2019 College Handbook

Christ the King Campus (Years 7 - 9 Girls)
65 Churchill Ave, Braybrook 3019

St John’s Campus (Years 7 - 9 Boys)
Sacred Heart Campus (Years 10 - 12 Co-ed)
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College History

Caroline Chisholm Catholic College was founded in 1997, when three schools – Christ the King, St John’s and Chisholm College with roots stretching back more than 50 years – amalgamated to form one college.

All members of the College community have a responsibility to ensure a safe and supportive environment that fosters growth, positive self-esteem and interpersonal relationships.

Students are accepted into Caroline Chisholm Catholic College on the understanding that they and their parents / carers support our Code of Belonging and the educational program we offer. Students and parents / carers familiarise themselves with and accept the values that underpin it.

If the College is to achieve its mission - to educate and prepare our students to be the best they are called to be within a faith-filled and inclusive environment, then there must be clear guidelines. These help develop a basic self-respect and respect and care for one another.

Being a part of our community also requires an acceptance of individual differences and a willingness to accept responsibility for our own decisions.

Caroline Chisholm

Our school is named in honour of Caroline Chisholm, a Catholic social reformer who helped thousands of immigrants to Australia, particularly women, to find safe homes and respectable employment.

As a Catholic College we are committed to providing all students with an environment that values diversity and respects differences in our community, where each person is treated with in a fair and just manner, and one that continues the work of Caroline Chisholm.

The Five Habits of Excellence

All students at Caroline Chisholm Catholic College are expected to prioritise the ‘Five Habits of Excellence.’

They are:

1. Attendance
2. Punctuality
3. Application
4. Completion of Work
5. Involvement in the Caroline Chisholm Catholic College Community
OUR DNA

We are a secondary Catholic College, dedicated to learning excellence, with great staff and excellent facilities. Our students are supported and encouraged to be the best they are called to be.

**Values**
- Faith: We live faith-filled lives and give thanks daily
- Compassion: We care and do what is right and just
- Acceptance: We respect and embrace the community
- Excellence: We strive for and celebrate every success

**Motto**
Many minds, one heart

**Theme**
Leaders in learning excellence
Be the best you are called to be

**Vision**
To be the leader in learning excellence in our community

**Mission**
To educate and prepare our students to be the best they are called to be within a faith-filled and inclusive environment

**Our community**
Is more than just our position in the west. It’s the many individuals we engage with including students, parents, teachers and staff. It’s all inclusive of our people, locations and assets.

**Learning excellence**
Is an innovative education and teaching program that includes a core curriculum, effective subjects, sport, music, technology and performing arts that encourage students to be the best they are called to be.

**At our ‘heart’**

- **Learning Excellence**
  - ACTIVE prayer
  - DIVERSE faith base represented
  - CATHOLIC curriculum
  - SOCIAL JUSTICE initiatives

- **Inclusive Community**
  - Why we exist
  - How we deliver
  - What we do

- **Family and school community PARTNERSHIPS**
  - 60+ NATIONALITIES
  - RESTORATIVE practices
  - SOCIAL & EMOTIONAL LEARNING

- **An inclusive education**
  - VCE, VCEAL and VET programs
  - ACCELERATED ENRICHMENT PROGRAMS & targeted learning needs
  - STUDENT-LED learning
  - OUTDOOR EDUCATION, MUSIC & PERFORMING ARTS & TECHNOLOGY
  - LOTE & international exchange program

- **A leader**
  - Inspires others to achieve. It’s not about being number one or having top scores, but providing students with learning experiences that allow them to excel through their diverse talents.
Symbols of Our Crest

The Cross

The Sacred Heart Cross symbolically represents our commitment to faith, positioning the heart in the centre of all that we do. The Cross with the heart in the middle also reflects the origins of our three schools in religious communities dedicated to the Sacred Heart – The Religious of the Sacred Heart of Jesus and the Brothers of the Sacred Heart.

The Shield

A symbol of the protection and security, God, our Father offers. Three peaks in the shield itself symbolise three separate schools becoming one College. The four quadrants represent many minds coming together with one heart in the centre.

Motto

Many Minds, One Heart. The College motto reflects a balance between striving for academic excellence and growing like Jesus, in the way students think and the way they love.

Our motto also reflects values that lie at the core of our educational mission; knowledge, learning, faith and honour. The College motto is strongly exemplified in the person and life of our patron Caroline Chisholm.
College Song

With One Heart

Three stars shone in the southern sky
Emitting their own light,
And when they came together
They formed a vision bright,
We now sing with one voice,
    A message to impart,
We can live our dreams
    If we do it with one heart.

We join our hands together
    For excellence we strive,
    Embracing social justice
    To keep our faith alive,
We dream of a future
    Where all can play a part,
We can live our dreams
    If we can do it with one heart.

We’re called to share our talents,
    A kind hand we extend.
Inspired by Caroline Chisholm
    Let’s be the migrant’s friend,
May we hold a love of learning
    In our minds and in our hearts,
We’re guided by the spirit,
    The loving Sacred Heart.

We join our hands together
    For excellence we strive,
    Embracing social justice
    To keep our faith alive,
We dream of a future
    Where all can play a part,
We can live our dreams
    If we can do it with one heart.
College Leadership

Principal
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Marco DiCesare

Deputy Principal Staff
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Anne Marie Cairns

Deputy Principal Wellbeing
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Stephanie Banks

Deputy Principal Learning and Teaching
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Suzanne Farley

Business Manager
i.deguzman@cccc.vic.edu.au
Irma De Guzman

Director of Faith and Mission
b.green@cccc.vic.edu.au
Bernard Green
Directors of Campus

Director of Campus (*Sacred Heart*)  
Mr Michael Torpey  
m.torpey@cccc.vic.edu.au

Director of Campus (*St John’s*)  
Ms Ivanka Spiteri  
i.spiteri@cccc.vic.edu.au

Director of Campus (*Christ the King*)  
Ms Debra Bonde  
d.bonde@cccc.vic.edu.au
College Counsellors

Year 7 – 12 Galgani & Ambrose House
l.mccutcheon@cccc.vic.edu.au

Ms Lucinda McCutcheon

Year 7 – 12 Clare & Lorenzo House
g.hon@cccc.vic.edu.au

Mr Geoffrey Hon

Christ the King Campus
j.georgey@cccc.vic.edu.au

Ms Joy Georgey
The characteristics of a Caroline Chisholm Catholic College student include:

1. An awareness of the importance of God in their lives.
2. A commitment to our values of Faith, Acceptance, Compassionate, Excellence (FACE).
3. A developed understanding and appreciation of the world including local, national, international and environmental inter-relationships.
4. Self-discipline and an ability to organise and manage their time.
5. Resilience and perseverance.
6. Being reflective, adaptive and able to problem solve.
7. Valuing and exercising creativity.
8. Knowing how to find reliable and accurate information and to think critically about information presented.
9. Being an active member of a team.
10. Being literate and capable of effective communication in many forms.
Child Protection and Safety

Caroline Chisholm Catholic College is committed to the protection of all children from all forms of child abuse and demonstrates this commitment through the implementation of a comprehensive Child Protection Program designed to keep children safe. At Caroline Chisholm Catholic College we have a zero tolerance for child abuse and are committed to acting in children’s best interests and keeping them safe from harm. The College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture.

Child Safe Principles

The College's commitment to child safety is based on the following overarching principles that guide the development and regular review of our work systems, practices, policies and procedures to protect children from abuse.

1. All children have the right to be safe.
2. The welfare and best interests of the child are paramount.
3. The views of the child and a child’s privacy must be respected.
4. Clear expectations for appropriate behaviour with children are established in our Child Safety Code of Conduct and Staff and Student Professional Boundaries Policy.
5. The safety of children is dependent upon the existence of a child safe culture.
6. Child safety awareness is promoted and openly discussed within our College community.
7. Procedures are in place to screen all staff, third party contractors and external education providers who have direct contact with children.
8. Child safety and protection is everyone's responsibility.
9. Child protection training is mandatory for all staff.
10. Procedures for responding to alleged or suspected incidents of child abuse are simple and accessible for all members of the College community.
11. Children from culturally or linguistically diverse backgrounds have the right to special care and support including those who identify as Aboriginal or Torres Strait Islander.
12. Children who have any kind of disability have the right to special care and support.
Child Protection Officers

Senior Child Protection Officer
Deputy Principal Wellbeing
Ms Stephanie Banks
s.banks@cccc.vic.edu.au

Child Protection Officers
Director of Campus - St John’s
Ms Ivanka Spiteri
i.spiteri@cccc.vic.edu.au

Director of Campus - Sacred Heart
Mr Michael Torpey
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Director of Campus - Christ the King
Ms Debra Bonde
d.bonde@cccc.vic.edu.au

Director of International Programmes
Mr Paul Piperno
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Counsellor
Ms Lucinda McCutcheon
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Counsellor
Mr Geoffrey Hon
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Counsellor
Ms Joy Georgiev
j.georgiev@cccc.vic.edu.au

Our Child Protection Officers
They are available to answer any questions that you may have with respect to our Child Protection and Safety Policy and Our Child Protection Program.
The welfare and best interests of each child are paramount.

Updated 1/01/2019
College House System

The House system develop students’ sense of belonging to the College and also in fostering college and community spirit during special days such as Athletics Day, Awards Assemblies & Talent Quests and other College and House celebrations.

The House system aims to provide continuity in pastoral care over Years 7 - 9 and Years 10 - 12, allowing the Learner Mentor the opportunity to establish ongoing support and understanding of students, a means of monitoring their personal development (intellectual, emotional, psychological) and to maintain strong pastoral links with families.

St Ambrose was one of the four original doctors of the Church and is the patron saint of Milan. He is notable for his influence on St Augustine.

Named after St Clare, who was a follower of St Francis of Assisi. She came from a wealthy background but decided instead to live and work with the poor.

Named after St Gemma Galgani who had an immense love for the poor and helped them in any way she could.

St Lorenzo Ruiz was the first Filipino Saint. He is also the first Filipino martyred for the Christian Faith.
**Learner Mentor**

The Learner Mentor is the first point of influence and contact in the wellbeing of our students.

The program fosters personal responsibility for learning, and provides each student with the necessary balance of support and challenge to allow for personal growth as a learner.

The Learner Mentor Program acts as the foundation for facilitating relationships between students, staff and parents / carers. Learner Mentors serve as coaches, mentors, guides and role models. They facilitate an open relationship with the aim of assisting the student holistically and academically.

**Aim**

The fundamental aim of this approach to student organisation is to support student learning by deepening key relationships between the school, students and their families. This Triangle of Connection can provide students with a staff mentor to track their personal growth and academic performance. It will also act to strengthen relationships between the College and families by providing a consistent and personal face in the conversation about your child’s development. It allows for all students to make a smooth transition to Christ the King, St John’s and Sacred Heart Campuses and to challenge them to reach their full potential as world citizens with a Christian practice and a positive approach to managing their personal responsibilities.

**How it Works**

**Students and Learner Mentors**

Each Learner Mentor will work with students from Years 7 - 9 and Years 10 - 12 and will have regularly scheduled meetings with them. Learner Mentors will need to meet individually with students on at least two occasions during a term. By the end of the year they will have met with each of their students on eight occasions.

Learner Mentors will assist students in the setting of personal and academic goals, will keep a close eye on their progress in all subject areas, and will be a first point of contact for students.

Students from the same family will be allocated the same Learner Mentor group where possible. Learner Mentor groups meet most mornings and for at least one period a cycle.

**Parent - Student - Learner Mentor Meetings**

The entire program is embodied in the Learner Mentor meeting. At these meetings there will be discussion and analysis of subject teacher comments, assessment task records and the setting of goals and strategies. Parents / carers will meet with the student’s Learner Mentor in term one and term three. During term two there is an opportunity to meet with subject teachers. Parents-Student-Teacher meetings are compulsory and each meeting takes 15 - 20 minutes.

**Subject Teachers**

Subject teachers assess each student in relation to academic progress and class conduct during each term. This information is made available to parents at the Parent-Student-Learner Mentor meetings.
Role of the Learner Mentor

Learner Mentors, through their close contact with their students, have the opportunity and responsibility to promote the vision and mission of our College. In particular, the Learner Mentor should create a classroom environment where each person feels accepted, valued and engaged while also fostering Christian attitudes towards themselves and others.

In addition to monitoring academic progress, the Learner Mentor is the key person for the pastoral care of the student and needs to be aware of students requiring enhancement or with difficulties, whether social, physical or academic.

The responsibilities of the Learner Mentor are:

- To develop a positive rapport with their students so that each student sees their Learner Mentor as someone who is interested in their academic progress as well as their growth and development as a person.
- To be actively involved with the subject teachers, administration and parents in helping the student find the resources they need to be successful.
- In getting to know their students' needs, interests and academic and personal history, become an advocate for the student.
- To function as the key school contact for any concerns and questions.
- To seek additional assistance from subject teachers or college support staff to help address the needs of their students.
- To meet with the students daily during morning Learner Mentor time and to meet individually with each student on a regular basis.
- To work with each student and their parents / carers to set long range and short range goals.
- To monitor student academic progress and discuss successes and concerns with both the parent / carer and the student.
- To have a basic understanding of all subject areas and assist students in their planning.
- To monitor attendance and punctuality.
- To monitor the correct wearing of the College uniform.
- By the end of each term, to conduct a meeting with each student from their respective Learner Mentor Group (LMG)
- To meet with the parent / carer and the student during Learner Mentor Week and / or as requested.

What are the outcomes for your child?

Through the Learner Mentor Program, we expect that students will:

- Be better organised and highly motivated
- Be more able to self-manage their conduct
- Be more confident and progressively take control of their learning
- Have a mature approach to learning and teaching
- Take control of their learning
- Be known and understood
- Have no anonymity.

This should result in:

- Constant and consistent communication between subject teachers, parents / carers, Learner Mentors and students.
- A breaking down of formality and an improved relationship between parent / carer, student and the Learner Mentor.
What can I do as a parent / carer to help my child?

Despite the facts that student can focus on:
- Social media
- Television
- Gaming consoles
- Smartphones;

Fostering an environment conducive to working efficiently. Establish a comfortable ‘work zone’ with:
- Good lighting
- Comfortable seating
- Minimal distractions.

Help establish a nightly homework plan that includes:
- Time for rest / relaxation / household chores
- Time for food / snacks and entertainment
- Time for work.

Work with your child’s Learner Mentor to achieve the best possible outcome!
## Roles and Responsibilities

The Learner Mentor, the subject teacher, the student and parents / carers all have their own role to play if we are to provide the best possible education for your child. Effective two-way communication between the school and home is essential for the program’s success. The roles and responsibilities of each are outlined briefly for you below.

<table>
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<tr>
<th>Learner Mentor</th>
<th>Subject Teacher</th>
<th>Student</th>
<th>Parent / Carer</th>
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</thead>
<tbody>
<tr>
<td>Meet with students during Learner Mentor time.</td>
<td>Seek background information on students from Learner Mentor as necessary.</td>
<td>Attend all Learner Mentor sessions and scheduled class and College events.</td>
<td>Review academic progress on a regular basis.</td>
</tr>
<tr>
<td>Lead students in daily prayer.</td>
<td>Ensure the Learner Mentor is informed when contacting / meeting parents.</td>
<td>Review academic progress.</td>
<td>Support College policies and procedures.</td>
</tr>
<tr>
<td>Meet with students and parents to monitor academic progress.</td>
<td>Work closely with the Learner Mentor regarding significant achievement / management issues.</td>
<td>Follow College Code of Belonging.</td>
<td>Meet with the Learner Mentor and/or subject teachers to monitor progress of the student.</td>
</tr>
<tr>
<td>Monitor attendance, behaviour and uniform of students.</td>
<td>Contact the Learner Mentor if the student is at risk in their learning.</td>
<td>Meet with the Learner Mentor and/or subject teachers to monitor progress as necessary.</td>
<td>Advise Learner Mentor of significant issues that may influence student learning.</td>
</tr>
<tr>
<td>Provide students with opportunities to become aware of daily news and announcements.</td>
<td>Monitor student attendance in their subject.</td>
<td>Work collaboratively with the Learner Mentor and parents to complete their learning plan.</td>
<td>Work collaboratively with the Learner Mentor and student to complete their learning plan.</td>
</tr>
<tr>
<td>Refer students to support personnel when appropriate.</td>
<td>Enter data on student progress on a regular basis.</td>
<td>Set learning goals.</td>
<td>Log on to Compass.</td>
</tr>
<tr>
<td>Maintain student records on Compass.</td>
<td>Teach the student the relevant curriculum.</td>
<td>Communicate with their teachers.</td>
<td>Use Compass, as required by the College.</td>
</tr>
<tr>
<td>First point of contact for parents / carers.</td>
<td>Work to be marked within 15 school days.</td>
<td>Take responsibility for their learning (social, personal and academic).</td>
<td></td>
</tr>
<tr>
<td>Take accurate rolls.</td>
<td></td>
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<td>Ensure students arrive on time to Learner Mentor and classes.</td>
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**Student Code of Belonging**

When enrolling at Caroline Chisholm Catholic College, each student agrees to the Code of Belonging. Each student is supported by their parents and carers to commit to:

- Endeavour always to make a positive contribution to Caroline Chisholm Catholic College within all aspects of College life: religious, moral, scholastic, sporting, social and extra-curricular activities.

- Seek to always abide by the rules and expectations of the College.

- Make their studies a priority by carefully balancing them with any work, sporting or other commitments.

- Maintain a home learning timetable, set appropriate learning goals and meet the expectations of home learning hours recommended for their year level.

- Strive to achieve personal excellence in all of their subjects and examinations.

- Abide by the College Attendance Guidelines and follow the correct procedures when entering and leaving the College.

- Attend all College activities, Catholic formation / retreat activities and extra-curricular activities designated as compulsory.

- Wear the full and correct uniform of the College proudly at all times.

- Model consciously and consistently appropriate behaviour to all members of the College community and assist them in any way possible.

- Use social media appropriately and not in any way to harm others.

- Always be respectful of the rights and dignity of others and their property. In particular, they will not partake in any behaviour which causes others to feel harassed or bullied.

A student at Caroline Chisholm Catholic College understands that their words and actions have impact on other people and that the school expects that they act to build community through forming positive relationships and to act restoratively if relationships are broken.
Effective Study and Time Management

Homework and study are an important part of learning as it allows students to practice and improve their understanding of work done in class. To successfully manage homework and study, students need to plan and organise their time well. There also needs to be a balance between homework, sport, employment and socialising.

Here are five good study habits:

1. A study space that is free from noise and distractions.
2. Understanding which strategies help you to learn best.
3. Follow a study plan to manage your time. Allow time for research, reading, understanding ideas and completing different types of assessment tasks.
4. Stay motivated and keep working on tasks even when the going gets tough.
5. Ask for help when you need it.
Respectful Relationships

Caroline Chisholm Catholic College provides all staff and students with a positive and inclusive environment. The College celebrates everyone’s differences and helps build good relations with each other. All members of the College community have a responsibility to ensure a safe and supportive environment which assists in the growth, positive self-esteem and attitude towards others. This means that bullying, discrimination and harassment in any form damage relationships in our College community and all incidents are not tolerated and will be taken seriously.

We aim:

- to be a learning environment in which staff and students feel safe and respected.
- to be an environment where staff and students do not tolerate bullying and act upon it immediately with a restorative practices focus.
- for staff and students to be comfortable to report discrimination, exclusion or harassment.

Our Whole School Approach
Catholic schools see “the infinite potential of each person... which challenges us to stand up in solidarity to make a difference in the world.”
Catholic Education Melbourne, Horizons of Hope 2017

Caroline Chisholm Catholic College maintains very high expectations for student behaviour, in order to create an environment in which all members of our college community can be the best they are called to be. At times, young people will make mistakes, and the Behaviour Support Pyramid exists to ensure that responses to these are measured, consistent and restorative. We offer opportunities for students to redeem their behaviour, in recognition of the gospel values of forgiveness, empathy and understanding. The pyramid serves as a guide for staff and students. Individual circumstances may mean a particular incident is considered to be at a higher or lower level, or may be managed by a different staff member to that nominated. Learner Mentors and College Counsellors can be involved at each level to further support students and restore relationships.

**Behaviour support pyramid**

- **Illegal activities**
  - Major theft
  - Serious violence
  - Restorative conversation
  - Suspension
  - Negotiated transfer
  - Referral to police

- **Persistent Level 3 behaviour**
  - Theft
  - Physical violence
  - Sustained bullying / harassment
  - Possession of illegal substances / items, truancy
  - Restorative conversation, communication with parent / carer, log on Compass
  - Suspension / contract

- **Persistent Level 2 behaviour**
  - Three detentions in a term relating to same behaviour
  - Unsafe / destructive behaviour
  - Disrespectful and dishonest behaviour towards a staff member
  - Damage to College property
  - Restorative conversation, communication with parent / carer, log on Compass
  - Friday detention

- **Persistent Level 1 behaviour**
  - Inappropriate behaviour
    - in a public place or online
    - Damage to property
    - Bystander in a fight

- **Uniform infringements**
  - Failure to follow staff directions
  - Offensive / inappropriate language or behaviour
  - Inappropriate use of mobile phone / technology

- **Breaking ‘hands off’ rule**
  - Late to class or Learner Mentor
  - Using another student’s possessions without permission
  - Failure to submit an assessment task without a valid reason

- **Restorative conversation, communication with parent / carer, log on Compass**
  - Community service lunchtime detention
Guidelines for Expressing Concerns about College-Related Matters

Caroline Chisholm Catholic College works in partnership with parents and carers for the benefit of all students. On entering into this partnership, families assume a number of important responsibilities which include: loyalty to the College community, a commitment to the College vision and mission and support of all College policies and expectations.

Guiding Principles

We acknowledge that there may be occasions when parents and carers wish to express concerns regarding College matters. Parents and carers are always encouraged to communicate with the relevant College personnel to discuss their concerns.

The College is always available to assist parents and carers through discussion in developing a clearer understanding of College expectations in all areas.

Parents and carers are required to express their concerns calmly and respectfully. Any anonymous concerns may not be able to be satisfactorily investigated.

The College reserves the right to not respond to messages which contain abuse, inflammatory statements or material intended to intimidate. The College will terminate any interaction with families where the behaviour is deemed unacceptable.

Policy Guidelines

In having specific concerns or complaints addressed we recommend that initial contact be made with the relevant College personnel in the order below:

In the first instance, your child’s Learner Mentor is your primary point of contact.

Subsequent matters can be addressed in the following order:

Learning Matters

Subject Teacher
Head of Learning
Director of Campus
Deputy Principal (Learning and Teaching)

Wellbeing Matters

House Coordinator
Director of Campus
Deputy Principal (Wellbeing)

Transport Matters

Deputy Principal (Staff)

Finance

Business Manager
College Policies

The College has a number of written policies by which we and the College community set out our position on a particular issue. They are important tools that reflect the College’s values and support the College’s broad direction and governance.

Effective policies enable action rather than control or constrain what people do. They assist the College, its leaders, Canonical Administrators, as well as the Advisory Board to influence actions and behaviours for the betterment of the College. Our policies are consistent with State and Federal legislation and Catholic Education Melbourne (CEM) policies.

For more information and policy updates please visit our College website cccc.vic.edu.au.
eSmart

The College has developed and maintains an eSmart culture and it is essential that we have plans, policies and procedures that reflect and support that culture.

It is our policy that;

- We are committed to providing a safe, secure and caring learning environment for all its students. The internet and digital technologies provide many opportunities for student engagement and learning. While the use of digital technology is an exciting learning tool, it is important for students to be responsible and safe when working in the online environment or using technology. Students must be cyber-ready and cyber-safe, to prevent exposure to cyberbullying or unacceptable behaviour that may occur.

- We will develop, maintain and review a whole school approach to ensure its students are protected from bullying and cyberbullying both while at school and develop the skills to use when in their home environment.
SunSmart

Caroline Chisholm Catholic College is committed to providing a safe working environment for all our students, workers and visitors.

It is our policy to:

- increase student and community awareness about skin cancer and sun protection.
- encourage the entire College community to use a combination of sun protection measures.
- work towards a safe College environment that provides shade for students, staff and the College community.
- assist students to be responsible for their own sun protection.
- ensure that families and new staff are informed of this policy.
- support student duty of care requirements.
- support appropriate workplace safety strategies to minimise UV risk and associated harms for staff and visitors.
College Uniform

Students are at all times representatives of the College and its values. As such, students are expected to wear their uniform with pride, and according to the College’s standards of presentation, including in public spaces, travel to and from school. This requires individual attention to cleanliness and good hygiene, neat and tidy personal grooming and the correct wearing of the College uniform.

Uniform Items

Christ the King and Sacred Heart Girls’ Uniform

Summer Uniform

- College summer dress, at knee length
- College shorts
- College blazer
- College red V-neck jumper
- White knee-high socks
- Flat, plain black leather lace-up school shoes or flat, plain black leather, closed-toe buckled sandals i.e. T-bars – no boots
- Hair-ties, ribbons or hair bands may be worn in College colours
- Official College bag.

Winter Uniform

- Tartan College approved skirt, at knee length with black tights
- Grey College approved pinhead pants with black or grey dress socks – no ankle socks
- College-approved long sleeved white shirt
- College blazer
- College grey tie at Christ the King campus; black at Sacred Heart campus
- College red V-neck jumper
- Flat, plain black leather lace-up school shoes or flat, plain black leather, closed-toe buckled sandals i.e., T-bars – no boots
- Hair ties, ribbons or hair bands may be worn in College colours
- Official College scarf
- Official College bag.

St John’s and Sacred Heart Boys’ Uniform

Summer Uniform

- Grey College approved pinhead pants with black or grey dress socks – no ankle socks
- Grey College approved shorts with black or grey dress socks – no ankle socks
- College approved short or long sleeved white shirt
- College blazer
- College grey tie at St John’s campus; black at Sacred Heart campus
- College red V-neck jumper
- Flat, plain black leather lace-up school shoes – no boots
- Plain black or grey leather belt – no large buckles
- Official College bag.

Winter Uniform

- Grey College approved pinhead pants – no shorts with black or grey dress socks – no ankle socks
- College approved long-sleeved white shirt
• College blazer
• College grey tie at St John’s campus; black at Sacred Heart campus
• College red V-neck jumper
• Flat, plain black leather lace-up school shoes – no boots
• Plain black or grey leather belt – no large buckles
• Official College scarf
• Official College bag.

All Students’ HPE Uniform

• College red polo shirt with crest
• College red polo shirt with long sleeves with crest (optional for winter)
• College black shorts
• College black tracksuit pants
• College zipped jacket
• College cap — required between April and September
• Official College black tote bag with crest, where appropriate
• Supportive lace-up runners
• Official College bathers.

Items not permitted

• Coloured t-shirts or singlets which are visible through shirts cannot be worn
• Skivvies, hoodies and other unapproved jumpers and windcheaters
• Beanies at school and must be removed on arrival at the College
• College caps can only be worn with the HPE uniform.

Uniform Supplier

The College uniform is supplied through Academy Uniforms. Items can be ordered online at www.academyuniforms.com.au using the password Braybrook.

Uniform orders can be delivered to the College or picked up from an Academy Uniforms store. Orders for school delivery MUST have the student’s name, student ID and Learner Mentor Group entered on the checkout page.

A uniform shop is located at Unit 10, 85 Mt Derrimut Road, Deer Park 3023 and is fitted with change rooms and electronic payment facilities. The shop is open Monday - Friday 9am - 5pm and Saturday 9am - noon.

Contact Academy Uniforms on 03 9460 8011 for all uniform requirements and confirmation of opening times, as they may vary.
Presentation in Uniform

Students are expected to be neat and tidy, and wear their uniform with pride:
- Shirts are to be tucked in at all times
- Ties should always be worn neatly and tied appropriately

Students are required to wear the correct uniform as determined by their timetable and should not be in HPE uniform when there are issues with parts of their College uniform.

Students are required to be in full College uniform when attending the College for timetabled classes, scheduled exams, parent teacher interviews, excursions, and whenever attending the College or College-related events.

Full HPE uniform may be worn to and from the College on the days when St John’s and Christ the King students have practical HPE.

Sacred Heart students are required to change into their HPE uniform at the beginning of a double period for the following subjects: Advanced Fitness, Community Health, Dance, Drama, Health and Physical Education, Outdoor and Recreation, Outdoor and Environmental Studies, Physical Education and VET Sport and Recreation.

College Blazer

The expectation of the College is that the College blazer is to be worn to and from the College and must be worn to all assemblies, exams and excursions.

The College red V-neck jumper is not to be worn as the outer-most garment to and from the College.

On afternoons when the weather is unsuitable for wearing blazers, the relevant Director of Campus will make a decision as to whether blazers will need to be worn home by students.

Year 12 Jumper

When available, Year 12 students will be permitted to wear their official Year 12 jumper in place of the College blazer, except for any specified formal College occasion, such as assemblies and graduation.

College Bag

Only the official College school bag is to be used, and should be kept clean and free of dust and markings. The official College tote bag should be used for all excursions, sporting events, or as otherwise directed.

Hair

The College reserves the right to ask students to adjust hair styles deemed unsuitable, regardless of current trends:
- Hair is to be well groomed with no extremes of colour, length and/or style. Examples of this include but are not limited to tails, Mohawks, shaved areas and dreadlocks.
- Any parts of the head that have been shaved must be no shorter than a number two clipper / comb. The student’s scalp should not be visible.
- No patterns or lines are to be cut into the hair
- Highlights or tints should be natural in colour
- Large obvious patches of colour will not be permitted, including a two-tone effect
Long hair is to be tied back in subjects where there may be a safety concern, such as Food Technology and Product Design.

Make-up, Facial Hair and Nail Polish

- Male students are to be clean shaven
- Students are not permitted to wear make-up or nail polish
- False nails such as acrylics or gels are not permitted.

Students will be directed to remove any facial hair, make-up or nail polish, using College supplies, upon their arrival at school. Ongoing instances may result in further consequences.

Jewellery

Students are permitted to wear the following items:

- A watch
- A small religious medallion on a gold or silver necklace
- One earring per ear (no clear plastic plugs) - plain silver or gold studs or sleepers, no larger than 3mm in diameter.

Facial piercings and other jewellery, including clear or decorative sleepers and plugs, are not permitted. All other jewellery, including charity or religious wristbands, are not to be worn.

Students will be directed to remove any inappropriate jewellery upon their arrival at school. Ongoing instances may result in further consequences, including confiscation.

Tattoos

Tattoos (including henna and temporary tattoos) are not permitted.

Out of Uniform

The College understands that on occasion, students may have difficulty wearing all or part of the required uniform for the day ahead. Where valid reasons for this situation arise, students are expected to:

- Supply a signed note by a parent / carer to the Learner Mentor, explaining the difficulty and a timeframe within which it will be addressed. The Learner Mentor will issue the student with an Out of Uniform Pass, which students should carry with them for the stated duration.

Learner Mentors will monitor the number of occasions on which such a pass is issued and will follow up with the student as required in order to ensure the concern does not become habitual.

Where students are out of uniform without a valid reason or without a signed note, the Learner Mentor may issue consequences as appropriate.
If there is an ongoing health or financial reason contributing to a student’s inability to wear the correct uniform, parents / carers are encouraged to make contact with the Learner Mentor so that appropriate support may be provided.
Boys Winter Uniform

Boys Summer Uniform
Girls Winter Uniform  

Girls Summer Uniform
Black sports shoes only and College cap to be worn during summer.
College Administration

Daily Communication

College Phone Number: **03 9296 5311**

Please NOTE: The College’s phone number 9296 5311 will displayed on your mobile phone if you have a missed call from a staff member in the College. Individual staff phone extensions are not displayed. Please assist reception with your child’s student ID and name when returning calls. This will assist in the effectiveness of your query.

Student Absence Number: **03 9296 5333**
Website: www.cccc.vic.edu.au
Parent Portal: Compass [https://cccc-vic.compass.education/](https://cccc-vic.compass.education/)

2019 Bell Times

<table>
<thead>
<tr>
<th></th>
<th>Day 1, 2, 3, 5, 6, 7, 8, 10</th>
<th>Day 4</th>
<th>Day 9</th>
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</thead>
<tbody>
<tr>
<td><strong>Locker Bell</strong></td>
<td>8:35am</td>
<td>8:55am</td>
<td>8:55am</td>
</tr>
<tr>
<td><strong>Period 1</strong></td>
<td>8:40 - 9:30</td>
<td>9:00 - 9:50</td>
<td>9:00 - 9:50</td>
</tr>
<tr>
<td><strong>Period 2</strong></td>
<td>9:30 - 10:20</td>
<td>Extended Learner Mentor 9:50 – 10:40</td>
<td>9:50 - 10:40</td>
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<tr>
<td><strong>Learner Mentor</strong></td>
<td>10:21 - 10:40</td>
<td></td>
<td>No Learner Mentor</td>
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<tr>
<td><strong>Recess</strong></td>
<td>10:40 - 11:00</td>
<td>10:40 - 11:00</td>
<td>10:40 - 11:00</td>
</tr>
<tr>
<td><strong>Period 3</strong></td>
<td>11:05 - 11:55</td>
<td>11:05 - 11:55</td>
<td>11:05 - 11:55</td>
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<tr>
<td><strong>Period 4</strong></td>
<td>11:55 - 12:45</td>
<td>11:55 - 12:45</td>
<td>11:55 - 12:45</td>
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<tr>
<td><strong>Lunch</strong></td>
<td>12:45 - 1:26</td>
<td>12:45 - 1:26</td>
<td>12:45 - 1:26</td>
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<tr>
<td><strong>Period 5</strong></td>
<td>1:30 - 2:20</td>
<td>1:30 - 2:20</td>
<td>1:30 - 2:20</td>
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<tr>
<td><strong>Period 6</strong></td>
<td>2:20 - 3:10</td>
<td>2:20 - 3:10</td>
<td>2:20 - 3:10</td>
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<tr>
<td><strong>CTK Dismissal</strong></td>
<td>3:06</td>
<td>3:06</td>
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<tr>
<td><strong>SJ Dismissal</strong></td>
<td>3:07</td>
<td>3:07</td>
<td>3:07</td>
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<tr>
<td><strong>SH Dismissal</strong></td>
<td>3:10</td>
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</tbody>
</table>

Bells will sound for movement between periods.

Office Hours

204 Churchill Avenue: 8:00am – 4:30pm
65 Churchill Avenue: 8:00am – 4:00pm

Finance: 8:00am – 4:30pm
Student Free Days: 8:00am – 4:00pm

Student ID Cards & Compass Sign In

Students will be given an ID card to indicate they are a student of the College. It is to be carried with them at all times as it is used to borrow books, photocopying and is to be shown or given to any member of the College staff who requests it. If the ID card is lost, please report it to Student...

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Services immediately. To replace a lost or stolen the ID card must be ordered online via Compass. Current charge for replacement cards is $10.

New ID card photos are taken at the beginning of the school year.

**Student Absences**

A Student Absentee Line has been established so absentee calls can be answered directly by Student Services, rather than going via the main Reception. The number is 9296 5333. If your call is unanswered, please leave a voice message.

Caroline Chisholm Catholic College sends SMS messages to notify parents / carers of student absences.

If your child is absent, a text will be sent asking parents / carers to contact the College and confirm their child’s absence from College.

**Parents / carers are encouraged to call 9296 5333 before 8:30am**, to inform the College of their child’s absence.

Please provide the following details:

- Student ID
- Child’s name
- Learner Mentor Group
- Your name
- Reason for absence
- Date your child is likely to return to College

On the day, your child returns to College, they must bring a note to confirm their absence which is to be given to their Learner Mentor. The note needs to contain the above information with the parent / carer signature.

For any absences longer than two days, a medical certificate must be provided. A medical certificate is also required if your child is absent from a compulsory College event including Athletics Day or Sacred Heart Day.

If you know that your child will be absent from the college for an extended period, please advise your child’s Learner Mentor in writing as soon as possible.

**Late To School**

If students come to College after 8:36am it is considered late.

Students must do the following:

- Sign in at a Compass kiosk and receive a late slip.
- Have late pass signed by their Learner Mentor, Subject Teacher or House Coordinator, depending on when they arrive at College.
- Students are required to bring their late pass to College the following day with a parent / carer signature and give it to their Learner Mentor

If a student is coming to College after an appointment, parents need to provide a note for students to bring to College.
Non-Return of Notes

- Absence and late notes must be provided as soon as the student returns to College.
- Every non-return of notes will be followed up by the Learner Mentor

Leaving School Early

If a student needs to leave College early for an appointment or any other reason, the following process is required:
- Parents provide a note for students to bring to College explaining why they need to leave and at what time. Where the note is unclear, the College may seek parent confirmation.
- Students give the note to their Learner Mentor who will issue the leave pass.
- Parents must report to reception to collect their child.

Messages to Students

Parents are encouraged not to contact their child during College hours, especially during class time. However, if there is an important matter please contact the college on 9296 5311 and speak to the receptionist. They will then follow up your request immediately.

Lost Property

Please ensure all uniform, textbooks, College supplies etc. are clearly labelled with the student’s ID number or name which will help us return lost belongings to their rightful owner. Lost property is located within Student Services.

Lockers and Locks

Students are allocated a locker with a combination lock, to store books, materials and equipment at the beginning of the College year. Students are not allowed to use any other lock. The locks supplied by the College provide security for the student’s possessions as long as students don’t give their combination to other students. If a student forgets the combination to their lock they are to see Student Services, their Learner Mentor or House Coordinator, who keep a record and will assist them.

Where a significant issue of concern arises, the College reserves the right to access student lockers. The lockers are to be locked at all times except when collecting and returning equipment. Students are not allowed to share or swap lockers with someone else without the consent of their House Coordinator.

If a student loses their lock, they can purchase a new one from the College for $20.

Change of Details

Parents / carers can update their contact details via Compass. If you do not have a Compass log in, please contact the College.

Alternatively, you are able to collect a Change of Details Form from reception, complete it and return it to the College. Your details will be updated accordingly.
College Communications

Social Media Channels

We encourage all families to follow us via our social media channels and engage with the College. Your contribution and participation is appreciated.

Facebook: @carolinechisholmcatholiccollege
Twitter: @CCCC_Braybrook
Instagram: @carolinechisholmcatholiccoll

Website

The College website provides detailed curriculum information for prospective and current families. The website also features the latest news, invitations to events and directory of staff.

To learn more, visit www.cccc.vic.edu.au.

Publications

The College produces a number of publications for students and families. This includes a fortnightly newsletter, Churchill Avenue News that families can subscribe to by visiting https://carolineccc.schoolzineplus.com/subscribe.

Twice a year we produce a semester wrap up that is delivered as a digital version for students and families to download.

To read the latest semester news, please visit https://www.cccc.vic.edu.au/our-publications/#header.

The College’s annual yearbook, The FACE, is a celebration of the year that was. Each year, students reflect back on their busy time at the College with class photos, key College events and celebrations covered.

Graduating from Caroline Chisholm Catholic College doesn’t mean losing your connection to the College. Our students automatically transition into our alumnus upon graduation and can remain a part of our community and the many benefits it has to offer. We celebrate past students and achievements through Alumni Times, a bi-annual publication.

You can read the latest digital edition online by visiting https://www.cccc.vic.edu.au/college-voices/#alumnitimes.
Parents and Friends

Parents are invited and welcome to get involved in Parents and Friends. Meetings are held once a term and provide an opportunities for parents and carers to support and enjoy the College through involvement in a wide range of interest groups and events.

Notifications of meetings and requests for event support will be announced via Compass and the College newsletter.
Digital Devices and Mobile Phones

Caroline Chisholm Catholic College acknowledges parents / carers may wish their child to carry a device for personal safety reasons. However, the right of a student to have access to a device at school must be balanced with the responsibility to use it appropriately.

It is our policy that:

- Devices are brought to the College at the owner’s own risk. No liability will be accepted by the College in the event of loss, theft or damage of the device.
- Devices are to be turned off and placed in the student’s locker when they arrive to school for security and to minimise distractions.
- Devices are only to be used by students during the school day under the certain conditions and circumstances.
- Teachers may give the students they are teaching explicit permission to use their device as a learning tool to support their learning as directed.
- Staff should be alerted and exceptions requested if a student has special circumstances requiring the use of their mobile phone during college hours (e.g. health issues).
- Devices must not be brought into exams or class assessments (even if they are turned off or on silent mode).
- Mobile devices must not be used inappropriately. Refer to our Bullying Prevention and Intervention, Cyber Safety and Information and Communication Technology Policies.
- Devices with cameras are not to be used within the college grounds unless specific instruction approving same. They should not be used otherwise and in particular, where it would be considered inappropriate such as in change rooms or toilets.
- Students should never photograph or record any person without their express permission.
- Reports of all incidents of misuse of digital devices, cameras and mobile phones will be recorded and retained on the student’s file; and
- Parents are to be informed that in cases of emergency, the college remains an appropriate point of contact to reach their child quickly.
- Unauthorised use should be referred to the House Coordinator.
- Teachers should not confiscate devices, such action should be carried out by a House Coordinator or Director of Campus.
- Repeat offences will result in parental contact.

Mobile devices must not be used inappropriately. Refer to the College’s Bullying Prevention and Intervention, Cyber Safety policy available on the College website for more information.


If a student is found misusing a mobile phone or digital device at the College, it will be confiscated, Learner Mentors notified and returned at the end of the day. Staff will then work with the student and parent/carer regarding the matter.
Banned Items

The following products are regarded as environmentally unfriendly and students are asked not to bring these products onto the College:

- Chewing gum
- Permanent markers
- White out.

Food & Drink

Students are not permitted to bring food or drinks other than water into the classroom.

Weapons

Students are forbidden to possess, store in any area under their control, handle, or use any instrument, which is considered a weapon or a "look-alike" weapon, in any part of the school. Students who see or who become aware of a weapon at school must not touch it nor remain in the presence of a person or group who has such a weapon. Students must notify an adult immediately for the safety of all concerned. The College will institute action as a serious breach of College expectation.

Substance Abuse

Smoking

Smoking is forbidden in school uniform at any time and on school property, excursions and functions. There are a range of penalties applied to smoking violations including fines, detention and suspension from the College. Confiscated cigarettes are forfeited. In accordance with Government directives and in the interest of public health students must not smoke or be in possession of smoking material at school or on the way to or from school.

Response:

- Students caught smoking, or in the presence of students caught smoking, are to have their cigarettes confiscated. The reporting teacher is to notify the Director of Campus who will inform parents and implement consequences and support.

Alcohol

The laws of the land determine that people under eighteen years of age may not purchase or consume alcohol. Drinking of alcohol is forbidden in school uniform at any time and on school property, excursions and functions. Any violation of this ruling will result in immediate suspension from the College.

Response:

- The reporting teacher is to notify the Director of Campus who will inform parents and implement consequences and support.

Drugs

The use of illicit drugs or the misuse of medication is a serious issue. The detection of drugs or the associated paraphernalia on the school property, on excursions or at function will be dealt with by the appropriate College Leaders.

Response:
• The teacher is to immediately inform the Director of Campus.
• The Director of Campus or Deputy Principal (Wellbeing) will inform the parents. Parents will be required to pick up their child from school.
• Depending on the individual incident, further sanctions may be necessary and the student is required to attend counselling.
Medical

First Aid and Sick Bay

At the College, we do our best to provide care to all students and to create a safe environment for all. This includes keeping up to date medical records. For students who have Anaphylaxis, we ask that an annual ASCIA Anaphylaxis Management Plan as well as an in-date Epipen are supplied to the school as soon as possible. Students who have not provided these things may not be able to participate in Food Technology or Physical Education classes until we have received them.

Any students who suffer from Asthma or any other serious medical conditions including Diabetes, Epilepsy, heart problems etc., are all asked to supply a Medical Management Plan as soon as possible.

No tablet / liquid medication will be administered to students under any circumstances. This includes Paracetamol, Antihistamines or any kind of pain relief medication. Asthma pumps are available in the event that they are needed. However, students are encouraged to bring their own asthma reliever and to keep it with them at all times. Medications can be brought to school and are to be self-administered as required.

First aid areas are located at Christ the King and St John’s campuses. When a child is ill or injured they must come to the first aid office for assessment and treatment. If the child needs to go home or to the doctors, Student Services will notify the parent / carer by phone and request that the child be collected from College. Students are not permitted to contact their parent / carer themselves to arrange collection.

Due to new legislation, the College can no longer administer any medication to students.

Epi Pens

If your child requires an Epi Pen for their medical condition it is the parent's responsibility to ensure that a spare one is supplied to Student Services. It must be clearly marked with the child’s name and must be replaced prior to the expiry date. When students attend camp, a second spare Epi Pen may be required.

Asthma

Students suffering from asthma are required to have an asthma management plan outlining their condition, treatment and emergencies procedures. It is the parent’s responsibility to ensure that a spare Ventolin is supplied to Student Services. It must be in the original box from the doctor or chemist outlining dose and frequency of the medication.

Immunisations

Year 7 students will be receive immunisations via the College immunisation program. Students will receive 3 injections during the year. Some injections require 3 doses for the vaccination to be complete.

The immunisations the Year 7 students will receive are:

- The Boostrix Injection (includes Diphtheria, Tetanus & Whooping Cough)
- Chicken Pox
- HPV

Dates for immunisations will be published at the beginning of the school year.
A letter will be sent home to students who are absent on any of the immunisation dates. If absent, students can either receive the injections at their local doctor or can attend a drop in session at the Maribyrnong City Council. The College does not arrange this, families need to contact their local Council for information.

If students have received their previous injections through the College or you belong to the Maribyrnong City Council you can obtain your previous immunisation records by calling 03 9688 0145.

Anyone who lives outside the Maribyrnong council and did not receive their injections at College will need to contact their local council to obtain any immunisation records. Caroline Chisholm Catholic College do not keep immunisation records at the College.

For information regarding immunisations please visit the Immune Hero website: www.immunehero.health.vic.gov.au
Compass

Compass is the parent portal used by the College that provides information about your child's progress.

Via Compass you will be able to:

- View your child's attendance, and enter an explanation for absence or lateness
- Email your child's teachers
- Update your mobile number and email address
- View your child's timetable and school events
- View your child's assessment tasks
- Order and pay for school photos
- Downloading and viewing your child's Semester Reports and Progress Reports.

We will inform you as Compass develops and new modules become available.

Access

Compass can be accessed in two ways:

1. Click on the parental portal link on the College website.
2. Download the Compass App for your smartphone by visiting your online store (iTunes, Google Play, etc.). Search for ‘Compass School Manager.’ The App is free to download.

Getting Started

You username and password will be provided to you by the College.

You will be required to change your password and confirm your email address and a mobile phone number when you first log in.

Your email address and mobile phone number may be used by the College for communications throughout the year, including email correspondence and SMS texts.

If you have lost your details or forgotten your password, you can recover them by clicking the ‘Can't access your account?’ link on the front page.

For any questions or concerns, please email CompassSupport@cccc.vic.edu.au.
Computing at our College

At Caroline Chisholm Catholic College, students use a computer to improve their own learning, to become creative, collaborative, excellent communicators, and to develop their critical thinking skills.

Students have the responsibility to ensure they demonstrate respect for themselves and others including College staff, their parents and students at the College when using College devices.

The College has established 10 rules that students must follow when using College devices.

**Students will respect their own privacy**
- Login details must be protected at all times. Students should contact ICT if they have accidentally shared their details.
- Student ID, surname and student address should not be used when accessing websites and web-based programs unless directed by College staff for online testing programs such as NAPLAN, or for sites being used for curriculum purposes such as Compass or English Basics.

**Students will respect the privacy of others**
- Computers contain personal information. Students should only use their own computers.
- Images or personal details of other students should not be used in websites, web-based programs or social networking sites.

**Students will respect themselves**
- Future employers, friends and family can search for you on the internet and see posts and images that you have made during your whole life.
- Images and comments that you would not want family or your future boss to see should not be posted.

**Students will use College devices for educational purposes only during class time**
- Students will use College devices when instructed to by teaching staff.
- Students will not access entertainment and social networking materials during class unless directed to by teaching staff.

**Students will treat College devices with respect**
- College bags must be used when moving the computer between classes and between the College and home.
- Food and drink kept in lockers should be in sealed containers to avoid spilling onto the College device when stored in a locker.

**Students will ensure College devices are brought to school fully charged**
- It is the responsibility of students to charge laptops overnight.

**Students will not use College devices for illegal activities**
- College devices are not to be used for threatening the safety of others.
- College devices are not to be used for breaching or attempting to breach a network.

**Students will only download educational resources provided by the College or directed by College staff to download**
- Downloaded programs can contain viruses that cause damage to data and programs stored on the device.
- Students should take care in accessing web-based games and sites when at home to avoid downloading viruses.
- Students will be able to play College approved, web-based games in the library during recess and lunch times.

**Students will respect the intellectual property of others**
- Copying information from the internet and using it in school work is a breach of Copyright unless quoting from the internet.
- Copying and submitting work of other students is plagiarism and not accepted by the College.
- Students will reference information and images they obtain from the internet.
Library and Information Services Centres

The Library and Information Services Centre supports teaching and learning at our College at both Churchill Avenue sites. The Thomas Murray Information Service Centre (TISC) serves the Christ the King Campus (Years 7 – 9 girls) and the Bouchard Information Service Centre (BISC) serves both the Sacred Heart (Years 10 – 12) and St John’s (Years 7 – 9 boys) campuses.

The College’s reading culture is driven by the junior reading classes within the English learning area and is celebrated annually with a whole school literature festival. Library staff support the development of Information literacy and research skills in collaboration with classroom teachers. Students are encouraged to develop independent learning skills and to collaborate with others in the various spaces provided by the Library and Information Services Centres.

Services offered include:

- Borrowing of books and e-books
- Private study areas
- Tutoring spaces
- Outdoor chess
- Dedicated Robotics room (students must be supervised)

The College encourages students to visit the library and become familiar with its offline and online resources. For any questions, please speak to one of our Information Services Centre staff.

Information and Communication Technologies (ICT)

Your son/daughter will be issued with a laptop from ICT at the start of Year 7 and again in Year 10. It is their responsibility to use it properly, treat it with respect and to handle it with care. They will also complete an orientation program at the beginning of Year 7 so that they become familiar with how to use it. If they come across any problems or need help, they can visit the ICT services centre located in the library on each site.

Students are required to sign and abide by Caroline Chisholm Catholic College's Student Notebook Usage Agreement which specify details of inappropriate usage. For more information please visit the College website.


Inappropriate usage by students includes:

- Tampering with or damaging computer hardware or software; and
- Participation in non-educational activities such as the purchase and/or sale of products or services
- Illegal activities such as threatening the safety of others or engaging in criminal activity
- Making, installing or downloading copies of software that is not licensed by the College.

Students are responsible for any damage to the laptop, and the family will be charged for the repair costs. If an insurance claim is made the family is responsible for the excess of $200.
Opening Hours

Monday 8am – 4pm
Tuesday 8am – 4:30pm
Wednesday 8am – 4:30pm
Thursday 8am – 4:30pm
Friday 8am – 4pm
College Cafeteria

Caroline Chisholm Catholic College operates cafeterias on Christ the King campus and St John’s / Sacred Heart campuses.

The cafeterias are open for breakfast, recess and lunchtime.

Students can pre-order their lunch before College by writing down what they would like to have on a brown paper bag provided in the cafeteria and hand it to one the cafeteria staff, with payment.

Students will the option of various meals throughout the year and can check with the cafeteria for what is available on particular days.

The cafeteria aims to supply healthy, nutritious meals daily.
Transportation

College Buses

A College shuttle bus operates between the two sites – 65 and 204 Churchill Avenue. Students travelling on board are reminded to follow all the normal standards of behaviour.

Bus Travel

Bus transport is an important component of College life and the College depends on an efficient and cooperative bus service. Moreover, the College also is concerned that safety issues on bus transport is not jeopardised by the behaviour of students.

Students travelling on buses to and from the College are to respect the rights of fellow passengers and students. Students adhere to the normal standards of behaviour expected whilst at school. Rowdiness, shouting from and in the bus is not tolerated, nor is any behaviour, which may distract the driver from his task. All students are expected to be seated for the duration of the journey. A Myki card must be used by all students.

It is the expectation of the school that senior students will set a suitable example by their own conduct and also assume responsibility for the conduct of their juniors.

The College works closely with the bus companies who are legally responsible for the safe passage of the students in their care and they and the College may take appropriate action against students who misbehave.

Public Bus Services

Buses operate daily to and from the College. Please note departure and arrival times are subject to change without notification. Refer to the respective bus operators’ website for notifications and changes to schedules.
Sunshine / St Albans

In addition to the standard 408 and 410 bus services throughout the day the following special services operate for our students:

In the morning, a special 410 bus leaves the Sunshine station at 8:10am.

At the end of the day a Special 408 bus leaves the College at 3:15pm and travels to the Sunshine station and then to North Sunshine.

The bus company can be contacted on 9390 0111 and visit www.ptv.vic.gov.au for any updates or disruptions to bus routes.

Route No: 4409

| Depart: | Christ the King campus | 15:18 |
| Depart: | Irving St / Albert St, Footscray | 15:30 |
| Distance: | 5.9 kms |
| Description: | Depart Caroline Chisholm Catholic College (St John’s), Braybrook via Churchill Avenue, (R) Ashley St, (L) Barkly St, (R) Victoria Street, (L) Paisley Street, (R) French Street, (L) Irving Street Set down at the corner of Irving Street / Albert Street |
Route No: 4412

Depart: Christ the King campus 15:08
Depart: St John’s / Sacred Heart campus 15:15
Arrival: Sunshine Station – Bay 10 15:23

Distance: 3 kms

Description: Depart Caroline Chisholm Catholic College (Christ the King), Braybrook via Churchill Avenue, Caroline Chisholm College (St John’s campus), Churchill Avenue, (cont.) Devonshire St, (L) Withers Street, (cont.) into Sunshine station bus interchange
Set down at Sunshine station – Bay 10
Deer Park

An after College service departs from Christ the King campus at 3:05pm and then from St John’s / Sacred Heart campuses at 3:15pm and 3:30pm. This bus travels to Deer Park West and is operated by Transdev.

Route No: 4408 / 4416 School Deer Park Special

<table>
<thead>
<tr>
<th>Depart: Christ the King campus</th>
<th>15:10/15:25</th>
</tr>
</thead>
<tbody>
<tr>
<td>Depart: St John’s / Sacred Heart campus</td>
<td>15:15/15:30</td>
</tr>
<tr>
<td>Arrival: Westwood Drive / Ballarat Rd, Deer Park West</td>
<td>15:40/15:55</td>
</tr>
<tr>
<td>Distance: 11.3 kms</td>
<td></td>
</tr>
<tr>
<td>Description: Depart Caroline Chisholm Catholic College (Christ the King), Braybrook via Churchill Avenue, Caroline Chisholm College (St John’s campus), Churchill Avenue, (R) Duke Street, (L) Ballarat Road, (R) Westwood Drive, (R) Service Road</td>
<td></td>
</tr>
<tr>
<td>Set down at Westwood Drive / Ballarat Road</td>
<td></td>
</tr>
</tbody>
</table>
**Student Cars**

Students driving to school need to meet with the Director of Campus to complete the appropriate paperwork and authority in writing must be given by the driver’s parents. It is to be understood that the car is not to be used for running errands, or for the transport of other students without explicit written permission of the parents of all students. Student parking is not permitted on College grounds.

**Bicycles**

Bicycles may be brought to school provided students wear a helmet. Students should only ride bikes on driveways within the school grounds. In other parts of the school grounds students should walk their bikes. When travel from school in the dark might occur it is the expectation that students’ bikes will be fitted with appropriate lighting. Students will not be permitted to leave school grounds without a helmet or appropriate lighting (where relevant). Parents will be asked to arrange transport for the student in cases where safety requirements are not met.

**Excursions, External Sporting Activities & Camps**

Students travelling on College-sponsored excursions and camps are subject to the usual College expectations. The leading teacher may also provide additional expectations. Final approval of students attending College sponsored excursions and camps will be authorised by the usual College processes after appropriate consultation.

Serious disciplinary matters may be dealt with on the spot, but will usually be addressed upon return to the College. Director of Campus is informed as soon as practical. The Camp Director, in consultation with College Leadership Team members will take responsibility for managing the response to serious issues which may arise. Parents will be informed of any serious breaches of College Code of Belonging when the primary facts of the breach are established. In serious situations parents may be required to pick their child up from the campsite and excursion location.
Family Assistance

Counselling

Caroline Chisholm Catholic College is committed to providing a safe environment and assisting students to develop appropriate skills and attitudes to resolve problems in academic, psychological, emotional and social contexts.

Professional counselling services are made available to all students. College counselling services are free. Students do not need a referral in order to use the College counselling services.

These services can be accessed by all students simply by emailing the Learner Mentor to request an appointment and visiting the counsellor's office during Learner Mentor time.

Social Worker

A social worker is available to help improve the quality of the lives of our community by assisting students and their families to address a diverse range of difficulties that they may be facing. This includes identifying and facilitating appropriate external support services in order to provide sustainable change. Common areas of support include financial, housing, employment, healthcare and overcoming social isolation.

Social workers aid to build students engagement, retention, academic achievement and acquisition of life skills to ensure that they have a positive journey throughout the years at Caroline Chisholm Catholic College.

Fee Assistance

Caroline Chisholm Catholic College aims to keep fees and charges as low as possible, while ensuring we provide a high quality education with access to resources necessary for students to achieve their best.

The College understands that some families can find the payment of school fees difficult. The College has a genuine desire to help families afford a quality Catholic Education for their children.

The Fees Assistance Program is determined by the College Fees Committee. All applications are considered in the strictest confidential manner.

It should be noted that fee assistance is only applicable to the current school year. Balances from previous years will remain outstanding unless resolved. The Committee will note the family’s attempts, commitment and communication with respect to previous debts when considering each application.

Enquiries or assistance with respect to fee assistance should be directed to College Accounts on 9296 5311.
College Curriculum Information

Years 7 - 9 Curriculum

The curriculum offerings at Years 7 – 9 are designed to ensure that all students have access to a broad and comprehensive range of courses and learning styles, in order to develop their knowledge, skills and understanding in preparation for their transition to the senior school. In line with our focus on providing a broad curriculum students at Years 7 – 9 study core subjects such as Religious Education, English, Mathematics, Science, Humanities and Health & Physical Education (HPE).

Students are also introduced to the study of languages, specifically Japanese and Italian. In Year 7 students experience both our offered languages and are given the opportunity to specialise from Year 8. Vietnamese is taught from Year 11 VCE.

Students are given the opportunity to experience a range of subjects in the Arts and Technology areas, including; Drama, Dance, Textiles, Systems Technology, Creative Art and Food Technology.

Aspire

Aspire is an accelerated educational enrichment program for students in Years 7 – 9. Students with exceptional academic abilities and a strong work ethic have the opportunity to be challenged with Aspire, both by working through the core curriculum faster and by exploring aspects of it in more depth.

Students in Aspire complete studies in the core subjects of Religious Education, English, Mathematics, Science, Humanities and Health & Physical Education. They experience the study of Languages (Japanese and Italian) and various Arts and Technology subjects. Though they study their core subjects together, Arts and Technology subjects are studied with other students from their year level.

Aspire students can be working six to 12 months ahead of those who are not in the accelerated program, and are encouraged to go on to do VCE and university subjects ahead of schedule in their later years.

Students are selected for the Year 7 Aspire program based on scholarship testing which takes place during Grade 6. Alongside the testing results, enrolment information and feedback from a student’s primary school is also considered. Approximately 25 girls and 25 boys are selected for the program. Student results are evaluated at the end of Year 7 to determine whether the student will be offered a continuing place in the Year 8 Aspire class. There are also opportunities for students to join the Aspire class in Years 8 or 9.
Year 10 – 12 Curriculum

Our Year 10 – 12 learning and teaching program offers a variety of courses of study to prepare each student for their life beyond secondary school. We recognise that each student’s dreams, interests and aspirations are different and therefore provide a wide range of opportunities for students to gain an insight into their goals, gifts and talents.

From Year 10 we offer student’s access to the Victorian Certificate of Education (VCE), the Victorian Certificate of Applied Learning (VCAL) and Vocational Education and Training (VET) programs.

In these senior year levels students have the opportunity to select their program of study from a wide range of offered subjects.

VCE

The Victorian Certificate of Education (VCE) is designed to be completed over a minimum of two years, and can include general VCE studies and programs from Vocational Education and Training (VET) qualifications. Each VCE study is designed to provide a two-year program. Studies at Unit 1 and Unit 2 are Year 11 standard studies and Unit 3 and Unit 4 level are Year 12 standard. Units 1 and 2 can be completed as single units and Units 3 and 4 are designed to be undertaken as a sequence. Each VCE unit involves scheduled classroom instruction over the duration of a semester. In addition, it is expected that students will undertake an equal number of hours of self-directed learning for each unit.

The minimum requirement is the satisfactory completion of 16 units, which must include:

- Three units from the English group, two of which must be a unit 3 and 4 sequence.
- At least three sequences of Unit 3 and 4 studies other than English, which may include any number of English sequences once the English requirement has been met.

For satisfactory completion of a Victorian Certificate of Education (VCE) unit, students must demonstrate their achievement of the set of outcomes. This is based on the teacher’s assessment of the student’s overall performance on assessment tasks. The decision to award an S for the unit is distinct from the assessment of levels of achievement.

The student receives an S for a unit if the teacher determines that all the following outcomes are achieved satisfactorily. A student must:

- Produce work that demonstrates achievement of the outcomes
- Submit work on time
- Submit work that is clearly their own
- Observe Victorian Curriculum and Assessment Authority (VCAA) and school rules.

Study Score

A study score indicates how a student performed in relation to all other students who took the study. It is calculated using the student’s final scores for school-assessed coursework, school-assessed tasks, externally-assessed tasks and examinations for each study. To receive a study score, students must achieve two or more graded assessments in the study and receive an S for both. The maximum study score is 50.
ATAR

Study scores are used by the Victorian Tertiary Admissions Centre (VTAC) to calculate the Australian Tertiary Admissions Rank (ATAR). It measures a students’ overall achievement in Year 12 and is a ranking between 0 and 99.95. Tertiary institutions use a student’s ATAR to determine if they will be offered a place in a course they have applied for.

VCAL

The Victorian Certificate of Applied Learning (VCAL) program is based on hands-on learning, also known as applied learning, and students can begin this program in Year 10 as a Foundation VCAL student. VCAL is a recognised senior school pathway and completion certificate. If a student chooses to do VCAL, they will gain practical experience, vocational education and training and employability skills, as well as the skills they will need to go onto further training.

The VCAL program is particularly suited for students who wish to move into an apprenticeship or the workplace and do not wish to go directly to university at the end of Year 12. Students with a VCAL completion certificate may still pursue university study, but not immediately after Year 12, and additional tertiary studies are needed.

VET

The Vocational Education & Training (VET) subjects offered at the College provide students with the opportunity to complete a training certificate in areas such as hospitality, fashion, sports and recreation or music. The certificate is nationally recognised and provides training for entry to the workforce or an apprenticeship.
Scholarships

The College offers both academic and music scholarships.

Academic scholarships are offered to four students at each of the year levels below. Each scholarship covers tuition fees for two years of the student’s education at Caroline Chisholm Catholic College.

Academic scholarships are available for:
- Years 7 and 8
- Years 9 and 10, and
- Years 11 and 12.

Scholarship testing takes place in Years 6, 8 and 10. All students enrolled in the College at these year levels undertake the testing and are considered for a scholarship. Scholarship offers are based solely on the results of scholarship tests.

A music scholarship is offered for Years 7 and 8. The successful recipient will receive a 2-year music scholarship, which covers the tuition fees for the College’s Instrumental Music Program. This includes eight scheduled 25-minute private music lessons per term. Students must register and participate in an audition for consideration for these music scholarships.

Testing dates and auditions for 2019 will be announced at the beginning of the school year.

Awards

Student achievement is recognised in many ways at the College, including at the end of term assemblies.

There are two major award ceremonies during the school year, the mid-year Award Ceremony in July and the Evening of Excellence in November. Both of these occasions provide opportunities to acknowledge the achievements of students in their academic studies and in areas of leadership and community service.

Exams

Exams are a significant part of the final assessment of student performance at Year 12. To achieve their best in examination tasks, students are required to develop skills in:
- Studying and preparing for exams
- Interpreting and developing responses to exam questions
- Organising the time available during exams
- Organising their approach to completing exam papers.

Students develop these skills through exams undertaken at Years 9, 10 and 11. Exams for Year 9 students are completed during November each year.

Subject Selection

Subject selection takes place during early term three.

Students from Year 8 through to Year 12 have the opportunity to select some or all of their subjects and course of study. In Year 8 students are given the opportunity to select their Arts, Technology and Language subjects for Year 9. In Year 9 students have a broader selection of subjects to build their personalised Year 10 program of study. During subject selection students are provided information and planning activities through assemblies and their Learner Mentor
time. They are also given the opportunity for discussion and counselling to choose their subjects for the following year.

Special Provision

The Special Provision Policy is to ensure that the most appropriate, fair and reasonable arrangements and options are available for students to demonstrate their capabilities if their learning and assessment programs are affected by:

- An acute or chronic illness (physical or psychological)
- Factors relating to personal circumstance
- An impairment or disability, including learning disorders.

For more information about the College’s Special Provision Policy, please speak to your Learner Mentor.
Music Opportunities

Encore

For students who are currently or have previously studied a musical instrument, Caroline Chisholm Catholic College offers the option of being placed in our Encore program for Year 7. This program entails a second instrument study - students are able to take home an instrument to practise over the course of a semester. They will receive tuition in their music classes from expert instrumental music teachers, as well as a well-rounded course in theory and musical knowledge.

Instrumental Music Program

The Music Department at Caroline Chisholm Catholic College also offers students of all ages the option of extra tuition in a wide range of instruments including flute, violin, viola, cello, clarinet, saxophone, trumpet, trombone, piano, voice, classical guitar, contemporary electric and bass guitar, percussion and drums.

We pride ourselves on the quality of our instrumental teaching, with a supportive team of highly-qualified teachers.

Our facilities include numerous instrumental teaching and practice rooms, three large teaching spaces including a fully equipped keyboard laboratory and a tiered choir area. The College theatre, the Quin Auditorium, also provides excellent performance space for music students.

With the building of the new performing arts centre at Christ the King campus, a new recording studio will also assist student outcomes.

College Music Ensembles

Being involved in an ensemble is extremely beneficial for musical development, promotes teamwork skills and is a rewarding experience for all involved.

Students who learn privately are offered the opportunity to join a College ensemble. All students enrolled in instrumental or vocal lessons at Caroline Chisholm Catholic College are required to participate in the ensemble program.
Sporting Opportunities

Caroline Chisholm Catholic College is a member of the Sports Association of Catholic Coeducational Secondary Colleges (SACCSS).

Swimming Squad

The swimming squad is open to all students from Years 7 – 12. The squad trains three mornings a week from 7am – 8am Monday, Wednesday and Thursday at the College swimming pool, The Le Breton Centre. The squad is training by a professional swimming coach hired externally from the College.

Training commences at the beginning of term one and runs weekly up until the SACCSS Swimming Carnival in March each year.

Premier League

Students from Years 7 – 12 have the opportunity to represent the College in inter-school sports competitions. Each term, one year level is allocated the opportunity to participate.

Students can try out for one of eight available sports offered each term. Selected students play one afternoon per week during College time and train one afternoon per week after school, over a period of 5 – 6 weeks. Successful teams advance towards the semi-final and grand final.

Sports on offer each term are:

- Basketball
- Netball
- Volleyball
- Soccer
- Cricket
- AFL

Team uniforms are provided to students participating in Premier League sports. Students are required to return them clean and washed at the end of each term.

SACCSS One-day Events and Carnivals

In addition to Premier League and senior sports, all students from Years 7 – 12 have the opportunity to participate in various SACCSS one-day events and carnivals. These take place throughout the year and students can try out for as many as they wish.
College Camps

Garema-Dumont

Garema-Dumont is owned by the College and is used for camps and other outdoor education activities throughout the year. There are 56 acres of native bushland that has a large range of wildlife from koalas and sugar gliders, echidnas and kangaroos, kookaburras and wedge-tailed eagles in the sky and platypus in the river.
## Programs

<table>
<thead>
<tr>
<th>Year Level</th>
<th>Year 7</th>
<th>Year 8</th>
<th>Year 9</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Days</td>
<td>3 Days</td>
<td>3 Days</td>
<td>4 Days</td>
</tr>
<tr>
<td><strong>Focus of Camp</strong></td>
<td>Participation and fun</td>
<td>Water experience</td>
<td>Outdoor recreation activities and environmental education.</td>
</tr>
<tr>
<td><strong>Goals of Camp</strong></td>
<td>Engage students with their peers as well as the environment.</td>
<td>Expose students to the marine environment and beach safety.</td>
<td>Extend students’ camping and outdoor skills, team work and self-imposed boundaries.</td>
</tr>
<tr>
<td><strong>Activities</strong></td>
<td>Tent camping, Camp cooking, Nature navigation, Bushcraft, Campfire, Bushwalking, Night game, Flying fox, Canoeing, Archery, Low ropes course</td>
<td>Snorkeling, Sand sculpting, nature boardwalk beach safety, Swimming / body surfing, Body boarding, Canoeing, Lifesaving drills, Beach games, Surfing, Stargazing</td>
<td>Hiking, Remote camping, Teamwork initiatives, Mountain biking, Low ropes course, High ropes course – Pamper pole, Raft construction and paddling, Kayaking, Abseiling/rock-climbing, Archery, Camp oven cook-out, Wildlife spotlighting, Environmental action project</td>
</tr>
</tbody>
</table>

Programs aims to;

- promote self-esteem, resourcefulness, leadership, tolerance, determination and responsibility
- build trust, teamwork and co-operation
- develop positive attitudes towards the environment, and;
- promote a healthy lifestyle through challenging activities and food preparation and planning.
Overseas Study Tours and Hosting Opportunities

Caroline Chisholm Catholic College currently offers study and cultural tours to Japan and Italy which are open to all students in Year 9, 10 and 11.

Japan

Our College has two sister colleges in Japan - St Paul College in Tokyo and Okinawa Catholic College in Okinawa.

Students visit Osaka, Kyoto, Hiroshima, Okinawa, Tokyo and more. Students also visit our two sister colleges and spend time with their host families.

Okinawa Catholic College

Annually in the month of March, our College is visited by students from Okinawa Catholic College. Our friends from Okinawa are hosted by staff and students from our college and participate in a variety of activities such as a city exploring excursion, a visit to Puffing Billy, Melbourne Zoo and classes with their hosts.

St Paul College

Annually in the month of July, our College is visited by students from St Paul College in Tokyo. Students participate in formal classes at the College as well as a city exploring excursion, a cultural cooking lesson, English workshops and Language Week activities.

Italy

On the Italy Study Tour students visit Rome, Milan, Rome and Venice and participate in a homestay in Florence.

Annually in the month of July, our College is visited by students from Italy through our Language Concepts Program. Students participate in a wide range of activities including a ski trip, city exploring excursion, cultural cooking incursions, visits to Melbourne Zoo and English workshops.

The Head of Languages will provide further information about hosting opportunities for families to take in visiting students throughout the year.

In 2019 there will be opportunities to participate in International Study Tours to Vietnam, England and Costa Rica.

For more information please email the Director of International Programs on internationalexchange@cccc.vic.edu.au.
2019 Term Dates

<table>
<thead>
<tr>
<th>Term</th>
<th>Term Starting Dates</th>
<th>Term Finishing Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1</td>
<td>Thursday 31\textsuperscript{st} January</td>
<td>Thursday 4\textsuperscript{th} April</td>
</tr>
<tr>
<td></td>
<td>Year 7 students commence</td>
<td>Students dismissed at normal time</td>
</tr>
<tr>
<td></td>
<td>Friday 1\textsuperscript{st} February</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Year 8 – 12 students commence</td>
<td></td>
</tr>
<tr>
<td>Term 2</td>
<td>Tuesday 23\textsuperscript{rd} April</td>
<td>Friday 28\textsuperscript{th} June</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Students dismissed at 2:45pm</td>
</tr>
<tr>
<td>Term 3</td>
<td>Tuesday 16\textsuperscript{th} July</td>
<td>Friday 20\textsuperscript{th} September</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Students dismissed at normal time</td>
</tr>
<tr>
<td>Term 4</td>
<td>Monday 7\textsuperscript{th} October</td>
<td>Thursday 5\textsuperscript{th} December</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Students dismissed at normal time</td>
</tr>
</tbody>
</table>

Term One Key Dates to Remember

These dates were correct at time of printing. Please check the College website and Compass for changes and updates throughout the 2019 school year.

- **Tuesday 22\textsuperscript{nd} January**: Books and Uniform Collect: All year levels 8:30am – 4pm
- **Thursday 31\textsuperscript{st} January**: Start of Term 1: **Year 7 students commence**
- **Friday 1\textsuperscript{st} February**: Start of Term 1: **Years 8 – 12 students commence**
- **Tuesday 5\textsuperscript{th} February**: Safer Internet Day
- **Thursday 7\textsuperscript{th} February**: College Photo Day
- **Thursday 14\textsuperscript{th} February**: Parent Information Night (Years 7 and 12) 6:30pm Year 7 Instrumental Evening 7:30pm Year 7 and 9 Allwell Testing Catch up Day
- **Tuesday 19\textsuperscript{th} February**: Photo Catch Up Day
- **Friday 22\textsuperscript{nd} February**: Commissioning Mass
- **Thursday 7\textsuperscript{th} March**: Learner Mentor Conversations: 3:45pm – 8:00pm
- **Friday 8\textsuperscript{th} March**: Learner Mentor Conversations: 8:30am – 1:00pm
- **Monday 11\textsuperscript{th} March**: **Student Free Day**
- **Tuesday 19\textsuperscript{th} March**: Labour Day Public Holiday: College Closed
- **Thursday 21\textsuperscript{st} March**: House Athletics Carnival
- **Tuesday 26\textsuperscript{th} March**: Harmony Day
- **Thursday 4\textsuperscript{th} April**: SACCSS Swimming Carnival
- **End of Term 1**: Students dismissed at normal time
Term Two Key Dates to Remember

Tuesday 23rd April
Start of Term 2: All students return
ANZAC Day Public Holiday: College Closed
Year 12 3-Day Retreats
Year 10 Allwell Testing
Literature Festival
SACCSS Cross Country Event
Year 10 Allwell Testing Catch Up
Year 7 and 9 NAPLAN Testing
College Open Day 11am – 2pm
Staff Professional Learning: Student Free Day
(Except for Year 10 Exams)
Year 10 Exams
Careers Expo
Student-Parent-Teacher Conversations 3:45pm – 8pm
Subject Conversations 8:45am – 1pm
Student Free Day (Except for Year 11 Exams)
Year 11 Exams
Queen’s Birthday Public Holiday: College Closed
VCAL Work Placement
General Assessment Test (GAT)
Sacred Heart Day
End of Term 2: Students dismissed at 2:45pm

Thursday 25th April
Wednesday 1st May to Friday 3rd
Year 12 3-Day Retreats
Wednesday 1st May
Year 10 Allwell Testing
Monday 6th May to Friday 10th May
Literature Festival
Tuesday 7th May
SACCSS Cross Country Event
Thursday 9th May
Year 10 Allwell Testing Catch Up
Tuesday 14th May to Thursday 16th May
Year 7 and 9 NAPLAN Testing
Sunday 19th May
College Open Day 11am – 2pm
Monday 20th May
Staff Professional Learning: Student Free Day
(Except for Year 10 Exams)

Monday 20th May to Friday 24th May
Year 10 Exams
Tuesday 28th May
Careers Expo

Wednesday 1st May
Year 10 Allwell Testing

Thursday 30th May
Student-Parent-Teacher Conversations 3:45pm – 8pm

Friday 31st May
Subject Conversations 8:45am – 1pm

Friday May 31st to Friday June 7th
Student Free Day (Except for Year 11 Exams)

Monday 10th June
Year 11 Exams

Tuesday 11th June to Friday 21st June
Queen’s Birthday Public Holiday: College Closed

Wednesday 12th June
VCAL Work Placement

Friday 28th June
General Assessment Test (GAT)

Term Three Key Dates to Remember

Tuesday 16th July
Year 8 Allwell Testing
Friday 19th July
Mid-Year Assembly & Talent Quest
Saturday 20th July
Art Week
Friday 26th July
Allwell Testing Catch Up Day

Monday 29th July to Friday 2nd August
College Musical Opening Night
Thursday 1st August
College Musical

Friday 9th August
Course Advice Interviews
Saturday 10th August
Course Selection Day / Grade 4 Taster Day

Monday 12th August to Wed 14th August
Years 7, 8 & 12 Study Day (at home)
Wednesday 14th August
Science Week

Monday 19th August to Friday 23rd August
Refugee Week

Thursday 23rd August
International Study Tour Parent Information Night
Monday 26th August to Friday 30th August
Learner Mentor Week
Thursday 29th August
Learner Mentor Conversations: 8:45am – 8pm

Friday 30th August
Student Free Day

Start of Term 3: All students return
Monday 2nd September to Friday 6th Sept
Year 8 Allwell Testing
Monday 2nd September to Friday 13th Sept
Mid-Year Assembly & Talent Quest
Monday 2nd September
Art Week
Tuesday 3rd September
International Study Tour Parent Information Night
Friday 20th September to Tuesday 1st Oct
Learner Mentor Week
Friday 20th September
Learner Mentor Conversations: 8:45am – 8pm

Monday 2nd September
Student Free Day

Languages Week

Thursday 3rd September
VCAL Work Placement

Tuesday 3rd September
SACCSS Athletics Division 2

Friday 6th September
SACCSS Athletics Division 1

Monday 9th September
VCE English Trial Exams

Friday 13th September
End of Term 2: Students dismissed at normal time

Friday 20th September
## Term Four Key Dates to Remember

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<td>Monday 14th October to Friday 18th October</td>
<td>Health and Physical Education Week</td>
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<td>Thursday 17th October</td>
<td>Year 12 End of Year Mass and Assembly</td>
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<td>Tuesday 22nd October</td>
<td>Year 12 Celebration Day and Graduation Dinner</td>
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<td><strong>Tuesday 5th November</strong></td>
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<td>Monday 11th November to Thursday 14th</td>
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<td>Wednesday 27th November to Friday 29th</td>
<td>1979,'89, '99 &amp; 2009 Alumni Reunion Evening</td>
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<td>Thursday 28th November</td>
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<td>Thursday 5th December</td>
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<td>Thursday 14th November</td>
<td>End of Term 4: Students dismissed at normal time</td>
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