



# STUDENT GUIDE

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# MISSION STATEMENT

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

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

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

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

Find out more about our:

[MISSION AND LOGO](#)

[BENEDICTINE VALUES](#)

[COLLEGE MOTTO](#)

## BENEDICTINE VALUES

Mater Christi community is based on values which St. Benedict drew from the Gospels. Love of God and Neighbour is at the heart of a Benedictine community. The reset of the values: community, humility, peace and justice, hospitality, and stewardship help us to live well together, look after one another and our environment.

This year we have a special focus on peace and justice where we will intentionally 'Seek Peace and Pursue It' in our classes, college events and social justice outreach.

## THE COLLEGE LOGO - "DOVES IN FLIGHT"

'The doves in flight portray the concept of growth and movement through education.

The doves represented in formation relate to the Community striving together.

The arrow acts as an horizon and indicates direction and purpose.

The circle acts as the common ground for all the elements, interactive, supportive and indicative of the workings of a Catholic school.'



# BELL TIMES

## REGULAR DAY

Time	Activity	Length
8:45am	Period 1	75mins
10:00am	Recess	
10:25am	Period 2	75mins
11:40am	Move to Period 3	
11:45am	Period 3*	75mins
1:00pm	Lunch	
1:50pm	Period 4	75mins
3:05pm	Dismissal	

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

## DAY 9 (THURSDAY - WEEK 2)

Time	Activity	Length
8:45am	Period 1	60mins
9:45am	Move to Pastoral	
9:50am	Pastoral	60mins
10:50am	Recess	
11:15am	Period 2	60mins
12:15pm	Move to Period 3	
12:20pm	Period 3	60mins
1:20pm	Lunch	
2:05pm	Period 4	60mins
3:05pm	Dismissal	

## WET WEATHER TIMETABLE

Year Level	Recess/Lunch
Year 7	Lower F Building
Year 8	E205
Year 9	B300, B301 & B302
Year 10	Pavilion
Year 11	C301, C302 & C303
Year 12	Polding Centre
International Students	B310

Food and drink is to be consumed in wet weather areas only

## HOUSE MEETING VENUES

Chisholm	E205
Gibbons	Pavilion
Lyons	Polding Centre
Mackillop	Hall

# ATTENDANCE/ABSENCE

## ATTENDANCE

Every student is expected to attend ALL of her scheduled classes, school activities and assemblies. If this is not going to be the case, notification is required. Absences are recorded and noted on school reports.

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

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

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

Students may complete the task at an alternative time. An "S" may be recorded for the task but the task will not receive a graded assessment.

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

## AUTHORISING AN ABSENCE

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

## LATE ARRIVAL

Students arriving late to school are marked "Absent" on the roll until they report to class. It is, therefore, important to call the absentee line on 9757 0980 to notify expected late arrivals.

*A note or phone call from a parent/guardian is required for every late arrival.*

*If notification is not received by 9:30am the College will forward an SMS to your nominated mobile phone as per the absence procedure.*

When students arrive late they must sign in electronically at Student Services using the Attendance Kiosk and lodge their consent note in the box provided. The Kiosk will automatically update the student's status from "Absent" to "Late" and issue them with a receipt which they should pass onto the classroom teacher.

Student Services' staff will adjust records from "Late" to "Late Explained" according to the consent note. This will avoid the issuing of a "Late" warning when a student is late without a consent note.

## EARLY DEPARTURE

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

## EXCURSIONS

Parent/Guardian consent is required for all excursions, camps and extracurricular activities. A multievent and local activity form is signed by parents/guardians in Term 1. This provides consent for events held at the College or within a 10km radius. The College uses EdSmart to send excursion approval forms. Parents will receive notification via text or emails.

## ILLNESS

The Health Care Centre is operated by a registered nurse who deals with matters of first aid and illness that may arise during the day. If a student is too ill to attend class, a parent/guardian will be contacted to come to the school to take the student home.

Students who are unwell are collected from the Health Care Centre. If it is not possible for the parent/guardian or person delegated by the parent to pick up the student, it may be necessary for the student to be sent home by taxi at the parent's expense. Students should not report early in the morning with symptoms that were already visible earlier at home.

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

## DELIVERY OF MESSAGES IN SCHOOL HOURS

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

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

## LOST PROPERTY

Students can only access the Lost Property area (near Student Services) before school, at recess and lunchtime and after school. All items of uniform and personal property ought be clearly labelled.

## COLLEGE EXPECTATIONS

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

To enable class groups to work effectively,

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

## SPECIFIC

### Eating in Class

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

## TRAVEL

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

- Cross Bayview Road using the supervised crossing.
- Walk to the railway station or bus stop via the Belgrave station underpass.
- Swipe on and off with their Myki card
- Present bus passes for Charter buses.
- Sit two to a seat and wear seatbelts in buses.
- Arrive at Charter bus stops on time so that everyone arrives at school punctually.
- Leave the train or bus in a clean condition.
- **Year 12 students who drive to school can use the Norbury Green car park. Students will enter via the main entrance off Bayview Road, and will exit via the driveway in front of the former Boarding House. In effect, this is a one-way drive through.**

## GROUNDNS

Students have responsibility for ensuring that the environment is clean. This means not dropping litter and picking up litter when requested by a teacher.

Students are to remain on the College property throughout the day. Visitors are not to call to see students during the school day. In exceptional circumstances visits may be arranged by seeking permission from the Principal or Deputy Principal. Visitors are required to sign in at Front Reception. Visitor badges must be worn on campus.

## HEALTH SAFETY

For the health of others, students are not to use aerosol-based sprays and, in particular, deodorant sprays and perfume at school.

## PROHIBITED SUBSTANCES

Students must not smoke cigarettes, consume alcoholic beverages or have/take drugs at school, whilst travelling to/from school or when participating in a College activity. Students who breach this health and safety rule will face a range of consequences, depending on the circumstances. Parents will be informed.

## CLASSROOM & STUDY

### PREPARATION

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

### LOCKERS

Before school, recess, lunchtime and after school are the appropriate access times. Students are not to go to lockers during class time unless authorised by a class teacher. All lockers are to be locked. Padlocks are supplied at school. Locker change requests are to be logged with Main Reception staff. Lockers are to be kept clean and tidy, both inside and out, at all times and are to be emptied out at the end of every year.

## VALUABLES/PERSONAL PROPERTY

Valuables should be left at home or if necessary inside locked lockers. If money needs to be brought to school this should be placed in a clearly labelled envelope and handed to Main Reception for storage in the College safe.

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

## CLASSROOMS

Students should enter classrooms in a quiet and orderly manner. They should leave the classrooms clean and tidy after each session.

## STUDENT CARDS - MaterShop/ID

Mater Christi College uses a debit card system called MaterShop to minimise the amount of cash that is brought to school.

Students can pre-order lunch directly from Café Bene before 10am. For instructions on how to use MaterShop please contact the College on 9754 6611.

Students use their Mater Christi College Student Photo ID Card as a debit card for Café Bene and to pay for photocopying. The account is also used to pay for optional camps and excursions.

## ACADEMIC HONESTY

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

### ACKNOWLEDGEMENT OF SOURCES / ACADEMIC HONESTY

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

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

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

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

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

### ACADEMIC DISHONESTY

Academic dishonesty includes:

- Plagiarism: the representation of the ideas or work (intellectual property) of another person as the student's own
- Collusion: allowing one's work to be copied or submitted for assessment by another
- Work that is the same as another student's. All parts of the work must be the student's own words.



- Duplication of work: submission or presentation of the same work for different assessments set by different teachers.
- Behaviour which results in a student gaining an unfair advantage or that affects the results of another student (for example, taking unauthorised materials into an examination or misconduct during an examination).
- Collaboration: students may collaborate on a task but if the final assessment is to be marked independently the work must be written by each Individual student and not as a group.

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

## CO-CURRICULAR ACTIVITIES

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

## REPRESENTING THE COLLEGE

Students who apply to represent the College (e.g., debating, sports teams) accept their responsibility to wear correct Mater Christi uniform for the occasion. This applies especially to sporting events, including senior students who may not take PE classes, but who wish to represent the College.

## STUDENT MANAGEMENT PROCESSES

Student management at Mater Christi College is based on the principles of Restorative Justice. Significant efforts are made to prevent and correct inappropriate behaviour rather than apply punitive measures. Direct disciplinary sanctions are imposed if a student's action is a threat to the safety of another member of the school community.

Staff record infringement notices electronically when applicable. These are acted upon in the following ways:

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

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

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

At no time is corporal punishment used.

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

## TIME OUT

The **Time Out** process may also be used as a supportive and/or corrective measure when inappropriate student behaviour in the classroom means that teaching or learning cannot proceed satisfactorily without intervention. In these cases students are withdrawn from the classroom by a senior staff member.

**Exit Cards** (permission to leave classroom and go to an agreed alternative venue) are also provided for some students as a support for managing behavioural matters.

## PERSONAL PROTECTION

Staff and students have the right to a safe and non-threatening teaching and learning environment.

Staff and students have the right to be respected and treated with consideration at all times. The following processes are used to address bullying concerns.

### Step 1

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

### Step 2

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

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

### Step 3

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

All incidents

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

## WHAT IS BULLYING AND HARASSMENT?

Bullying behaviours cause an imbalance of power with a deliberate intent to cause harm or distress.

Bullying behaviours may include:

- Hitting, punching, jostling or spitting
- Sexual harassment, including suggestive comments
- Threatening
- Hiding, damaging or destroying the property of others
- Putting others down
- Using offensive names, gestures or abusive language

- Making degrading comments about another’s culture, gender, religious, social background value or beliefs or sexual preference
- Ridiculing a person about her/his body, face, abilities, disabilities, allergies or achievements
- Inappropriate electronic messaging or distribution of photographic images.
- Writing graffiti about others
- Writing crude notes or making crude drawings
- Spreading rumours about people or their families
- Deliberate exclusion
- Extortion
- Encouraging others to commit any of these acts, e.g., by laughing

Mater Christi College is a signatory to the Kandersteg Declaration - an international commitment to promote healthy relationships and prevent bullying and victimisation in children and youth.

## CHILD SAFE STANDARDS

The care, safety and wellbeing of children and young people is a central and fundamental responsibility of our school. Whilst a student may approach any member of staff in regards to student safety concerns, Student Protection Officers support student safety and key staff contacts for students.

The MCC Student Protection Officers are :

Shae Mayes Head of Senior School <a href="mailto:mayes_s@materchristi.edu.au">mayes_s@materchristi.edu.au</a>	Marlo VanderZalm Head of Middle School <a href="mailto:vanderzalm_m@materchristi.edu.au">vanderzalm_m@materchristi.edu.au</a>	Jenny Lee International Program Coordinator <a href="mailto:lee_j@materchristi.edu.au">lee_j@materchristi.edu.au</a>
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## NETWORK AND ELECTRONIC DEVICE USAGE GUIDELINES

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

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

Guidelines, expectations and procedures are provided to protect the individual student, other students and the security and integrity of the College data and technology infrastructure. [Learning Technologies: Responsibilities & Acceptable Use Agreement](#)

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

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

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

## COLLEGE EXPECTATIONS

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

- a. The highest level of communication technology and software access.
- b. An environment of ownership, respect and responsibility.
- c. Every opportunity for growth and development in the use of communications technology.
- d. A safe and secure environment for personal work and files.
- e. Internet access for educational purposes.

## AS A CONSEQUENCE

Network users are expected to adhere to the following

1. Users can only remove or adjust hardware and/or peripheral devices with authorisation.
2. Users must check that all data storage devices are in good condition before use.
3. Users can only upload, download, copy, or store any software, shareware, or freeware on the network with prior authorisation.
4. Users can only use personal wireless broadband devices at school with authorisation.
5. Uploading, downloading or storing video, music or image files must be in accordance with College expectations and legislative requirements.
6. **Student mobile devices need to be charged overnight in readiness for use in all classes and securely stored when not in use.**
7. The use of all or any electronic communication device is to be authorised by the teacher. Otherwise students are required to switch off such devices and ensure their safe keeping at all times.
8. Mobile phones or other electronic devices may only be used in exams or assessments if these are authorised by the supervising teacher.
9. Users must inspect designated information technology facilities before use and report damages.
10. Users must keep passwords confidential and lock devices when unattended.
11. Users must ensure they have logged off the College network at the end of each day.

## RESPONSIBILITIES

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

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

Cyber-safety information is available on the following sites:

[Cyber Safety Solution](#)    [The Line](#)    [eSafety Commissioner](#)

Mater Christi College is an eSmart school and committed to supporting the creation of a cyber safe environment for all: [eSmart](#)

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

## Mater Christi College DIGITAL TECHNOLOGY EXPECTATIONS

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

- a. Use digital technology in a respectful way for legitimate work and education-related purposes
- b. Seek permission prior to recording any individual, class, school activity or any College event
- c. Adhere to copyright protocols and acknowledge sources appropriately
- d. Use social media sites when authorised, representing College values appropriately

## COLLEGE UNIFORM

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

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

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

The correct uniform consists of:

### SUMMER UNIFORM (TERMS 1 AND 4)

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

### WINTER UNIFORM (TERMS 2 AND 3)

- College winter skirt and College shirt OR College navy trousers and College shirt
- Plain white socks OR plain opaque tights (black or navy)
- Black leather school shoes. Lace up shoes are recommended. T-Bars and strong instep strap shoes are permitted. Slip-on styles are not permitted
- College jumper
- College jacket (optional)

- College spray jacket (**outdoor wear only**)
- College blue scarf (optional)
- College blue beanie (optional)
- Gloves permitted (black or navy)

## PHYSICAL EDUCATION UNIFORM

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

Senior school students may wear PE uniform for Dance and Drama classes.

Year 9 students undertaking Practical Expression Classes may also wear PE Uniform.

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

Makeup and nail polish are permitted but need to be minimal and unobtrusive, with nails at the appropriate length.

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

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

## COLLEGE UNIFORM SHOP:

Located outside College Hall. Telephone: 9757 0815

Open Tuesday & Thursday 1:00pm - 4:00pm CLOSED during school holidays

Payment by phone with Credit Card is accepted.

Cheques to be made payable to BUXWEAR

## SUN PROTECTION POLICY

Mater Christi College follows these procedures related to sun protection in accordance with the procedures outlined in the Cancer Council Victoria's SunSmart Program. [Sun Protection Policy](#)

When outdoors, students are encouraged to wear sunscreen, hat and sunglasses wherever possible.

## SUN PROTECTIVE CLOTHING AND HATS

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

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

## SUNSCREEN

The use of SPF 50+ broad spectrum, water resistant sunscreen is encouraged and is available through the Health Centre and from PE/Sports teachers.

## EMERGENCY MANAGEMENT PLAN

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

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

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

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

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

In the event of an emergency, updated information is made available to parents and students via SMS or on the [College website](#)

## REPORTING PROCEDURES

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

In addition to this, there is a cycle of formal reports and progress meetings.

At the end of Term One and Term Three, each student receives a Progress Statement. Following the distribution of this statement, the student and parents are invited to discuss the student's progress with her teachers at a scheduled Progress Meeting. The Progress Meeting is an integral part of the reporting process.

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

Progress Meetings follow the distribution of Semester reports.

### In general:

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

## PROGRESS MEETING BOOKINGS

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

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

# HOME STUDY

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

1. Preparation for class
2. Consolidate learning already covered in class
3. Enrichment of Learning
4. Drafting / Editing before submission

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

## STUDY

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

Year 7 & 8 6 hours per week over 4 nights ( February is homework free)

Year 9 9 hours per week over 4 nights

Year 10 10½ hours per week over 5 nights

Year 11 12½ hours per week over 5 nights

Year 12 A minimum of 15 to 20 hours per week depending upon subjects

## WORK SUBMISSION POLICY

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

## LEARNING COMMONS

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

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

The Teacher Librarians assist students with their learning. They also teach information fluency and research skills classes to help students become independent researchers and life-long learners.



Learning Commons expectations:

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

For more information refer to the [College website](#)

## SENIOR SCHOOL INFORMATION

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

### STUDENT RESPONSIBILITIES

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

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

### SCHOLASTICA

Senior School students are able to access the Scholastica Study Centre for silent individual study. Group work should be done in the Learning Commons as arranged by individual teachers. All students in Years 10 and 11 who have private study periods are required to be in Scholastica for private study as listed on their timetable. In cases of teacher absence some classes may also be sent to Scholastica. Year 12 students may use Scholastica for all private study periods, recess, lunchtimes and after school. All students in Scholastica are to follow the expected protocols and behave in a courteous and respectful manner towards staff and fellow students. Students are expected to abide by the College policy concerning appropriate use of technology when in Scholastica. Senior School students may stay after school for Private Study in Scholastica. Scholastica is open from 8:00am to 5:30pm

Monday to Friday. There will also be supervised Private Study as advised at the commencement of the academic year. Students must sign in and sign out electronically when using Scholastica.

## ATTENDANCE AND ASSESSMENT

In accordance with the expectations of the Victorian and Curriculum Assessment Authority (VCAA), Mater Christi College requires that students attend 100% of classes. Students who do not attend 100% of classes may be given an N for the outcomes studied in this time or may be required to attend recall days in the term breaks or at other times to make up for missed classes.

Students who are enrolled in VET and VCAL subjects are also expected to meet all attendance requirements. VET students are required to electronically sign out at Student Services via the Attendance Kiosk before they leave school grounds.

If students are intending to be absent due to family holidays during term time, a request must be made via a letter to the Principal.

Students in Year 12 who do not have scheduled classes in Period 4 may leave for Home Study at the start of lunchtime provided they have returned the Home Study permission form issued at the start of the year. If leaving at lunchtime, students are requested to sign out electronically via the Attendance Kiosk to indicate their departure from the College.

Any absences from class must be supported by either a medical certificate, a letter from parent/guardian or appropriate documentation. This is shown to, and signed by, the Subject teacher and then given to the Pastoral Teacher for filing in Pastoral Group files.

Should an absence cause a student to miss an assessment for Units 1 – 4 subjects; a medical certificate is required. A Rescheduling Form should be downloaded from the College Intranet and completed. **It is the student's responsibility to ensure that this is done according to the instructions on the form.** Results from SACs and SATs may not be recorded if these expectations are not fully followed.

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

## SACs, SATs AND EXAMS

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

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

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

All students in the Senior School are expected to develop independent learning behaviours and regular home study.

## SENIOR SCHOOL LEARNING PANEL

The Senior School Learning Panel works closely with students to ensure they are supported in their learning. The Head of Senior School and the Year Learning Coordinators meet once per fortnight with students who have been identified by subject teachers as requiring extra support. Parents will be notified via email of the discussions and outcomes of the meeting.

# MIDDLE SCHOOL INFORMATION

## CURRICULUM

The Curriculum in Years 7, 8 & 9 is based on the Middle Years Program (MYP) of the International Baccalaureate. It is an enquiry based framework designed to encourage students to develop independence in their learning, set personal goals and reflect on growth. Students undertake courses in Arts, Sciences, Mathematics, English, LOTE (French or Chinese), Technology, Health and Physical Education, Humanities and Religious Education.

## YEAR 9 DISCOVER

DISCOVER enables Year 9 students to participate more effectively and creatively in learning activities which better prepare them for Senior School studies. The program aims to develop connected, confident and resilient learners, excited by and engaged in developing transferable skills such as communication, collaboration, self-management, research, problem-solving and critical thinking

## THE MYP LEARNER PROFILE

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

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

**I am knowledgeable:** I explore concepts, ideas and issues that have local and global significance. In so doing, I acquire in-depth knowledge and understanding across a broad and balanced range of disciplines

**I am a thinker:** I exercise initiative in applying thinking skills critically and creatively to recognise and approach complex problems, and make reasoned, ethical decisions

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

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

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

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

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

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

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

## LEARNING CONVERSATIONS

At the end of each reporting period, Year Learning Coordinators will review all students results. As a follow up, any student not meeting her full potential will be required to have a learning conversation with her Pastoral Group teacher. The aim of this meeting is to address areas of concern and to set goals for further improvement and identify strategies for improvement both in and out of the classroom.

## STUDENT LEADERSHIP

There are many opportunities for students to be leaders, both formally and informally, across all year levels. Students are encouraged to be advocates and spokeswomen for others both within and beyond the College community and to demonstrate leadership qualities.

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

### STUDENT REPRESENTATIVE COUNCIL - GENERAL

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

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

The College Captains lead the General Meeting of the SRC Representatives, which is attended by all Year level representatives, and issue a meeting agenda prior to each meeting. Meeting reminders and call for items are also the responsibility of the College Captains.

#### Student Representative Council - Year 12

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

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

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

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

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

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

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

Information regarding student leadership opportunities, programs and processes is available on EWS: General Information/Student Information/Leadership Information and Forms. The Head of Senior School oversees the Senior School Leadership Certificate Program.