the ear.

WEARING THE UNIFORM CORRECTLY
The College expects students to be well groomed in appearance at all times when wearing the College uniform. When an item of uniform is missing, a student must carry a note from a parent explaining the reason and indicating a time (usually within 24-48 hrs) when the item will be replaced/repaiired.
SUMMER
(Terms 1 & 4)

Male Student Uniform
- Navy College Trousers
- Navy College Shorts
- College short-sleeved shirt (with logo)
- Navy socks (above ankle)
- Black Belt (plain)
- Black leather shoes (standard heel, smooth leather upper)
- College Bag
- College Cap

Female Student Uniform
- College Summer Dress (at or below the knees)
- White socks (above the ankle or knee-length)
- Black leather lace up school shoes (standard heel, smooth leather upper) Not T-Bars.
- College Bag
- College Cap

NOTE: The College Jumper or Vest may not be worn as the outer garment to/from school.

WINTER
(Terms 2 & 3)

Male Student Uniform
- College Blazer
- Navy College Trousers
- College Jumper or Vest
- College long or short-sleeved shirt (with logo)
- College Tie
- Navy socks (above ankle)
- Black Belt (plain)
- Black leather shoes (standard heel, smooth leather upper)
- College Bag
- College scarf & gloves (plain navy, white or red)

Female Student Uniform
- College Blazer
- College long or short-sleeved shirt (with logo)
- College Skirt (at or below the knees)
- College Jumper or Vest
- College Tie
- Navy socks (knee-length) or Navy tights
- Black leather lace-up school shoes (standard heel, smooth leather upper) Not T-Bars
- College Bag
- College scarf & gloves (plain navy, white or red)
- College beret (red)

PHYSICAL EDUCATION

Male and Female PE Uniform
- College Sports Shirt
- College PE Shorts
- College Tracksuit Pants
- College Tracksuit Jacket
- Sport Socks
- College Cap
- PE Bag
- White Sports Shoes

NOTE: The College Blazer must be worn as the outer garment to/from school.