

**doxaschoolbendigo**

valuing the diversity, resilience and potential of young people



# Family Handbook 2025

Doxa School acknowledges the traditional owners and custodians of the land upon which our school is situated. We pay our respect to elders, past, present and future, for they hold the story, hope and dreaming for all.

We affirm the wisdom of this ancient culture. It reminds us that God's word is part of the whole of creation. My we continue to walk the message of love, joy, peace and reconciliation.

## General Information

- School Information
- Important dates
- Our Vision and Mission
- Principals Welcome

## School Matters

- Community Expectations
- Absences
- Sign in and out
- Food provisions
- Timetable
- Complaints Procedure
- Immunisations
- Newsletters
- Reporting to families
- Public Transport/ Conveyance allowance
- Policies

## Out of Class Activities

- Camps and Excursions
- Participation and Afternoon Program
- Family Engagement

## School Information

Principal:	Vanessa Brown
Deputy Principal:	Teneille Smith
Wellbeing Leader:	Nick Grainger
Business Manager	Colleen Marchant
Learning Enhancement Leader	Kyleigh Rivett
SEL Immersion Leader	Ruth King

Teaching Team: Teneille Smith  
Kyleigh Rivett  
Aminda Polonowita  
Ruth King  
Emily Jeffery  
Joshua White  
Amy Templeton (Ed Support)

Wellbeing Team: Nick Grainger  
Claire Taylor  
Hayley Sherry  
Sarah Bysouth  
Laura Seddon

Administration Team: Colleen Lingard  
Emma Boxshall

Postal Address: 118 Hargreaves Street Bendigo, Vic, 3550

Phone: 03) 5442 8140

Mobile: 0417 108 870

Email: [principal@doxabendigo.catholic.edu.au](mailto:principal@doxabendigo.catholic.edu.au)

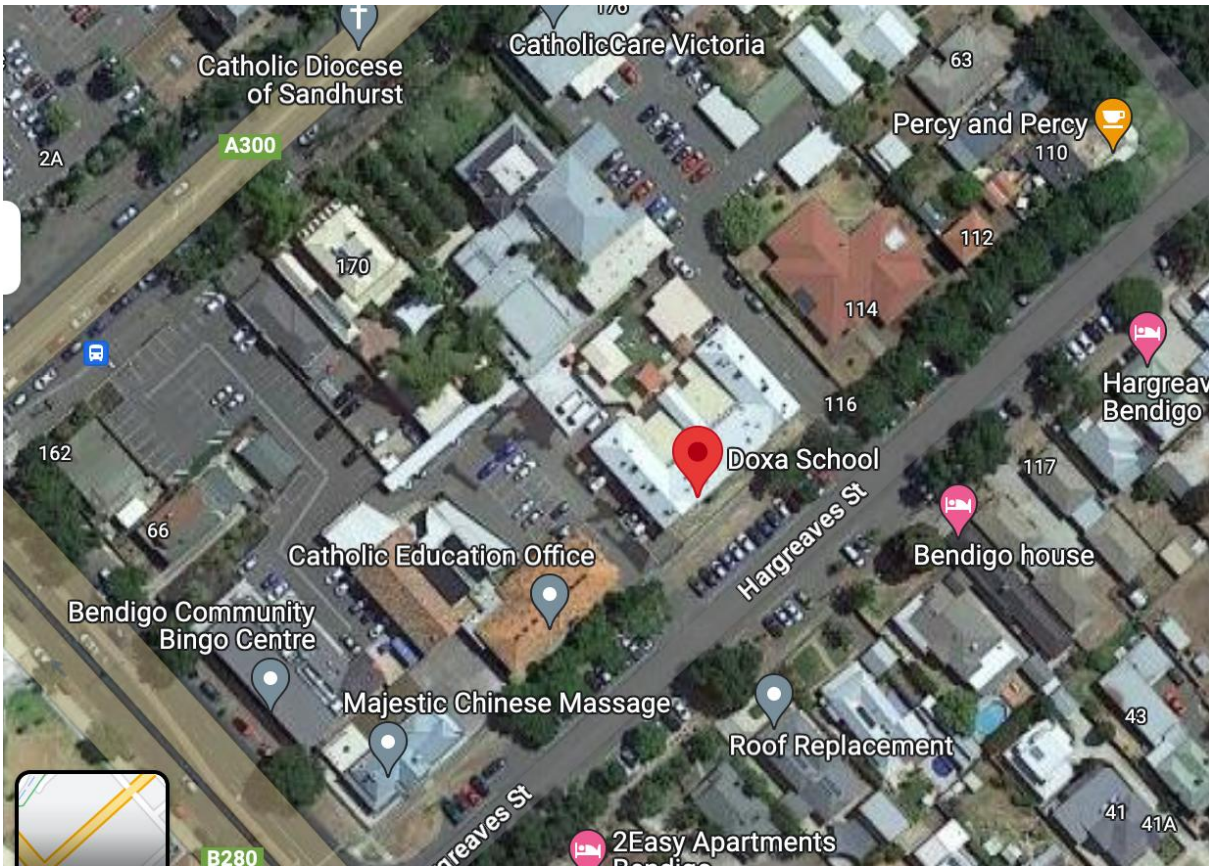
Website: [www.doxabendigo.catholic.edu.au](http://www.doxabendigo.catholic.edu.au)



<https://www.facebook.com/DoxaSchoolBendigo>

# Location

Doxa School Bendigo Is located next to the Catholic Education office in Hargreaves Street. Parking is available in Hargreaves Street or in the carpark between the school and the Catholic Education Office.



# Important Dates 2025

<p><b>Term 1</b></p> <p>Monday 27th January Australia Day Public Holiday</p> <p>Tuesday 28-30th January Staff Professional Learning Days</p> <p>Friday 31st January Students commence (Orientation program – 31st January – 7th February)</p> <p>Wednesday 5th March ILP meetings</p> <p>Monday 10th March Labour Day public holiday</p> <p>Friday 4th April Last day of term 1</p>	<p><b>Term 2 (n.b. Students will have three weeks holiday)</b></p> <p>Monday 21st April Easter Monday Public Holiday</p> <p>Tuesday 22-24th April Staff Professional Learning Days</p> <p>Friday 25th April ANZAC Day Public Holiday</p> <p>Monday 28th April Students commence Term 2</p> <p>Friday 30th May Report Writing Day</p> <p>Monday 9th June King’s Birthday public holiday</p> <p>Wednesday 25th June ILP meetings</p> <p>Friday 4th July Last day of term 2</p>
<p><b>Term 3</b></p> <p>Monday 21st July Students commence Term 3</p> <p>Wednesday 13th August CESL Staff Spirituality Day</p> <p>Wednesday 27th August ILP meetings</p> <p>Friday 19th September Last day of term 3</p>	<p><b>Term 4</b></p> <p>Monday 6th October Students commence Term 4</p> <p>Wednesday 29th October Bendigo Cup public holiday</p> <p>Wednesday 12th November ILP meetings</p> <p>Friday 21st November Report writing day</p> <p>Wednesday 3rd December Celebration Night</p> <p>Friday 5th December Students Last Day (yrs 7-12)</p>

# Our School Vision and Mission Statements

## Vision

To inspire a greater number of young people and families in our community to reach their full potential through quality leadership and practice.

## Mission Statements

Doxa School Bendigo is a transition school in the Catholic tradition, which engages young people, their families and the wider community in an experience of whole person growth.

We do this by;

- Drawing on Gospel values, deriving inspiration from the life, work and spirit of Marcellin Champagnat, founder of the Marist Brothers.
- Offering a focused educational intervention, seeking to empower young people and their families with a spirit of hope.
- Supporting students in developing and enhancing healthy relationships with self, peers, family and community.
- Seeking to support students to maintain engagement in education through partnerships with schools, families and the broader community.
- Valuing the diversity, resilience, potential and unique gifts of young people.
- Characterising hope, humour, endurance and determination.

## Graduate Outcomes

That young people leave the Doxa School community with greater confidence as independent learners and being more emotionally self-aware and better able to manage themselves as they undertake their future pathways.

We endeavour to educate our students to;

- Achieve academic success to meet their individual goals.
- Demonstrate a willingness and confidence to return and maintain their place in mainstream schooling or their chosen pathway.
- Be able to develop and maintain healthy relationships with peers, family and within the wider community.
- Recognise the importance of compassion, empathy, kindness and respect in relationships.
- Display resilience, hope, humour, perseverance and determination.
- Understand the impact their choices have on the world in which they live.

To achieve our graduate outcomes, we will;

- Provide a safe, supportive and fair environment for our students, staff and families.
- Provide tools and a structure to foster change in each individual.
- Provide role modelling and experiences to help build healthy relationships drawing on Gospel values.
- Build and nurture strong healthy partnerships with students, families, schools and the wider community.

# Principals Welcome

Welcome to the Doxa School Bendigo community. As we embark on a new academic year, I want to express my appreciation to our returning families for their continued trust and support. To our new families, I extend a special welcome, and I am excited to have you join our school community.

As a Catholic specialist setting, we understand that each young person is unique and may require different approaches to support their leaning and emotional needs. Our dedicated staff team are passionate about creating a Safe, Kind and Curious environment for all students. They are committed to fostering critical thinking, creativity, collaboration, and problem-solving skills, empowering our students to become lifelong learners and responsible citizens.



We believe that education is a collaborative effort and value the importance of positive relationships and open lines of communication between the school students and their families. We value your insights, concerns, and aspirations for your child's education. We encourage you to actively engage in our school community by attending Individual Learning Plan (ILP) meetings and participating in family events, such as the end of year awards celebration and the family morning teas. Your involvement plays a crucial role in shaping the educational experience we provide.

The work that we do at Doxa School Bendigo is built upon the pillars of Catholic Identity, Choice Theory, Trauma Sensitive Practices and Social and Emotional Learning. These four pillars support a whole person, student centered approach to our program.

We encourage positive partnerships with our young people and their families and support working alongside professionals and agencies to achieve the best outcomes for our students.

As we embark on the sacred journey ahead, I look forward to working collaboratively with all of you to create an enriching and supportive educational experience for your child.

Vanessa Brown – Principal



# General Information

## Student Absences:

If your child is ill or unable to attend school, it is important that you contact the school office to inform the school.

This can be done through the office phone (5442 8140), the school mobile (0417 108 870), or through the school Facebook page.

Please ensure your message is clear as to who is absent. If the school has not been contacted by 10am our Administration Officer will contact parents/carers to clarify the student's absence.

## Sign in/ Out:

All visitors to the school as well as students who enter or leave the school outside of normal times are required to sign in or out as appropriate. This is done through the iPad in the entry foyer or by the Administration Officer through the SIMON Kiosk. Parents/ Guardians who wish to exit their child early should contact the School Office to confirm this and sign their child out or give permission for the student to leave under specific circumstances.

## Food Provisions:

Doxa School doesn't have a canteen however we provide a daily light breakfast and morning tea, as well as lunch on a regular basis. We encourage students to bring their own lunch and snacks to school, there are always snacks and fruit available as we do our best to ensure our students do not go hungry.

## Complaint Procedure:

Doxa School Bendigo is a Child Safe community committed to providing an environment that is true to the values of our schoolwide expectations: being Safe, Kind and Curious. We promote care for all individuals in the school community and this is reflected in our support of students to learn to understand and regulate their own behaviour.

All Doxa School Bendigo's policy and procedural documentation is underpinned by our 5 key Pillars of the Doxa School Model: Student-Centred Approach, Trauma Sensitive Practice, Social and Literacy, Choice Theory and our Catholic Identity and complies with the requirements of Catholic Education Sandhurst Ltd. This Policy can be found on our school website [www.doxabendigo.catholic.edu.au](http://www.doxabendigo.catholic.edu.au) and applies to all community members of Doxa School Bendigo.

## Phone Policy:

Students at Doxa School Bendigo will be required to keep their mobile phones and other personal digital devices switched to silent and out of sight during all class sessions. This includes afternoon program

The rationale behind this policy is based around research in neuroscience and the development of social behaviours in young people. Studies have shown that excessive use of personal digital devices, including mobile phones and wearable devices, can negatively impact young people's cognitive development, attention span and social skills. By limiting access to these devices during school hours we aim to:

1. Enhance Focus and Learning



## 2. Promote Social Interaction

## 3. Support Mental Health

We request that all contact goes through the school staff. Should you have any questions or concerns, please do not hesitate to contact us.

### Immunisations:

Each year Doxa school organises immunisations through Bendigo Community Health as a support for families in keeping our young people up to date with all immunisation requirements. Information regarding immunisations will be posted on our website, in newsletters and on our Facebook page when they are coming up.

### Newsletters:

School newsletters are produced regularly and are sent to families via email, the school website and through Facebook. They are a great way of keeping up to date with what is happening in the Doxa School community.

### Reporting Student Progress:

Each term families are invited to attend Individual Learning Plan (ILP) meetings. These meetings are an important opportunity for carers to participate in discussions addressing their young person's goals and learning progress.

Each semester a formal written report is presented to families. It is the habit of our teaching and wellbeing staff to contact the families of our students often during the term, providing informal opportunities for information regarding student progress to be reported on regularly.

### Public Transport/ Conveyance Allowance:

Doxa School is a specialist setting enabling students to travel by public or school bus transport past other schools to attend and still be eligible for the conveyance allowance. The school is to support families who are eligible for supported transported to and from school and this information will be provided to families on enrolment.

We have students who travel from a variety of places throughout Central Victoria, using school buses, public buses and trains. Whatever your families' requirements may be regarding transport to and from school, please contact the school to seek support if needed.

### Afternoon Program:

Doxa School provides an afternoon program that offers opportunities for students to participate in a variety of activities that may include; art and craft activities, sport, gym, bike riding, computer games, board games, outdoor activities, shed, music and cooking. The activities are conducted in small groups and may be undertaken on or offsite depending on the activity. Afternoon program provides an opportunity for students to interact with a range of students, engage with the community and provide learning environments that encourage engagement and different experiences.

### Camps, Incursions and Excursions:

Doxa School provides opportunities for all students to participate in learning experiences via incursions, excursions and camps. We offer a range of activities to cater for the various needs of our students. Incursions and excursions are experiential learning activities that are provided onsite, locally or within a manageable travel distance. Incursions may include visiting speakers, wildlife exhibits, artists and others. Excursions may include theatre trips, football or other sport experiences and various activities in Melbourne and other centres.

The school offers an overnight camp program that endeavours to cater for a range of student abilities to participate. Camps can range from 1 to 3 overnight stays and may be interstate, regional or local with a focus on providing opportunities that allow as many students as possible to join to the best of their ability.

All camps and excursions are free of any costs to families.

### Family Engagement:

Doxa School values our all our relationships, particularly with our families, parents and carers. This partnership is crucial in the support we provide together for our students. Our community prides itself on being a welcoming one that is safe for all those connected to us. We provide a range of opportunities for families to join us in supporting their students learning, social and emotional growth, and in celebrating their successes.

As well as formal meetings we conduct family morning teas, when open parents and carers are welcome to visit our Doxa Café, and we love to see families support their students at our annual awards evening in December.

### Child Safeguarding

Doxa School Bendigo provides a child-safe environment, where all students have the right to be treated with respect and dignity, and will be protected from harm. The well-being of children in our care will always be our priority and we have zero tolerance to child abuse. Any allegations and safety concerns will be treated seriously and consistently with our policies and procedures.

# Community Expectations

Doxa School is a child safe community committed to providing an environment that is true to the values of our school wide expectations: being Safe, Kind and Curious.

We promote care for all individuals in the school community and this is reflected in our support of students to learn to understand and regulate their own behaviour.



At Doxa School we expect that all members of the community do their very best to keep themselves and their fellow community members SAFE. We do this by being mindful of our behaviours and our words.



Being Kind is an important part of belonging to the Doxa School Community. The way we respond to and treat others is important and goes a long way to making others in the community feel welcome and valued. Kindness is a gift to give and wonderful to receive.



Being Curious is the best way to learn. By being Curious we learn more about ourselves and others as well as the world around us. Sometimes we need to take a risk because having the courage to be Curious is sometimes hard, but if we take that risk safely we can also learn so much.