STUDENT GUIDE 2016

“IN ALL THINGS MAY GOD BE GLORIFIED”
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MISSION STATEMENT

Mater Christi College is a Catholic girls' secondary school, which takes its direction from the person and message of Christ as proclaimed in the gospels.

In a caring atmosphere of Christian love and understanding, which encourages excellence in all things, the college provides educational programs relevant to the individual needs of its students.

The College respects the traditions and spirit of its founders, the Sisters of the Good Samaritan, and strives to be organisationally and educationally innovative to meet the challenge of a rapidly changing society.

Through balanced growth of the whole person, Mater Christi aims to develop informed and compassionate women of faith who will take part freely and creatively in the affairs of society.

Find out more about our:

MISSION AND LOGO

BENEDICTINE VALUES
www.materchristi.edu.au/our-college/our-history/benedictine-values

COLLEGE MOTTO
www.materchristi.edu.au/creating-global-thinkers

BENEDICTINE VALUES FOCUS FOR EACH YEAR LEVEL

Year 7 - Prayer
Year 8 - Community
Year 9 - Humility
Year 10 - Stewardship
Year 11 - Peace and Justice
Year 12 - Hospitality

THE COLLEGE LOGO – "DOVES IN FLIGHT"

‘The doves in flight portray the concept of growth and movement through education. The doves represented in formation relate to the Community striving together. The arrow acts as an horizon and indicates direction and purpose. The circle acts as the common ground for all the elements. Interactive, supportive and indicative of the workings of a Catholic school.’
ONE WORLD

Lord, I pray for all the people in our world
Who do not have enough to live on
I think of all those who do not have food, clean
water, medicines and somewhere adequate to
live.
I pray that I will always be grateful for those
things that I take for granted each day and may
we who have these resources in abundance be
willing to share our resources with those who
have not
Amen

THE LORD’S PRAYER

Our Father who art in heaven,
hallowed be your name,
Your Kingdom come,
Your will be done on earth, as it is in heaven.
Give us this day our daily bread.
And forgive us our trespasses
as we forgive those who trespass against us.
And lead us not into temptation;
but deliver us from evil.
Amen

HAIL MARY

Hail Mary, full of grace, the Lord is with you
blessed art you among women, and blessed is
the fruit of your womb, Jesus
Holy Mary, Mother of God, pray for us sinners,
now and at the hour of our death.
Amen

PRAYER of ST FRANCIS

Lord,
Make me an instrument of your peace. Where
there is hatred... let me sow love,
Where there is injury... pardon,
Where there is doubt...faith,
Where there is despair...hope,
Where there is darkness...light,
Where there is sadness...joy.

Lord,
Grant that I may not so much seek
To be consoled... as to console.
To be understood...as to understand,
To be loved...as to love,
For it is in giving... that we receive,
It is in pardoning ... that we are pardoned,
It is in dying... that we are born to eternal life.
Amen

PRAYER OF THE GOOD SAMARITAN SISTERS

God of all times and seasons you have guided your
people across the centuries May we all embrace
the compassion of the Good Samaritan for the
wounded,
the zeal of John Bede Polding for the reign of God,
the listening ear of Benedict for the Spirit of the
churches.
We make this prayer through Jesus Christ, who lives
and reigns with you,
in the unity of the Holy Spirit, God forever and ever
Amen

A thought for the down hearted

Look up and laugh and live

Rule of St Benedict

Is there anyone here who yearns for life and desires
to see good days?
Turn away from evil and do good.
Let peace be your quest and your aim.

Prayer of thanks

All the world hopes in you O Lord,
That you will give us food in our hunger.
You open wide your hand and we are filled with
good things. For this we give thanks
Amen

GOD BLESS THOSE...

God bless those whose faces come into our minds
as we come into your presence.
Bless those we love, let nothing harmful happen to
them today.
Bless our friends and all our classmates, let nothing
come between us.
Bless those whom we know to be ill, give them a
restful and healing time today.
Bless those we know who are sad, comfort them
today. Bless those who are being foolish, keep
them from doing anything that would wreck life for
themselves and for others.
Bless the poor, the homeless, the friendless, those
in prison, in misfortune and in disgrace.
Bless our parents and families today. Bless this
through Christ Jesus.
Our Lord Amen

Celtic Blessing

Deep peace of the running wave to you, Deep
peace of the flowing air to you, Deep peace of the
quiet earth to you, Deep peace of the shining
BELL TIMES 2016

STANDARD DAY

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:45am</td>
<td>Period 1</td>
<td>75mins</td>
</tr>
<tr>
<td>10:00am</td>
<td>Recess</td>
<td></td>
</tr>
<tr>
<td>10:25am</td>
<td>Period 2</td>
<td>75mins</td>
</tr>
<tr>
<td>11:40am</td>
<td>Move to Period 3</td>
<td></td>
</tr>
<tr>
<td>11:45am</td>
<td>Period 3*</td>
<td>75mins</td>
</tr>
<tr>
<td>1:00pm</td>
<td>Lunch</td>
<td></td>
</tr>
<tr>
<td>1:50pm</td>
<td>Period 4</td>
<td>75mins</td>
</tr>
<tr>
<td>3:05pm</td>
<td>Dismissal</td>
<td></td>
</tr>
</tbody>
</table>

* Day 4, Period 3 (Pastoral Group) ends at 12.55pm

TUESDAY

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:45am</td>
<td>Period 1</td>
<td>65mins</td>
</tr>
<tr>
<td>9:50am</td>
<td>Move to Pastoral</td>
<td></td>
</tr>
<tr>
<td>9:55am</td>
<td>Pastoral</td>
<td>40mins</td>
</tr>
<tr>
<td>10:35am</td>
<td>Recess</td>
<td></td>
</tr>
<tr>
<td>11:00am</td>
<td>Period 2</td>
<td>65mins</td>
</tr>
<tr>
<td>12:05pm</td>
<td>Move to Period 3</td>
<td></td>
</tr>
<tr>
<td>12:10pm</td>
<td>Period 3</td>
<td>65mins</td>
</tr>
<tr>
<td>1:15pm</td>
<td>Lunch</td>
<td></td>
</tr>
<tr>
<td>2:00pm</td>
<td>Period 4</td>
<td>65mins</td>
</tr>
<tr>
<td>3:05pm</td>
<td>Dismissal</td>
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WET WEATHER TIMETABLE 2016

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<td>Year 7</td>
<td>Lower F Building</td>
<td>Lower F Building</td>
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<tr>
<td>Year 8</td>
<td>Gym</td>
<td>Gym</td>
</tr>
<tr>
<td>Year 9</td>
<td>Gym</td>
<td>Gym</td>
</tr>
<tr>
<td>Year 10</td>
<td>Pavilion</td>
<td>Pavilion</td>
</tr>
<tr>
<td>Year 11</td>
<td>C301, C302 &amp; C303</td>
<td>C301, C302 &amp; C303</td>
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<tr>
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<td>Polding Centre</td>
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Food and drink is to be consumed only in wet weather areas

HOUSE MEETING VENUES 2016

Chisholm  Lower F building
Gibbons   Pavilion
Lyons     Polding Centre
Mackillop Hall
ATTENDANCE/ABSENCE

ATTENDANCE

Students learn best when they participate in all classes. Learning occurs within the context of the classroom activities and subsequent work. Therefore learning and completion of student work are inextricably linked. As a consequence, the Mater Christi policy is that students attend 100% of classes. Every student is expected to attend ALL of her scheduled classes, school activities and assemblies. If this is not going to be the case, notice must be given. Absences are recorded, checked and noted on school reports.

Extended absences from school, other than for medical reasons, e.g. family holidays, require permission from the Principal. All other absences will be determined as ‘unauthorised’. In the case of any unauthorised absence, it is the responsibility of the student to manage any work missed due to her absence. This includes work missed as a result of early departures or late returns from term breaks.

If a student misses an assessment task due to an unauthorised absence then:

Students may complete the task at an alternative time, after the original date. An “S” may be recorded for the task but the task will not receive a graded assessment.

A Progress Notification form will be sent to the student and parents informing them of this action and a record of this will be kept on the student’s file.

If a student misses an assessment due to an authorised absence then the class teacher will arrange for the student to reschedule the assessment task.

ABSENCE

A phone call is required from a parent/guardian, for EVERY absence from school. Please phone the absentee line on 9757 0980. The call should be made by 9.00 am on the morning of the absence and a written note, signed and dated, is to be presented to the Pastoral Group teacher as soon as the student returns to school. If notification of absence is not received by 9:30am the College will forward an SMS to your nominated mobile phone to verify your daughter’s absence.

LATE ARRIVAL

Students arriving late to school are marked late on the roll when they report to class. A note from a parent/guardian is required for every late arrival as soon as possible. Students arriving after 8.45am must sign in electronically via the Attendance Kiosk and lodge their consent note in the box provided. The receipt is given to the classroom teacher.

EARLY DEPARTURE

Students wishing to leave school early for any reason require a note from a parent/guardian. Prior to leaving class, the note is shown to and signed by the classroom teacher. All students must electronically sign out via the Attendance Kiosk and lodge their consent note in the box provided before leaving the school grounds.

EXCURSIONS

For any excursion, parent/guardian consent is required and given via the permission form.

ILLNESS

The Health Centre is operated by a registered nurse who deals with matters of first aid and illness that may arise during the day. If a student is too ill to attend class, a parent/guardian is contacted to come to the school to take the student home.
Students who are unwell are collected from the Health Centre. If it is not possible for the parent/guardian or person delegated by the parent to pick up the student, it may be necessary for the student to be sent home by taxi at the parent’s expense. Students should not report early in the morning with symptoms that were already visible earlier at home.

**Students are not to contact parents without first reporting to the Health Centre.**

**EXIT PROCEDURES**

A minimum of one term’s notice is required when students are intending to leave Mater Christi. Other than in exceptional circumstances a payment of one term’s fees will be charged if this notice is not given. This notice is to be in writing and should be given to the General Office. Prior to leaving, an Exit Form (issued by the Registrar) is completed, which records all necessary details.

**DELIVERY OF MESSAGES IN SCHOOL HOURS**

Messages for students that are received prior to 1.00pm will be delivered if possible. In a genuine emergency as student may be removed from class to receive a message.

Parents are asked not to contact their daughters via mobile phone during school hours. If required, a text message may be left to be accessed before or after school hours. The school does not accept delivery of flowers.

**LOST PROPERTY**

Students can only access the Lost Property area (near Student Services) before school, at recess and lunchtime and after school. Clearly labelling all items of uniform and personal property will greatly assist in the return of missing items.
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<th>Day</th>
<th>Event</th>
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<td>Friday</td>
<td>Term 1 begins Years 7, 12 &amp; New Students commence</td>
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<td>01/02/2016</td>
<td>Monday</td>
<td>All Students commence</td>
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<td>Photo Day. Classes commence in Period 4</td>
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<td>04/02/2016</td>
<td>Thursday</td>
<td>Year 12 Welcome Night (Michael Carr Gregg)</td>
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<td>10/02/2016</td>
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<td>11/02/2016</td>
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<td>12/02/2016</td>
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<td>15/02/2016</td>
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<td>16/02/2016</td>
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<td>High Achievers College Assembly</td>
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<td>Years 8 &amp; 9 Welcome Night</td>
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<td>04/03/2016</td>
<td>Friday</td>
<td>College Athletics Carnival</td>
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<td>08/03/2016</td>
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<td>International Women's Day</td>
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<td>14/03/2016</td>
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<td>24/03/2016</td>
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<td>25/03/2016</td>
<td>Friday</td>
<td>Good Friday</td>
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<td>Monday</td>
<td>Term 2 begins</td>
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<tr>
<td>14/04/2016</td>
<td>Thursday</td>
<td>All students dismissed 1.00pm</td>
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<td>Progress Meetings 2.00pm - 8.30pm</td>
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<td>19/04/2016</td>
<td>Tuesday</td>
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<td>25/04/2016</td>
<td>Monday</td>
<td>ANZAC Day Public Holiday</td>
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<td>13/05/2016</td>
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<td>Queen’s Birthday Public Holiday</td>
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<td>07/06/2016</td>
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<td>07/06/2016</td>
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<td>GAT Exam</td>
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<td>22/06/2016</td>
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<td>All students dismissed 1.00pm</td>
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<td>Progress Meetings 2.00pm - 8.30pm</td>
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<td>23/06/2016</td>
<td>Thursday</td>
<td>No Classes Progress Meetings</td>
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<td>24/06/2016</td>
<td>Friday</td>
<td>No Classes Staff Professional Learning</td>
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<tr>
<td>11/07/2016</td>
<td>Monday</td>
<td>Term 3 begins</td>
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<td>No Classes Staff Professional Learning</td>
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<td>12/07/2016</td>
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<td>No Classes Staff Professional Learning</td>
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<tr>
<td>13/07/2016</td>
<td>Wednesday</td>
<td>Term 3 classes commence</td>
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<td>18/08/2016</td>
<td>Thursday</td>
<td>Mater Day and College Mass</td>
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<td>30/08/2016</td>
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<td>Year 12 Subject Progress Meetings</td>
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<td>Normal class program</td>
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<td>16/09/2016</td>
<td>Friday</td>
<td>Term 3 ends</td>
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TERM 4
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
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<tbody>
<tr>
<td>03/10/2016</td>
<td>Monday</td>
<td>Term 4 begins</td>
</tr>
<tr>
<td>06/10/2016</td>
<td>Thursday</td>
<td>All students dismissed 1.00pm</td>
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<td></td>
<td></td>
<td>Progress Meetings 2.00pm - 8.30pm</td>
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<tr>
<td>11/10/2016</td>
<td>Tuesday</td>
<td>All students dismissed 1.00pm</td>
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<tr>
<td></td>
<td></td>
<td>Progress Meetings 2.00pm - 8.30pm</td>
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<tr>
<td>18/10/2016</td>
<td>Tuesday</td>
<td>Year 12 Final Assembly</td>
</tr>
<tr>
<td>31/10/2016</td>
<td>Monday</td>
<td>Mid Term Break and Year 12 exams</td>
</tr>
<tr>
<td>01/11/2016</td>
<td>Tuesday</td>
<td>Melbourne Cup Day</td>
</tr>
<tr>
<td>18/11/2016</td>
<td>Friday</td>
<td>Valedictory Evening</td>
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<tr>
<td>25/11/2016</td>
<td>Friday</td>
<td>End of Year Mass and College Assembly</td>
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<tr>
<td>28/11/2016</td>
<td>Monday</td>
<td>Start Co Curricular Week</td>
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<tr>
<td>07/12/2016</td>
<td>Wednesday</td>
<td>Years 7-11 Progress Meetings</td>
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<tr>
<td>12/12/2016</td>
<td>Monday</td>
<td>College Awards Evening</td>
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COLLEGE EXPECTATIONS

GENERAL

The purpose of these expectations and guidelines is to make sure that all students understand their rights, the responsibilities we have to protect the rights of others, and the consequences of breaking school rules designed to protect these rights.

Through the Order of the Sisters of the Good Samaritan, the Benedictine tradition is part of the heritage of Mater Christi College. In his Rule, St Benedict urges us to move towards a better life, persevering through hardship, being open about our faults and placing the welfare of others above our own. As Christ says “Love your neighbour as yourself.” As a student of Mater Christi College, you have a right to educational opportunity, which means you will be given opportunities to study and learn so you can improve your abilities and interests whether spiritual, emotional, physical, academic or social. You also have the responsibility to protect the rights of others to study and learn.

All members of the College community are entitled to be treated with respect and dignity.

To enable the class group to work effectively, it is your responsibility to follow the guidelines below:

• Each teacher and student has the right to feel safe at all times and be treated with full respect.
• Each teacher has the right to teach the class without disruption.
• Each student has the right to learn without interference.
• Each student is required to respond positively to the instruction of any teacher.
• Each student is expected to work consistently in a manner which promotes the best chance of learning.

SPECIFIC

Eating in Class

No eating during class (unless with specific consent of the teacher) or in corridors is permitted. Water only is allowed.

TRAVEL

Students should travel to and from school with consideration for others and care for their own and others’ safety.

• Cross Bayview Road using the supervised crossing.
• Walk to the railway station or bus stop via the Belgrave station underpass.
• Swipe on and off with their Myki card
• Present bus passes for Charter buses.
• Sit two to a seat and wear seatbelts in buses.
• Arrive at Charter bus stops on time so that everyone arrives at school punctually.
• Leave the train or bus in a clean condition.
• Cars bringing and collecting students to and from the College should treat Bayview Road as one-way (clockwise), to reduce danger to students. There should be no double parking in Bayview Road since this compromises the safety of the students.
• Year 12 students who drive to school are required to park outside the College grounds, paying attention to the parking signs. Parking in the Puffing Billy car park is recommended.
**GROUNDS**

Students are to remain on the College property throughout the day. Visitors are not to call to see students during the school day. In exceptional circumstances visits may be arranged by seeking permission from the Principal or Deputy Principal. Visitors are required to sign in at the Front Reception. Visitors badges must be worn on campus. Students have responsibility for ensuring that the environment is clean. This means not dropping litter and picking up litter when requested by a teacher.

**HEALTH SAFETY**

For the health of others, students are not to use aerosol-based sprays and, in particular, deodorant sprays and perfume at school. Students who suffer from asthma need to be responsible for their own medication and administration.

**PROHIBITED SUBSTANCES**

Students must not smoke cigarettes, consume alcoholic beverages or have drugs at school, whilst travelling to/from school or when participating in a College activity. Students who breach this health and safety rule will face a range of consequences, depending on the circumstances, and whether or not the situation involves a repeat offence. Parental involvement will be required.

**CLASSROOM & STUDY**

**PREPARATION**

Students must arrive at every class with all necessary books, equipment and other materials as specified by the classroom teacher. Laptops and ipads are re-charged overnight at home.

**LOCKERS**

Students are not to go to lockers during class time unless authorised by a class teacher in writing. Before school, recess, lunchtime and after school are the appropriate times. All lockers are to be locked. Padlocks are supplied at school. Locker change requests are to be logged with Main Reception staff.

**VALUABLES/PERSONAL PROPERTY**

Valuables should be left at home or if necessary inside locked lockers. If it is necessary for large amounts of money to be brought to school this should be placed in a clearly labelled envelope and handed to Main Reception for storage in the College safe. Valuable personal property is not to be brought to school.

The College accepts no responsibility for any money or property that is not secured as described above.

**CLASSROOMS**

Students should enter classrooms in a quiet and orderly manner. They should leave the classrooms clean and tidy after each session.
MY STUDENT ACCOUNT (MSA)

Mater Christi College utilises a debit card system called My Student Account (MSA) to minimise the amount of cash that is brought to school. Students use their Mater Christi College Student Photo ID Card as a debit card for Café Bene and pay for photocopying. It is also used for optional camps and excursions.

Lunch can be pre-ordered directly with Café Bene before 10am. For instructions on how to use My Student Account, please log onto the Mater Christi College website:


ACADEMIC HONESTY

Mater Christi College is committed to the principles of academic honesty. It is expected that all College community members respect and abide by these principles.

ACADEMIC DISHONESTY

Academic dishonesty includes:

- Plagiarism: the representation of the ideas or work (intellectual property) of another person as the student’s own
- Collusion: allowing one's work to be copied or submitted for assessment by another
- Work that is the same as another student’s: all parts of the work must be the student’s own words.
- Duplication of work: submission or presentation of the same work for different assessments set by different teachers.
- Behaviour which results in a student gaining an unfair advantage or that affects the results of another student (for example, taking unauthorised materials into an examination or misconduct during an examination).
- Collaboration: students may collaborate on a task but if the final assessment is to be marked independently the work must be written by each Individual student and not as a group.

ACKNOWLEDGEMENT OF SOURCES

Mater Christi College uses the Harvard author-date style of referencing. Examples of this are available to the community on the Learning Commons s website and from the Learning Commons.

Students are required to acknowledge the source of all data, photographs, diagrams, illustrations, maps and so on used in their work.

Students are encouraged to use online citation generators to ensure correct formatting of bibliographies. The Learning Commons’ web page provides links to preferred generators. The Learning Commons staff are able to provide students with assistance in referencing and guidelines for academic honesty.

The student is ultimately responsible for ensuring that all work submitted is authentic, with the work or ideas of others fully and correctly acknowledged.

Students are expected to review their work before submission to ensure plagiarism has not been committed.
RESTORATIVE JUSTICE

Mater Christi College is committed to the principles of restorative justice. Students are counselled by their subject teacher in situations of academic dishonesty. Students will be asked to resubmit their work for assessment. Students in Senior School (Years 10-12) will receive a Progress Notification while students in the Middle School (Years 7-9) will be referred to the Year Learning Coordinator.

CO-CURRICULAR

PARTICIPATION IN EXTRA ACTIVITIES

Students are expected to fully participate in the life of the College, both academic and co-curricular (e.g., Masses, retreats, assemblies, co-curricular week, year level activities, sports carnivals). Unacceptable absence from activities may result in the student not being allowed to participate in co-curricular activities (e.g., debating, Production, Presentation balls, student duties, trips) organised by the College. Community service or detention as consequence may be applied.

REPRESENTING THE COLLEGE

Students who apply to represent the College (e.g., debating, sports teams) must understand that it is their responsibility to wear every piece of correct Mater Christi uniform for the occasion. This applies especially to sporting events, even for senior students who may not take PE classes, but who wish to represent the College.

STUDENT MANAGEMENT PROCESSES

The approach to student management at Mater Christi College is based on the principles of Restorative Justice. This ensures that significant efforts are made to prevent and correct inappropriate behaviour rather than to simply apply punitive measures. Direct disciplinary sanctions are, of course, imposed immediately if a student’s action is a threat to the safety of another member of the school community.

Staff issue infringement notices to students where appropriate.

These infringements are recorded electronically and acted upon in the following ways:

First Infringement: The student is warned and expectations are further explained by the staff member/Pastoral Group teacher.

Second Infringement: The student must discuss the issue with her Year Learning Coordinator and appropriate consequences may be imposed. These may include an apology, a mediation session with staff, a lunchtime duty, confiscations of a mobile phone or electronic device until the end of the day etc. Sometimes our College Psychologists may be asked to intervene if the issue is more sensitive rather than a discipline issue. Parents are usually contacted at this stage.

Third infringement: Parents are contacted and a significant consequence is imposed. Such consequences may include an after school detention, mobile phone/electronic device kept until it can be collected by the parent, student put on a tracking sheet, internal suspension or other measures that are deemed appropriate by the College.

At no time is corporal punishment used.

NB: The College reserves the right to override the infringement process for serious misbehaviour.

At any stage, the Time Out process may also be used as a supportive and/or corrective measure when inappropriate student behaviour in the classroom means that teaching or learning cannot
proceed satisfactorily without intervention. In these cases students are collected from the classroom by a senior staff member who escorts the student to a time out room where she is asked to write down her view of what has occurred in the classroom that has resulted in her being removed. As soon as possible, the classroom teacher is also asked for his or her account and an appropriate response or consequence is negotiated through a third party, most often the Year Learning Coordinator.

**Exit Cards** (permission to leave classroom and go to agreed alternative venue) are also provided for some students as a supportive mechanism for managing anger and/or anxiety.

At times it is necessary to withdraw student privileges if these are abused. In the winter months inside lunch areas are sometimes left in an unacceptable state despite the efforts of duty teachers and some students to encourage collective responsibility for the care of the areas. If this situation occurs the areas are locked for a period of time. It is clearly the responsibility of students to put their rubbish in bins and not leave the areas in an unhygienic state for the classes that follow.

If all steps in the restorative process fail to correct inappropriate behaviour, a meeting is arranged with the student, parent, Year Learning Coordinator or Head of School and Deputy Principal-Wellbeing to discuss whether in fact it is appropriate and feasible for the student to remain enrolled at the College. Sometimes the College facilitates a transfer to another school following such meetings.

Expectations of late arrival and attendance, uniform and Sun Protection guidelines, electronic device and network user guidelines and our anti-bullying policy are all clearly documented and available to students, staff and parents in the Student and Staff Guides and/or on the College website. Any alterations are communicated to parents and explained to students at school. Parents and guardians sign an undertaking to support College guidelines when they enrol their daughter/s at the school.

<table>
<thead>
<tr>
<th><strong>Punitive, retributive, adversarial</strong></th>
<th><strong>Restorative</strong></th>
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<tbody>
<tr>
<td>What rules were broken?</td>
<td>Who’s been hurt?</td>
</tr>
<tr>
<td>Who broke them?</td>
<td>What are their needs?</td>
</tr>
<tr>
<td>How shall we punish the breaker of the rules?</td>
<td>How can we repair the harm?</td>
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**BULLYING**

Staff and students have the right to a safe and non-threatening teaching and learning environment. Nothing is so bad that we cannot tell someone about it.

Staff and students have the right to be respected and treated with consideration at all times. The following processes will assist staff working with students in relation to bullying concerns.

**What can be done?**

**Step 1**

If the harassment or grievance is of a minor nature, the student may be able to show that it does not upset them by ignoring it. The initiator is then not rewarded by a response and may stop.

**Step 2**

If it does not stop, the person needs to be approached, preferably by the student. The person is told that their actions are unwarranted or illegal. The person is reminded that the College has a policy for personal protection and respect. There are avenues that the student may pursue:

The student may go with a friend, someone they can rely on to seek advice from their Pastoral Group Teacher or some other community member who may be able to approach the perpetrator with the aggrieved student.
Step 3

If the situation has not improved or been resolved, the student will need to report the matter more formally. Such a report is made to: Pastoral Group Teacher, Year Learning Coordinator or Head of School, College Psychologist, Deputy Principals or Principal.

All incidents

1. Everyone has the right to report grievances or acts of bullying/harassment.
2. Student/s / staff and witnesses are to complete Incident Reports.
3. Reports are followed up and recorded electronically.

Please read the section regarding consequences for inappropriate behaviour in Student Management Processes at Mater Christi College.

WHAT IS BULLYING AND HARASSMENT?

“Bullying behaviours are about an imbalance of power where there is a deliberate intent to cause harm or distress.”

- Bullying behaviours may include:
- Hitting, punching, jostling or spitting
- Sexual harassment, including suggestive comments
- Threatening
- Hiding, damaging or destroying the property of others
- Putting others down
- Using offensive names, gestures or abusive language
- Making degrading comments about another’s culture, gender, religious, social background value or beliefs or sexual preference
- Ridiculing a person about her/his body, face, abilities or achievements
- Writing graffiti about others
- Writing crude notes or making crude drawings
- Spreading rumours about people or their families
- Deliberate exclusion
- Extortion
- Encouraging others to commit any of these acts, e.g., by laughing
- Inappropriate electronic messaging or distribution of photographic images.

WHY IS IT A CONCERN?

When people are upset, embarrassed, frightened or humiliated because of someone’s actions or words, it affects their self-esteem and confidence. Often it will also affect their academic performance. Bullying can occur in all relationships within the school community; e.g., students, staff and parents. Bullying and harassment affect our whole school community by damaging relationships. For this reason, it cannot be allowed to continue in our school.
Mater Christi College is a signatory to the Kandersteg Declaration - an international commitment to promote healthy relationships and prevent bullying and victimisation in children and youth.
www.kanderstegdeclaration.com

PERSONAL PROTECTION AND RESPECT

To be read in conjunction with Network & Electronic Device usage guidelines.

Through balanced growth of the whole person, we aim to develop informed and compassionate women of faith who will contribute freely and creatively in the affairs of society.” (College Mission Statement). To achieve this, we apply two fundamental principles:

1. Staff and students have the right to a safe and non-threatening teaching and learning environment. Nothing is so bad that we cannot tell someone about it.
2. Staff and students have the right to be respected and treated with consideration at all times.

NETWORK AND ELECTRONIC DEVICE USAGE GUIDELINES

Mater Christi College seeks to provide a contemporary learning environment which includes the use of digital and online resources to prepare our students for their future. In all instances, students are required to follow College rules and procedures and respect its values, especially those of respect, honesty and integrity.

Within this context, students are provided with College leased iPads (Years 7 & 8) or MacBook Air Laptops (Years 9 - 12). It is recognised that many students access a secondary device, being most often a mobile phone or tablet. In order to ensure safe usage and maximise learning opportunities, students are advised to organise for authorised College network access for any additional devices.

Guidelines, expectations and procedures are provided to protect the individual student, other students and the security and integrity of the College data and technology infrastructure.

The College will take appropriate disciplinary action for noncompliance with its expectations, guidelines and procedures.

All communication systems within Mater Christi College network, including E-mail and Internet/Intranet facilities, are the College’s property.

The College allows access to and use of its network for legitimate work and education related purposes as outlined below:

COLLEGE EXPECTATIONS

The communications network at Mater Christi College has been set up to provide and maintain:

a. The highest level of communication technology and software access.

b. An environment of ownership, respect and responsibility.

c. Every opportunity for growth and development in the use of communications technology.

d. A safe and secure environment for personal work and files.

e. Internet access for educational purposes.
AS A CONSEQUENCE

Network users are expected to adhere to the following

1. Users can only remove or adjust hardware and/or peripheral devices with authorisation.

2. Users must check that all data storage devices are in good condition before use.

3. Users can only upload, download, copy, or store any software, shareware, or freeware on the network with prior authorisation.

4. Users can only use personal wireless broadband devices at school with authorisation.

5. Uploading, downloading or storing video, music or image files must be in accordance with College expectations and legislative requirements.

6. **Student mobile devices need to be charged overnight in readiness for use in all classes and securely stored when not in use.**

7. The use of all or any electronic communication device is to be authorised by the teacher. Otherwise students are required to switch off such devices and ensure their safe keeping at all times.

8. Mobile phones or other electronic devices may only be used in exams or assessments if these are authorised by the supervising teacher.

9. Users must inspect designated information technology facilities before use and report damages.

10. Users must keep passwords confidential and lock devices when unattended.

11. Users must ensure they have logged off the College network at the end of each day.

RESPONSIBILITIES

Students may not use any mobile device to engage in personal attacks, harass another person, or post private information about another person or take/send photos or objectionable images.

The College accepts no responsibility for lost, stolen or damaged personal mobile devices either at school or travelling to and from school.

A HELP button is installed on College provided devices through which they can access cyber-safety information, advice and assistance. In addition, the following areas provide further support:

- [www.iCybersafe.com](http://www.iCybersafe.com)

When accessing the College network all users will be required to acknowledge as follows:

Mater Christi College DIGITAL TECHNOLOGY EXPECTATIONS

As a user of Mater Christi College network and/or mobile devices, I acknowledge that I will:

a. Use digital technology in a respectful way for legitimate work and education-related purposes

b. Seek permission prior to recording any individual, class, school activity or any College event
c. Adhere to copyright protocols and acknowledge sources appropriately

d. Use social media sites when authorised, representing College values appropriately

**COLLEGE UNIFORM**

As a Good Samaritan College in the Benedictine tradition, we recognise the dignity of all individuals. We also believe that wearing the uniform correctly is a display of respect for self and for the College community.

**Enrolment at the College implies acceptance of the following uniform policy guidelines:**

- Students must wear Mater Christi uniform on all school occasions.
- Students may choose from within the College stated seasonal uniform range. Non-uniform items are not permitted.
- Uniforms must be kept neat and clean at all times. Dresses and skirts are to be worn no shorter than to the top of the knee
- All clothing should be named clearly, so that lost or misplaced articles can be easily returned.
- Students must wear items from the summer, winter or PE uniform sets. Mixing is not permitted.
- The correct uniform consists of:

**SUMMER UNIFORM (TERMS 1 AND 4)**

- College summer dress OR College summer skirt and College shirt
- Plain white socks
- Black leather school shoes. Lace up shoes are recommended. T-Bars and strong instep strap shoes are permitted. Slip-on styles are not permitted
- College jumper
- College jacket (optional)
- College spray jacket (outdoor wear only)

**WINTER UNIFORM (TERMS 2 AND 3)**

- College winter skirt and College shirt OR College navy trousers and College shirt
- Plain white socks OR plain opaque tights (black or navy)
- Black leather school shoes. Lace up shoes are recommended. T-Bars and strong instep strap shoes are permitted. Slip-on styles are not permitted
- College jumper
- College jacket (optional)
- College spray jacket (outdoor wear only)
- College blue scarf (optional)
- College blue beanie (optional)
- Gloves permitted (black or navy)
PHYSICAL EDUCATION UNIFORM
(to be worn on days when students have practical PE classes and pastoral group activities)

- College shorts and College polo shirt (summer) OR College track pants and College polo shirt. Track pants to be worn during Terms 2 and 3.
- Plain white sports socks
- Sports shoes with heel and arch support
- College track jacket
- College rugby top (Senior School only)
- College cap / hat is compulsory for outdoor PE and Sport

Some exceptions may be made to these times in particular circumstances and changes will be notified via eNews.

Makeup and nail polish are not advised for school. Only minimal natural makeup and natural nail polish are permitted.

Hair: natural colour, no extreme styles, long hair tied back. Hair bands/ribbons in navy, light blue, white or black.

Jewellery is generally not appropriate for school, but if worn it must be minimal and discreet. For example, watch, plain chain with a cross, studs for ears or nose. No other jewellery, visible tattoos or piercings other than ear or nostril are permitted.

COLLEGE UNIFORM SHOP:
Located outside College Hall. Telephone: 9757 0815
Open Tuesday & Thursday 1:00pm – 4:00pm  CLOSED during school holidays
Payment by phone with Credit Card is accepted.
Cheques to be made payable to BUWEAR

SUN PROTECTION POLICY

Mater Christi College follows the following procedures related to sun protection in accordance with the procedures outlined in the Cancer Council Victoria's SunSmart Program.

Sun protection is important at all times but particularly when UV levels reach 3 and above (usually from the beginning of September until the end of April). In activities that are outdoor based, students are encouraged to wear sunscreen, hat and sunglasses wherever possible. A college hat / cap is available from the uniform shop.

PLANNING

Consider sun protection measures when planning all outdoor activities between 10:00am - 2:00pm (11:00am - 3:00pm Daylight Saving time) during peak UV level times (roughly Terms 1 and 4). Such events include recess and lunch breaks, excursions, and sporting events.

Provision of sufficient sun protected areas within the school grounds - e.g. trees, shade cloths, covered areas checking for appropriate clothing and sun protection is a requirement of all excursions
SUN PROTECTIVE CLOTHING AND HATS

Appropriate sun protective clothing is included in the sports uniform and girls are required to wear the College baseball cap or bucket hat for all outdoor sports in Terms 1 and 4.

Students are encouraged to keep to shaded areas during the high UV period. Sunglasses are permitted to be worn. Sunscreen

The use of SPF 30+ broad spectrum, water resistant sunscreen is encouraged and is available through the Health Centre and from PE/Sports staff if girls do not have their own. Sunscreen is also available at Student Services Reception.

ROLE MODELLING

Staff are required, and visitors to the school are encouraged, to act as role models by practising sun-smart behaviours.

AWARENESS

Health issues related to sun exposure, along with protective strategies, are explored through the schools Health and Wellbeing program.

Policy Communication and Review

The Sun Protection Policy is communicated to the wider school community in eNews and is reviewed each year.

EMERGENCY MANAGEMENT PLAN

Mater Christi College has detailed procedures in place to manage the care of students in the event of emergencies (e.g. fire, extreme weather conditions, accidents)

These procedures are made known to students and practised during the school year.

Code Red (internal) evacuation requires students to assemble in Pastoral Groups with staff. Instructional posters are on display in each classroom and learning area.

Code Red (external) requires all students and staff to assemble in Pastoral Groups by year levels on the outdoor sports courts.

There is a statement about Fire Danger & Bushfire Procedures on the College Website under College “Policies”. On days forecast to be a Code Red Fire Danger rating, parents and students will be advised of school closure via SMS with the details confirmed on the college website.

In the event of an emergency updated information is made available to parents and students via SMS or on the College website: www.materchristi.edu.au/our-college/selected-policies/

REPORTING PROCEDURES

Students at Mater Christi College receive constant feedback about their academic progress. This can take many forms, such as, assessment rubrics, test and assignment grades, and teacher comments, both written and verbal. Students are encouraged to discuss all forms of feedback with their teachers and parents.

In addition to this, Mater Christi implements a cycle of formal reports and progress meetings.
At the end of Term One and Term Three, each student receives a Progress Statement, which provides a summary of her application and level of achievement. Following the distribution of this statement, the College provides the opportunity for the student and parents to discuss the student’s progress with her teachers at a scheduled Progress Meeting. The Progress Meeting is an integral part of the reporting process.

At the end of Semester One and Semester Two, students receive a more comprehensive Semester report of their application and achievement in each of their subjects.

Progress Meetings follow the distribution of Semester reports.

In general:

| End of Term 1 & Start of Term 2 | Progress Statement | Progress Meeting |
| End of Semester 1 | Semester Report | Progress Meeting |
| Start of Term 3 | Progress Statement | Progress Meeting |
| End of Term 3 & Start of Term 4 | Progress Statement | Progress Meeting |
| End of Semester 2 | Semester Report | Progress Meeting |

**PROGRESS MEETING BOOKINGS**

The dates for Progress Meetings are published on the Mater Christi website calendar.

Appointments are made through an on-line booking system. Families will receive further Information about this process throughout the school year.

**HOME STUDY**

There are four main purposes for completing school tasks at home:

1. Preparation for class
2. Consolidate learning already covered in class
3. Enrichment of Learning
4. Finishing touches before submission

**Remember:** Success will depend on the quality of your study time at home. Home tasks are generally complementary to the class activities.

**STUDY**

Students are encouraged to set themselves goals with regard to work to be completed each night, as well as that recommended by teachers. The following suggestion is made as an approximate guide. The actual needs may vary depending upon the individual student’s capabilities.

| Year 7 & 8 | 6 hours per week over 4 nights |
| Year 9 | 9 hours per week over 4 nights |
| Year 10 | 10½ hours per week over 5 nights |
| Year 11 | 12½ hours per week over 5 nights |
| Year 12 | A minimum of 15 to 20 hours per week depending upon subjects |
WORK SUBMISSION POLICY

1. All work is to be submitted by the due dates.
2. Students experiencing difficulty, e.g. extended illness, may request an extension. Requests must be made at least one day before the due date. A written explanation from parents may be required.
3. Work submitted without an extension will be assessed as “satisfactory” or “not satisfactory”. Teachers will provide feedback to the student.
4. Where work is not submitted a Progress Notification may be sent to parents.
5. Teachers may exercise discretion in extraordinary circumstances.
6. Students can only submit work to Student Services staff before school, at recess and lunchtimes and after school.

LEARNING COMMONS

The Learning Commons welcomes all students and is open for private study, research and reading from 7.45am until 5.00pm each school day.

Students and teachers enjoy an extensive collection of print and electronic materials to enrich the curriculum as well as diverse recreational reading resources. The teacher librarians are ready and able to assist students with their learning. They also teach information fluency and research skills classes to help students become independent researchers and life-long learners.

The Learning Commons website is open 24/7. With curriculum specific resources, assistance with researching and links to reading and creative writing, the online learning commons is an invaluable resource.

Learning Commons expectations:

- Students require a student ID card to borrow and may not borrow if they have overdue items.
- Students are expected to sign in and sign out using their ID card.
- Students are welcomed to bring bottled water into the Learning Commons.
- Bags are not to be left in corridors, please bring them into the Learning Commons.

Please respect the rights of other Learning Commons users.

For more information refer to the website:

SENIOR SCHOOL INFORMATION

Students in the Senior School are expected to demonstrate a clear commitment to the College community and their chosen course of study. They are given greater independence in their learning and interactions with staff and students should reflect an increasingly mature understanding. They also have an important role as models for the Middle School. This responsibility should be upheld through respectful behaviours and consistent involvement in all College activities. Students are expected to exercise leadership in formal and informal opportunities at all times.
STUDENT RESPONSIBILITIES

In order to achieve in learning and assessment, Senior School students should:

• punctually attend 100% of classes;
• show all medical certificates and notes to the Pastoral Group and Subject teachers;
• advise the Subject Teacher of known absence(s) in advance, wherever possible by phone or email;
• contact the appropriate teacher if absent on the day of an assessment task.
• complete all tasks related to outcomes and topics;
• maintain class notes and resources in good order;
• submit work that is clearly their own on time;
• consult teachers as appropriate for further learning support;
• use study periods constructively;
• regularly check College Email, Learning Areas and class drop boxes for teacher contact and information.
• save electronic texts reliably and not rely on technology alone for prompt submission of work.

SCHOLASTICA

Senior School students are able to access the Scholastica Study Centre for silent individual study. Group work should be done in the Learning Commons as arranged by individual teachers. All students in Years 10 and 11 who have private study periods are required to be in Scholastica for private study as listed on their timetable. In cases of teacher absence some classes may also be sent to Scholastica. Year 12 students may use Scholastica for all private study periods, recess, lunchtimes and after school. All students in Years 10 and 11 who have private study periods are required to be in Scholastica for private study as listed on their timetable. In cases of teacher absence some classes may also be sent to Scholastica. Year 12 students may use Scholastica for all private study periods, recess, lunchtimes and after school. All students in Scholastica are to follow the expected protocols and behave in a courteous and respectful manner towards staff and fellow students. Students are expected to abide by the College policy concerning appropriate use of technology when in Scholastica. Year 12 students may stay after school for Private Study in Scholastica every day until 5.30pm. There will also be supervised Private Study as advised at the commencement of the academic year.

ATTENDANCE AND ASSESSMENT

Students learn best when they attend and actively participate in classes. Learning and assessment in the Senior School occurs through classroom activities and subsequent work. In accordance with the expectations of the Victorian Curriculum Assessment Authority (VCAA), Mater Christi College requires that students attend 100% of classes. Students who do not attend 100% of classes may be given an N for the outcomes studied in this time or may be required to attend recall days in the term breaks or at other times to make up for missed classes.

Students who are enrolled in VET and VCAL subjects are also expected to meet all attendance requirements. If students are intending to be absent due to family holidays during term time, a request must be made via a letter to the Principal.

Students in Year 12 who do not have scheduled classes in Period 4 may leave for Home Study at the start of lunchtime provided they have returned the Home Study permission form issued at the start of the year. If leaving at lunchtime, students are requested to sign out electronically via the Attendance Kiosk to indicate their departure from the College.
Any absences from class must be supported by either a medical certificate, or appropriate and verifiable documentation. A copy of any documentation needs to be given to the Year Learning Coordinator if SACS are to be rescheduled. This is to be shown to and signed by Subject teachers and then given to Pastoral Group teachers for filing in Pastoral Group files.

Should an absence cause a student to miss assessment for Units 1 - 4 subjects, a medical certificate is required. In cases apart from illness, other documentation may be considered appropriate. A Rescheduling Form should be downloaded from the College Intranet and filled out accordingly. It is the student's responsibility to see this is done according to the instructions on the form. Results from SACs and SATs may not be recorded if these arrangements are not put in place.

Students MUST attend all classes on the day that a SAT is due in Studio Arts, Visual Communication and Design and Design and Technology.

SACS, SATS AND EXAMS

SACs and SATs are formal assessment measures undertaken teacher supervision. Students are expected to attend promptly and are not permitted to leave the classroom once the task has begun. Students are expected to productively use the full amount of time set. A SAC and SAT schedule is issued to students at the start of each year.

Examinations are an important part of overall assessment. In addition to measuring achievement, exams at Years 9, 10 and 11 provide valuable experience and should be treated with appropriate seriousness. Practice exams for Year 12 students are an opportunity to reinforce learning and measure readiness for the VCAA exams.

Senior school students are advised to use all available time, attempt all questions and respect the silent work environment. Students may not leave any examinations before their conclusion.

All students in the Senior School are expected to develop independent learning behaviours and regular home study. Teachers work in partnership with students and their families so that students can be active participants in their learning both in and out of class.

MIDDLE SCHOOL INFORMATION

CURRICULUM

The Curriculum in Years 7 -10 is based on the Middle Years Program of the

International Baccalaureate. It is an enquiry based program seeking to encourage students to take control of their learning, set personal goals and reflect on growth. Students undertake courses in Arts, Sciences, Mathematics, English, LOTE (French or Chinese), Technology, Health and Physical Education, Humanities and Religious Education, taken in an increasingly flexible program until students begin their final years of secondary schooling at Year 11.

THE LEARNER PROFILE:

This self-reflective tool is for students to use and report on their personal growth as a student. Each student will be requested to comment on these attributes on a regular basis.

I am an Enquirer: I develop my natural curiosity. I acquire skills necessary to conduct enquiry and research and show independence in learning. I actively enjoy learning and this love of learning will be sustained throughout my life.

I am knowledgeable: I explore concepts, ideas and issues that have local and global significance. In so doing, I acquire in-depth knowledge and understanding across a broad and balanced range of disciplines
I am a thinker: I exercise initiative in applying thinking skills critically and creatively to recognise and approach complex problems, and make reasoned, ethical decisions.

I am a communicator: I understand and express ideas and information confidently and creatively in more than one language and in a variety of modes of communication. I work effectively and willingly in collaboration with others.

I am principled: I act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. I take responsibility for my own actions and the consequences that accompany them.

I am open-minded: I understand and appreciate my own culture and personal histories, and am open to the perspectives, values and traditions of other individuals and communities. I am accustomed to seeking and evaluating a range of points of view, and am willing to grow from the experience.

I am caring: I show empathy, compassion and respect towards the needs and feelings of others. I have a personal commitment to service, and act to make a positive difference to the lives of others and to the environment.

I am a risk-taker: I approach unfamiliar situations and uncertainty with courage and forethought, and have the independence of spirit to explore new roles, ideas and strategies. I am brave and articulate in defending my beliefs.

I am balanced: I understand the importance of intellectual, physical and emotional balance to achieve personal well-being for myself and others.

I am reflective: I give thoughtful consideration to my own learning and experience. I am able to assess and understand my strengths and limitations in order to support my learning and personal development.

STUDENT LEADERSHIP

There are many opportunities for students to be leaders, both formally and informally, across all year levels. In line with the College motto, students are encouraged to be advocates and spokespersons for others both within and beyond the College community and to demonstrate leadership qualities when possibilities present themselves.

To support leadership capacity and confidence, Mater Christi College has committed to providing leadership training, experience and mentoring for all students during their time at the College.

STUDENT REPRESENTATIVE COUNCIL – GENERAL

The Student Representative Council (SRC) is made up of elected student representatives at all year levels. Year 12 student leaders form an Executive Body which is led by the two College Captains.

The General SRC meeting is held once a month, after the SRC executive. All SRC representatives are expected to attend the SRC General meeting. The Head of Senior School, Head of Middle School and Deputy Principal, Wellbeing act as staff representatives.

An SRC representative has the right to suggest an item of discussion, on behalf of her Year Level to the General Meeting of the SRC. To do this, she presents an outline of her item to any member of the SRC Executive prior to the scheduled meeting.

The College Captains lead the General Meeting of the SRC Representatives, which is attended by all Year level representatives.
**Student Representative Council - Year 12**

The SRC Executive meets regularly, usually once a month. All Year 12 Leaders are expected to attend the SRC Executive meetings. The Head of Senior School and Deputy Principal act as staff representatives. SRC executive positions include: College captains, Faith and Liturgy captains, Social Justice and Stewardship captains, Art captains, Sports captains, International captains, and House Captains.

Members of the SRC executive are also key representatives in other student committees and activities, including SoJuSt (Social Justice and Stewardship), Arts Committee, House and Sports.

**Student Leadership Teams and Council (Years 7 - 11)**

There are a range of Student Leadership opportunities at each year level. These include Years 7 - 9 Pastoral Group representatives, Middle School Leadership team (replicating the SRC executive positions except for International captains), Year 10 Council and Year 11 Council.

Each student leadership group is supported by a staff representative: Year Learning Coordinator, Head of School and/or Deputy Principal, Wellbeing.

**Senior School Leadership Certificate (Year 10)**

Undertaking the Senior School Leadership Certificate program provides preparation for assuming leadership roles both at school and in the future. The leadership certificate is completed in Year 10 and is compulsory for students wishing to nominate as candidates for Year 12 leadership roles. The leadership certificate enables all students in Year 10 to develop their leadership capacity and commitment to the spirit and ethos of Mater Christi College.

Information regarding student leadership opportunities, programs and processes is available on oneWorkspace: [https://mccportal.materchristi.edu.au/ews/GeneralInformation/StudentInformation/](https://mccportal.materchristi.edu.au/ews/GeneralInformation/StudentInformation/)