

MATER CHRISTI COLLEGE
STUDENT GUIDE

A kind word is
better than the best gift
Benedict



Mater Christi

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Our story



Our history

When Mother Mary Olivera, Superior General of the Good Samaritan Order of the Catholic Church declared in 1962, "Let's build a boarding school on top of the hill in Belgrave," it's unlikely she could have foreseen the growth and innovation that would contribute to the contemporary and vibrant all-girls school that exists on the original site today. But what she would recognise as unmistakable is the compassion that has been at the heart of this learning community for over 50 years.

Her dream became a reality in 1964, when 62 girls trundled up the hill for their first day at Mater Christi College. And so began the school's connection with the local area that has endured over 50 years. Today, Mater Christi College is a modern, inclusive and warm community where girls feel safe, build friendships and become intelligent and reflective learners.

We take great care in the stewardship of our Good Samaritan heritage which empowers a learning community, with a constant theme of professionals committed to the education of girls to "become informed, creative and compassionate".

While the physical presence of the Sisters may not be as apparent as it once was, the heart of our school can be traced back to these courageous and determined women of faith. Our staff and students are committed to the philosophy of Good Samaritan Education, inspired by Benedictine values of hospitality, stewardship, community and humility.

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.

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 rest of the values: community, humility, peace and justice, hospitality, and stewardship help us to live well together, look after one another and our environment.

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 a 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.

College Motto - Informed Compassionate Creative

General 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 students 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.

Travel

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

- 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 may use Norbury Green car park. Students must enter via the main entry points in Bayview Road and exit via the driveway in front of the former Boarding House.

Delivery of messages

During the regular school day, mobile phones are to be kept in lockers. In cases of emergency, the School Office remains the primary point of contact for parents.

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.

Visitors

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.

Food

Students should not eat during class or in corridors unless with specific consent of a teacher. Water is allowed in class.

Stewardship

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

Aerosols

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, e-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.

Attendance expectations

- 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 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.

Absence notification

A phone call to 9757 0980 is required from a parent/carer for every absence from school. 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 the nominated mobile phone to verify the 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 arrival.

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

If notification is not received by 9.30am the College will forward an SMS to the 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".

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/carer. Prior to leaving class, the note must be 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. Otherwise, students must remain on the College property throughout the day.

Excursions

Parent/Carer consent is required for all excursions, camps and extracurricular activities. A multi-event and local activity form is signed by parents/carers 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 email.

Illness during the school day

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/carers 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/carers 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.

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.

[Full details of the uniform policy](#) are available on the College website.

Network and electronic device guidelines



Mater Christi College seeks to provide a contemporary learning environment which includes the use of digital and online resources.

The College is an eSmart School and is committed to supporting the creation of a cyber safe environment for all. Cyber safety help and information is available from College staff, at www.eSafety.gov.au and through SchoolTV on the College website.

In all instances, students are required to follow the terms and conditions of the **Digital Technologies User Agreement** which is available on the intranet.

The User Agreement reflects our values, especially those of respect, honesty and integrity.

When expectations are not met

The College applies the principles of Restorative Justice when dealing with inappropriate behaviour. We seek 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 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.

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.

The College reserves the right to apply appropriate consequences, such as detention for serious misbehaviour. At no time is corporal punishment permitted.

As per CECV Positive Behaviour Guidelines, when a student's behaviour poses an imminent threat or danger to herself or to others, it may be deemed as a last resort necessary to restrain or seclude the student. Such action is always proportionate to the harm it is intended to prevent and may only be used for the minimum time possible.

Students and Staff have the right to a safe and non-threatening teaching and learning environment. Students and staff have the right to be respected and treated with consideration at all times.

What is bullying and harassment?

Bullying and Harassment behaviours cause an imbalance of power with a deliberate intent to cause harm or distress. Bullying and harassment 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 or blackmail
- 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

The following processes are used to address bullying concerns.

Step 1

Decide how serious the incident is. If it is a minor once off-incident, you may be able to ignore it, in this way the initiator is not rewarded and may stop.

Step 2

If it does not stop, the person needs to be approached, preferably by the student if they feel comfortable to do this and told that their actions are unwarranted and illegal and that they must stop. The person is reminded that the College has a policy addressing Personal Protection and Respect.

The student should then also notify their Pastoral Group teacher. The Pastoral Group teacher / or teacher once aware of the matter will interview all students involved and seek to provide a satisfactory resolution.

Step 3

If the behaviour has continued and is considered to be bullying or harassment, the student will need to report the matter formally. The student should be supported to make this report with an appropriate member of staff / supportive friend. Such a report is made to the Pastoral Group teacher, Student Protection Leader, Year Learning

Coordinator, Head of School, College
Psychologist, Deputy Principal or Principal.

All students will be interviewed by the Head of School / Deputy Principal and parents will be informed.

Counselling may be recommended for the target and/or perpetrator of the bullying or harassment.

Step 4

Students who continue to be involved in further incidents of bullying or harassment will be interviewed by a College Leader together with their parents.

Step 5

Should the bullying or harassment continue, appropriate action which may include suspension, expulsion and referral to external agencies such as the Police will be taken by the Principal.

For students who are Bystanders

Bystanders are powerful and can provide powerful support for victims of bullying and harassment. Students who are aware of or witness to bullying behaviours should:

- Intervene if possible and tell the person to stop
- Refuse to join in the bullying
- Support the person by changing the subject or questioning the behaviour to distract or shift the focus
- Walk the person who is the target of bullying to help
- Reach out privately to check in with the person who is bullied to let them know they don't agree with it and that they care
- Notify a member of staff about the matter they have witnessed

Bullying and harassment can have serious consequences for short and long term mental health and wellbeing. It is important to seek help by reporting bullying to a member of staff. Once the school is made aware of bullying behaviour, this information must be addressed, and the College will work to resolve the issue.

Resolution may include actions such as supporting the individual receiving unwanted comments or behaviours, discussion with the reported perpetrator, contacting relevant parents/caregivers and may include taking the complaint to relevant authorities.

For all incidents:

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

If you do not feel safe

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 regard to student safety concerns, Student Protection Officers support student safety and key staff contacts for students.

Mater Christi College Student Protection Leaders are:

Shae Mayes - Head of Senior School
mayes_s@materchristi.edu.au

Marlo VanderZalm - Head of Middle School
vanderzalm_m@materchristi.edu.au

Personal safety



There is also lots of support and advice available within the community and online such as:

- [Youth Beyond Blue](#)
- [Kids Helpline](#) or 1800 55 1800
- [Young and eSafe](#)

The full Student Protection (Child Safety) Policy is available on the College Policies page of our website.

Email, Intranet – Notices, Timetable, Calendar

Students are responsible for monitoring and responding appropriately to relevant communication through the College email and intranet. Good routines are important to be informed and well organised.

Bell Times

Bell Times			
Regular Days		Day 9 (Thursday - Week 2)	
8.40 am	Music	8.40 am	Music
🔔 8.45 am	Period 1	🔔 8.45 am	Period 1
10.00 am	Recess	9.45 am	Move to Pastoral
10.20 am	Music	9.50am	Pastoral
🔔 10.25 am	Period 2	10.50 am	Recess
11.40 am	Move to Period 3	11.10 am	Music
11.45 am	Period 3*	🔔 11.15 am	Period 2
1.00 pm	Lunch	12.15pm	Move to Period 3
🔔 1.25 pm	Yard Duty swap	12.20 pm	Period 3
1.45 pm	Music	1.20 pm	Lunch
🔔 1.50 pm	Period 4	🔔 1.40 pm	Yard Duty swap
🔔 3.05 pm	Dismissal	2.00 pm	Music
		🔔 2.05 pm	Period 4
		🔔 3.05 pm	Dismissal

*Pastoral Day 4

Wet Weather Rooms

On nominated wet weather days, food and drink is to be consumed only in wet weather rooms.

Year 7 Lower F
Year 8 E205
Year 9 B300, B301, B302
Year 10 Pavilion
Year 11 C301, C302, C303
Year 12 Polding Centre

House Meeting Rooms

Chisholm	E205
Gibbons	Pavilion
Lyons	Polding Centre
Mackillop	Hall

Student ID Cards and MaterShop

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.

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.

Replacement ID Cards can be ordered through MaterShop.

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 should be clearly labelled.

Emergency Management

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.

Containment requires all students and staff to move to and remain in the nearest classroom/meeting room. The Containment alarm is a PA announcement about Sr Maureen's visit.

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

Student Support Services

Students can access specialist support through the Counselling and Health Care Centres. The psychologists provide counselling, assessment and programs to support individual students. Ongoing or additional support needs are referred to appropriate agencies and mental health practitioners. The nurses provide assistance for first aid needs, school-based care for students with chronic medical conditions and health care resources.

If a student becomes ill or has an accident during the day and is unable to attend classes, the student must go to the Health Care Centre for attention. If necessary, the nurse on duty will contact a parent or guardian to collect the student from school. It is essential that communication with home is co-ordinated by staff in order to ensure appropriate care.

Students requiring medication other than paracetamol or naproxen for occasional or daily use must complete a "Student Own Medication" form and return it to the Health Care Centre with the required medication so that it can be made available to them when needed.

Sun Protection

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

- When outdoors, students are encouraged to wear sunscreen, hat and sunglasses wherever possible.
- 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.
- The use of SPF 50+ broad spectrum, water resistant sunscreen is encouraged and is available through the Health Centre and from PE/Sports teachers.

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 times to access lockers. 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 at the end of every year.

Valuables and 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.

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

The dates for Progress Meetings are published on the College 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

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

- All work is to be submitted by the due dates.
- 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.
- Work submitted without an extension will be assessed as "satisfactory" or "not satisfactory". Teachers will provide feedback to the student.
- Where work is not submitted a Progress Notification may be sent to parents.
- Teachers may exercise discretion in extraordinary circumstances.
- Students can only submit work to Student Services staff before school, at recess and lunchtimes and after school.

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.

Acknowledging sources

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.

Students are 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 students'. 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.

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 during study periods or when sent by a teacher during class time.
- Bags and bottled water may be brought into the Learning Commons.

Participation

Students are expected to fully participate in the life of the College, both academic and co-curricular activities such as 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 like debating, Production, Presentation balls or trips organised by the College. Community service or detention as a consequence may be applied.

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 is committed to providing leadership training, experience and mentoring for all students during their time at the College.

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.

Representing the College

Students who apply to represent the College in co-curricular activities accept the responsibility to wear correct Mater Christi uniform for the occasion. This applies especially to sporting events, including senior students who might not study Physical Education, but who wish to represent the College.

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.

Expectations of Senior School student

In order to achieve well 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 and other communication channels for teacher contact and information.
- save electronic work securely 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 directed to Scholastica. Year 12 students may use Scholastica for 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 which is open from 8.00am to 5.00pm Monday, Wednesday & Friday and 8.00am to 7.00pm Tuesday and Thursday. 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 written request must be made 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/carer or appropriate documentation. This is shown to and signed by the Subject teacher or Pastoral teacher and then filed.

Should an absence cause a student to miss an assessment for Units 1 – 4 subjects, a medical certificate is required. This includes absence when a SAT is due. 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. If a student fails to provide adequate documentation to explain the absence, the

work may only be eligible for an S result without a graded result.

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 punctually 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.

Exams 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 its conclusion.

Senior School Learning Panel

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

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.

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 invited to 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.

Feedback



We welcome student feedback about this document and daily life at Mater Christi College.

Ideas and observations can be shared with Heads of School or Year Learning Coordinators by email or conversation.

Mater Christi College is a contemporary Catholic Secondary School which inspires girls to be informed, compassionate and creative learners, leaders and advocates.