



YEAR 7, 2021

**ÍBELONG TRANSITION
GUIDEBOOK**

**INFORMATION AND TIPS TO HELP YOU PROSPER AND FLOURISH
IN YOUR FIRST YEAR OF SECONDARY SCHOOL**

LET YOUR LIGHT SHINE
PLAY YOUR ROLE | ÍRESPECT | LIVE, LEARN, LEAD, SERVE | IONA STANDARDS | ALWAYS LEARNING

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What is the Purpose of this Booklet?

This booklet will provide you (and your parents) with guidance as you start your secondary school journey.

In this booklet you will find plenty of information that will help you:

- Organise your time better,
- Know how to get from one place to the next,
- Carry the correct equipment with you for class,
- Understand what is expected of you while moving around the College and while wearing the school uniform in public,
- How and who to communicate with if you are unsure about anything.

As you start this year all students, even those from Iona Primary, will have many questions about what to do, when to do it, and how best to go about doing it.

The information in this booklet negates the 'I didn't know' excuse. There will be a short 'grace' period, however, if you are unable to follow the guidance and procedures, there will be appropriate consequences.

We trust that you will endeavour to do the right thing and we have every confidence, you will thrive in your new environment.

Let us have a look at some of the things that you might be curious about.

Frequently Asked Questions (FAQs)

SUBJECTS

Do I choose my own subjects?

- In Year 7 you are placed in a modified 'Core Class' (excepting Mathematics) where your class will consist of boys from your house. It is likely these classes will change at the start of Semester Two.
- You have the option to choose 'elective' subjects at the end of Year 8 for Year 9.

HOMEWORK

How is homework assigned? Do I have homework for every subject, every day?

- The suggested minimum time for homework in Year 7 is 1 hour per day. This includes revision, assignment work and/or reading.
- Subject teachers will assign homework which you must write down in your diary. You will also be alerted to any work allocated through Compass, which you should in conjunction with your diary.
- Homework load will increase around assessment time as you will be expected to work on your assignments outside of class time.

MOBILE PHONES

What is the mobile phone policy? What if I need to make an urgent call to my parents?

- Mobile phones are to be kept in lockers as you arrive at school and only taken out at the end of the school day.
- Mobile phones are not to be taken out of your locker during break or lunch times.
- Boys found using their mobile phones during school time will have them confiscated and handed in to Student Reception. You will receive an automatic Friday afternoon detention and your phone will be confiscated for a five (5) day period. For example, Thursday, Friday, Monday, Tuesday, Wednesday.
- If you need to make a call to anyone during the school day, report to Student Reception and ask to use the school phone.

LOCKERS

What do I put in my locker? Do I need to provide my own lock? What happens if I forget my own locker code? Where is my locker located? Do I keep the same locker?

- All your personal items are to be kept in your locker.
- A lock will be given to you in your first few days of arriving at the College.
- If you forget your locker code, see your Head of House (HoH) in the first instance or find either Mr O'Brien, Mr Pearce, or Miss Mugridge in the Prosper Centre.
- Your locker will be in your house area.
- Lockers will be assigned by your Head of House/Homeroom Mentor.

DIARY

Do I take it to every lesson? What is the best way to use my diary in Year 7?

- Yes – diaries are to be taken to every lesson.
- Refer to pages 10 – 15 in your school diary for more detail on how to use your diary effectively.

CLASSES

How long are classes? How much time is there between each lesson? Can I take my bag to class? Do I take my HPE uniform to class or can I get changed during breaks?

- You have four (4) 70-minute Periods a day with two (2) 30-minute breaks, after Period 1 and Period 3.

• Monday – Friday A and B Weeks • (excluding Thursday B Weeks)				Thursday B Weeks			
Activity	Prompt	Start	Finish	Activity	Prompt	Start	Finish
Homeroom	8:23am	8:30am	8:50am	Prosper	8:23am	8:30am	9:15am
Period 1		8:56am	10:06am	Assembly		9:21am	10:06am
Morning Tea		10:06am	10:41am	Morning Tea		10:06am	10:41am
Period 2	10:37am	10:44am	11:54am	Period 2	10:37am	10:44am	11:54am
Period 3		12:00pm	1:10pm	Period 3		12:00pm	1:10pm
Lunch		1:10pm	1:45pm	Lunch		1:10pm	1:45pm
Period 4	1:41pm	1:48pm	2:58pm	Period 4	1:41pm	1:48pm	2:58pm
College prayer, announcements and dismissal		2:58pm	3:01pm	College prayer, announcements and dismissal		2:58pm	3:01pm

- Your black, Iona issued, 'book bag' and your laptop bag go with you to class. You should also have the correct equipment with you at every lesson.
- Only your sport bag should be taken to sport. Do not bring your school bag.
- Sport teachers will provide you with an adequate amount of time to change and apply your own sunscreen, before your Sport lesson commences.
- Make sure your school clothes go inside your sports bag and your bag is zipped shut once you are changed. Do not leave them lying around in a pile.

SCHOOL GROUNDS

Where can I eat/play at lunch? Will I get a tour of the school so that I know where my House and Homeroom is?

- You will all be taken on a tour during the first two weeks of school where these questions will be discussed, and questions can be answered.
- If you are unsure at any point, you can go to the Prosper Centre and ask Miss Mugridge.

MASS

When can I go to mass?

- Mass is celebrated every morning Monday to Friday from 7:55am in the College Chapel.
- Each morning mass is dedicated to a house or the primary school however students can attend at any time.

CO-CURRICULAR

What sports can I take part in? How are we notified of sporting/co-curricular sign-ups and information?

- Students are notified of sports offered by the College. Information regarding the sport you play is made available via the Sport Newsletter and Daily Bulletin as well as the applicable social media platforms such as Twitter with the handle [@SportIona](#).
- This Twitter handle is where families are notified if sport trainings/games are cancelled due to weather or other reasons.
- AIC sports on offer during Term 1 are Cricket, Swimming, Volleyball and AFL.
- It is expected that you take part in at least two co-curricular activities throughout the year. Mr Pearce and Mr O'Brien firmly believe, through their own personal experience, that the more you are involved, the more you will enjoy your time at the College.

COUNSELLING

What is counselling? Where are they located? Are my conversations private?

- Iona is privileged to have three on-site counsellors who are amazing. Counsellors are available to confidentially support students. They can help you with things like concerns at school, concerns with peers, or personal matters.
- You will be shown where they are located during your orientation tour. You will also see posters displayed around the College that provide information about how you can access their support.
- If you would like to speak with a counsellor, inform your Head of House or Year Level co-ordinator (Mr O'Brien or Mr Pearce), who will contact your parents and the

counsellors to arrange a meeting. The counsellors are very discreet at notifying you of your appointment. No one else will know that you are attending a meeting unless you want them to.

- We are also fortunate to have a College Social Worker on site (Mrs Megan Vardanega). The College Social Worker offers emotional support, information, referral and strategies to problem solve in all these areas.

LAPTOPS

Do I get a laptop, or must I buy my own? Can I charge my laptop in class?

- You will be supplied with a College-owned laptop in the first week of school. The laptop is issued for the sole purpose of improving your learning experience.
- You will be required to sign a Student Laptop Agreement Form which details your responsibilities for using the laptop.
- Laptops are only to be carried in your College issued laptop bag. This bag serves several purposes with the most obvious being, to protect your laptop from damage. Failure to comply will result in a consequence.
- Your laptop is to be charged at home, each night. Laptops are never to be charged in the classroom as it becomes a health and safety concern. If your battery runs out of charge, you can access a charging station at ICT services from midday onwards.
- The laptop is not a gaming device. If you are found to have downloaded or partaken in any kind of gaming or misconduct, you will return your laptop to ICT Services Helpdesk for reimaging at a cost of \$35 to you. You will receive a Friday detention for failing to use your laptop only for its intended purpose.

TUTORING

Where and when can I attend tutoring?

- Tutoring is a great opportunity to receive support and guidance from senior students who understand what the demands of the academic calendar are like. Bring along your homework, assignments or any academic work you would like assistance with.
- Find out about procedures for submitting assignments, work layout, expectations of teachers etc.
- Tutoring sessions are offered Tuesdays, Thursdays and Fridays and are held in the Lecture Theatre from 7:45am to 8:20am. All are welcome!

Morning Procedures

Arrival

- It is important that you are on time to your Home Room by **8:30am** every morning. The warning bell goes at 8:25am and the final bell goes at 8:30am. You should be in Homeroom before the final bell at **8:30am**.
- If you arrive after 8:30am, you should report to the PROSPER Centre, with your diary, and inform Miss Mugridge that you are late.

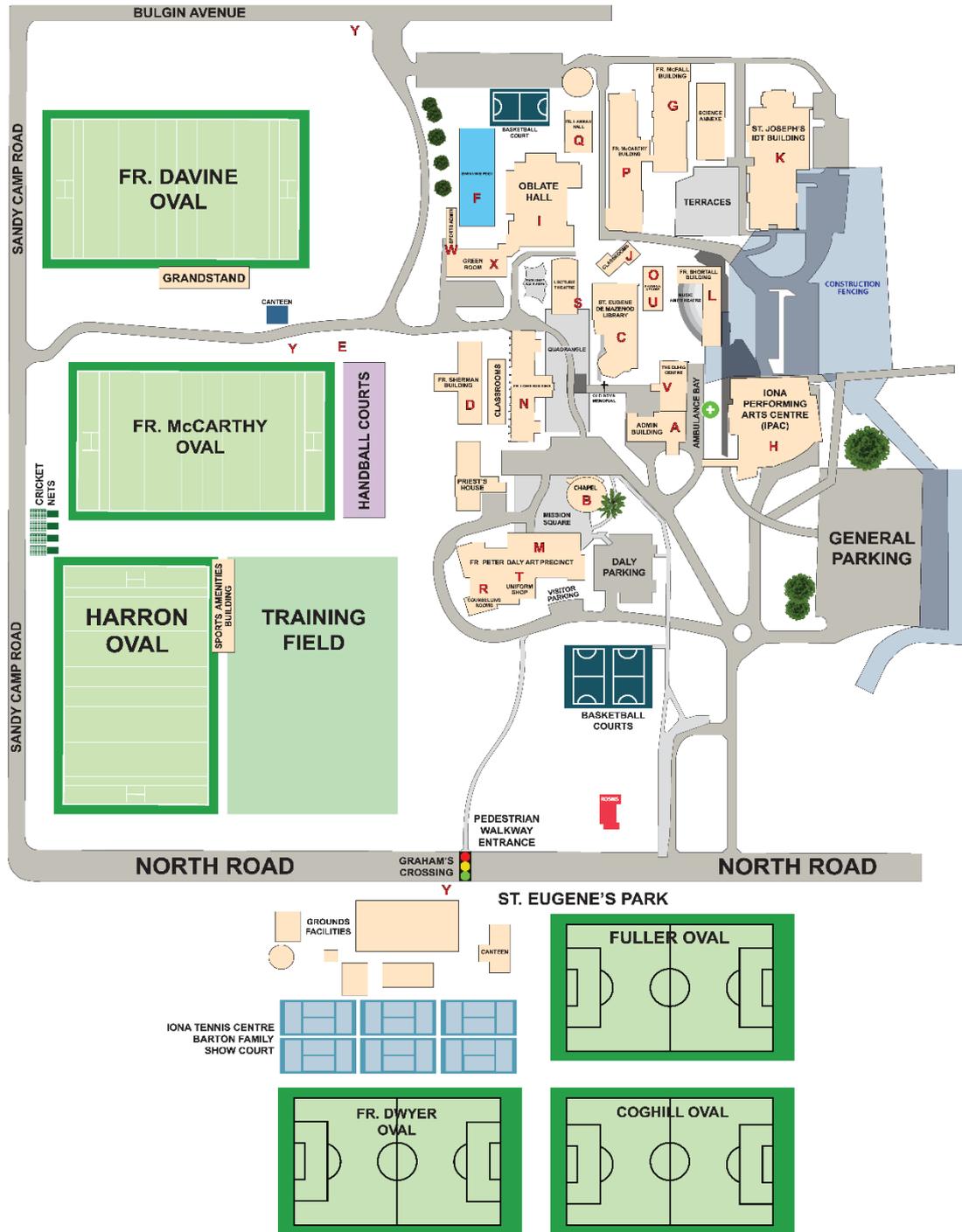
During Homeroom

- While each Homeroom will have its own natural 'flavour', there will always be an expectation that **you say the morning prayer and listen to the notices.**
- Once you have done that, **you need to make sure that you are ready for your Period 1 class.**
- Make sure that you have your laptop, your book bag, and all necessary equipment needed for that class ready to go by the end of Homeroom.
- Once you have completed all those tasks, **take the time to get to know the people in your Homeroom.** Being in a Homeroom that has all year levels in it has many advantages, including making friends from different age groups and understanding more about the College from older students.

At the End of Homeroom

- When the bell for the end of Homeroom sounds, **tidy up around you, tuck your chair in, check your uniform is neat and tidy, say goodbye to your teacher and leave Homeroom once instructed to do so.**
- Because you prepared for the start of the day during Homeroom, you will now be on time for your Period 1 class.

Site Orientation



Key	Location	Purpose
A	Registration/Information Administration	Special arrivals and departures
B	Chapel	Daily Mass and House Mass
C	St Eugene de Mazenod Library	Textbooks, Reading books & 'Games'
D	Fr. Sherman Building	Years 5 & 6 Classrooms
E	Playing Fields	
F	Swimming Pool	
G	Fr. McFall Building	Science – Gerard & Mackillop HomeRooms
H	Performing Arts Centre (IPAC)	Music ensembles
I	Oblate Hall	Assemblies
J	B Rooms	Digital technologies & Grandin Home Rooms
K	St Joseph's Building	ID&T and Aerospace
L	Fr Shortall Building	Religion & HASS – Albin & Charlebois Home Rooms
M	Fr Daly Precinct	Commerce, Art & Film – Anthony Home Rooms
N	Fr Long Block	English & Japanese – Mazenod Home Rooms
O	PROSPER Centre	Learning Support Upstairs
P	Fr McCarthy Building	Maths – Cebula, Mackillop & Gerard Home Rooms
Q	Hannah Hall	Drama
R	Counsellors Rooms	just next to the Uniform Shop
S	Tuck shop	underneath Lecture Theatre
T	Uniform Shop	
U	Student Reception	Late arrival or early departure (Miss Mugridge)
V	Health and Wellness Centre (must have your diary)	Health and Wellbeing
W	PE office	sports information – enter through Green Room
X	Green Room	Drama
Y	Pick up zones	Cross at Graham's Crossing

Communication

One of the key aspects to a successful transition is good communication. Please read the following information and take note of who to get hold of if you have any questions.

Pastoral – Personal conversation or email in the order below

1. Homeroom Mentor
2. Mr O'Brien obrienk@iona.qld.edu.au and/or Mr Pearce pearces@iona.qld.edu.au
3. Social Worker – Mrs Vardanega vardanegam@iona.qld.edu.au
4. Head of House
5. Heads of Wellbeing (Mr Nugent and/or Mr Cassidy)
6. Counsellors

Academic – Personal conversation or email

1. Classroom teacher
2. Head of Faculty/Department
3. Mrs Elkington – Head of Learning & Teaching, Middle Years (7, 8, 9, 10)

Co-Curricular

1. Sport Newsletter
2. Twitter – @IonaSport
3. Sports Office – above the pool
4. Mr Harron (Head of Sport)
5. Mr L'Huilier (Head of Music)
6. Mrs Keene (Head of Faculty – The Arts)

Counsellors

- The College counsellors operate on a referral system.
- If you feel that you would like to speak with a counsellor, for whatever reason, you can contact Mr O'Brien or Mr Pearce. We will speak with your parents and the counsellors to arrange a meeting.

General Expectations

Uniform – During School Hours

It is an expectation that you always present yourself neatly and with the full Iona uniform.

This includes:

- iCAP/bucket hat/broad brimmed hat – clean, clear, white 'I' on the front.
- Grey shirt that is tucked in with all buttons and pocket attached.
- Your shirts top button must have the ability to close for tie wearing in Terms 2 and 3.

- Black leather belt with silver buckle.
- Grey shorts or long pants – zipper must be functional.
- If shorts are being worn, wear socks that you can pull up to just under your knee with one-fold in the sock. If you are wearing long pants, plain black or grey school socks must be worn.
- Black leather school shoes. No Runners or visibly branded shoe can be worn.
- **ALL OF YOUR UNIFORM MUST BE APPROPRIATELY LABELLED WITH YOUR FULL NAME.**

Uniform – Sport and After-School Hours

Sports lessons during school hours are a government requirement that are designed to ensure that all children are exposed to a minimum amount of outdoor activity every week. Sport lessons are seen in the same light as any other subject lesson and are thus compulsory. If you attempt to sabotage this lesson by not bringing your gear, or not providing a valid note from your parents, an appropriate consequence will be issued. During your weekly Sport lesson, it is expected that you are wearing your full House sports gear.

- Hat.
- Sunscreen – we will allow you time to apply but it is your responsibility to apply it.
- House sports T-shirt – old or new version is fine.
- Black Iona sports shorts.
- White Iona sports socks – grey school socks are not acceptable.
- Appropriate trainers.

If you are taking part in a specific AIC sport that requires specialist equipment, make sure that you bring whatever is required. For example, football boots for football training. Once changed, make sure that all your school uniform/belongings are placed in your bag and your bag is zipped closed. This prevents items from going missing.

If you do not have your gear without a valid reason from a parent/guardian/carer, a 'strike' will be given. A second 'strike' results in a Friday lunchtime detention in the Sports Office and a third 'strike' results in a Friday after school detention issued by either Mr O'Brien or Mr Pearce.

When representing the College at AIC sport, ensure that you are dressed appropriately – wear appropriate sports uniform and associated Iona tracksuit, weather permitting. If you intend to support your fellow Ionians, you must wear your full school uniform – Summer or Winter.

Hair

Hair is to be neat and tidy at all times:

- Above the collar at the back, no longer than half ear at the sides with sideburns also no longer than half ear
- Fringe must remain clear of the eyes and face
- A graded (even) cut no shorter than blade 2
- Clean shaven at all times

Layered cuts, tinting / colouring / streaking are not permitted. Gels are not to be used, as are radical shaping and styling of hair.

A continued pattern of non-compliance will result in you being sent home until your hair meets the College expectations. The College will be the final arbiter on acceptability of haircuts.

Student Absence

- If you are not attending school (illness or other reason), you parents need to notify the College.
- The College's automated student absentee system can be reached before 10am on 3893 8889.
- If no message is received, a text message will be sent home, notifying your parents/guardians/carers that you have not attended school that day.

Late to School

- If you arrive late to school, you need to make your way to the Prosper Centre and sign in.
- From there you will make your way to your locker, pick up the required gear, and then head to your timetabled lesson.

Early Departure

- If a student requires an early our parents must notify the College so the information can be entered in Compass. Your parents can do this via email or a note in your diary. Please show this to Mr O'Brien or Mr Pearce.
- The student is expected to sign out at the Prosper Centre with Miss Mugridge before they depart the College.

Organisation

Main Tips for Organisation in Year 7

- Use your diary every day to record all homework and reminders. Check it every night.
- Much information is sent via email. Get into the habit of checking it as a minimum twice a day.
- Use a different coloured Velcro folder for each subject and keep in it your exercise book for that subject and any other class sheets/handouts.
- For most lessons you will require the same 4 things - **laptop, pencil case, diary, your subject Velcro folder**. For some subjects you may require additional items like art resources etc.
- Use a new Term Planner for each Term. Print it off A3 size or pick up one from Mrs Vardanega's office, Mr O'Brien's office, or Mr Pearce's office. It should be up on the

wall somewhere visible at home. Record onto your planner every piece of assessment or exam you see in OneNote/Compass or are told about in class.

- Every weekend take 10 minutes to plan a Weekly Timetable (which also goes up on the wall visible near the Term Planner) using the template given to you with instructions on the back. Once again you can print off copies of the Weekly Timetable or pick them up from Mrs Vardanega, Mr O'Brien or Mr Pearce. Get into the habit of checking your Weekly Timetable each morning before school so you know what you need to bring home from your locker in the afternoon.

Organisation of School Bag at Home

- **Check your timetable** – Look at your timetable the night before to find out which classes you have for the upcoming school day. This way you will be ready to learn when you get into class.
- **Pack your books** – This will avoid squashing lighter objects. To avoid a heavy bag, only pack the equipment you need for the day or leave it in your locker at school.
- **Think about anything else you may need** – You may require additional gear such as a sports uniform, musical instrument etc.
- **Put your lunch on top** – In the morning pack your lunch last so that it does not get crushed by your textbooks, folders, and any other gear.

Organisation of the Locker and Bag at School

- Use your locker as a 'base' to avoid heavy bags during travel to school. This is better than keeping everything at home as you will have access to these resources when at school.
- As you pack the books for each subject during the day, think about what you are doing in class and if you need any additional materials (compasses for Mathematics, or coloured paper for a presentation in Art). Only pack what is required for that block of lesson(s):
- **Pack for Lesson 1** – Morning Tea Break – **Pack for Lessons 2 and 3** – Lunch Break – **Pack for Lesson 4**.
- Before leaving for home, you need to consult your diary to see what subject folders you need to take home to complete homework each night/weekend and any additional study or assignment work you have planned in your Weekly Timetable. Always take home your pencil case, diary, and laptop every night. Remember to 'shut down' your laptop and charge it before you go to bed each night. (You are not allowed to charge it in class due to health and safety concerns).

The Iona Way

Success in the classroom is achieved through a variety of methods. Please make yourself familiar with the document below which outlines ten (10) things you can do to help you prosper in the classroom. While this is not an exhaustive list of requirements, following these suggestions will go a long way to establishing a great rapport with your teachers as well as giving you an appreciation for the world class facilities you learn in every day.



THE IONA WAY - COPING IN YEAR 7



1. Make it a **HABIT** to line up in two straight lines outside your classroom



2. It is a **GOAL** to enter the room quietly once invited by your teacher



3. Pay **ATTENTION** and stand quietly behind a desk



4. Develop **RELATIONSHIPS** by greeting your teacher as they have greeted you



5. Use your **AWARENESS** to follow teacher instructions



6. **MANAGE** your **EMOTIONS** and only open your laptop when instructed to do



7. Improve **RELATIONSHIPS** by showing respect to everyone in your class



8. Make it a **GOAL** to only pack up when told to by your teacher



9. Show **AWARENESS** by tidying up your uniform and your surroundings



10. Exercise your **STRENGTHS** to only leave the room with your teacher's permission

LET YOUR LIGHT SHINE

PLAY YOUR ROLE | RESPECT | LIVE, LEARN, LEAD, SERVE | IONA STANDARDS | ALWAYS LEARNING