



# Parent Guidebook 2025

**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)  
204 Churchill Avenue, Braybrook 3019

t (03) 9296 5311  
e [communications@cccc.vic.edu.au](mailto:communications@cccc.vic.edu.au)  
w [www.cccc.vic.edu.au](http://www.cccc.vic.edu.au)

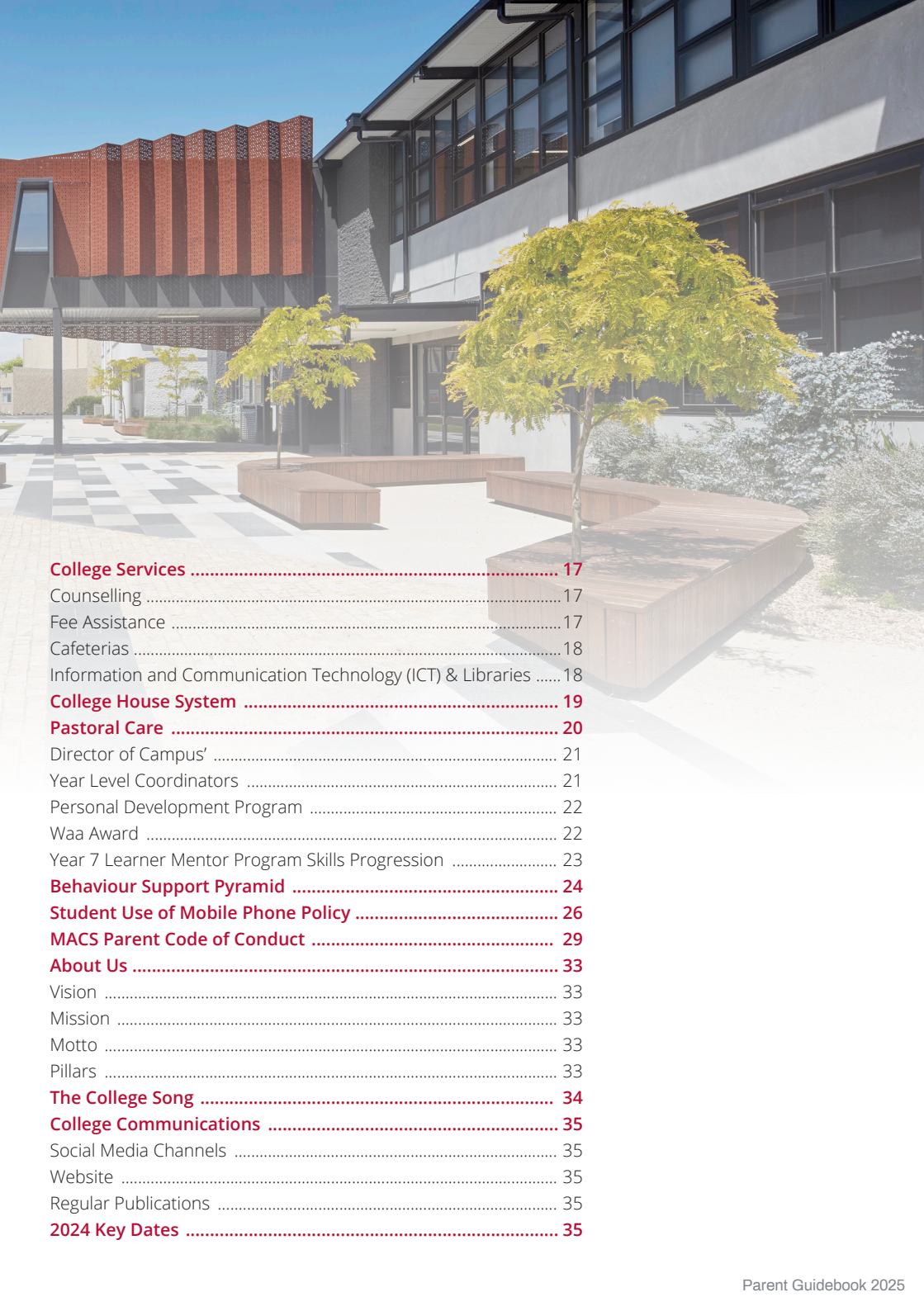
  
Melbourne Archdiocese  
Catholic Schools

  
CAROLINE  
CHISHOLM  
CATHOLIC COLLEGE



# Contents

<b>College Introduction .....</b>	<b>4</b>
Caroline Chisholm .....	4
<b>College Daily Life .....</b>	<b>5</b>
2025 College Bell Times .....	5
Office Hours .....	6
Daily Communication .....	6
Student Absences .....	6
Compass .....	7
Change of Details .....	7
Student ID Cards .....	8
Late to School .....	8
Leaving School Early .....	8
Uniforms .....	8
Books & Resources .....	9
Messages to Students During School Hours .....	9
Lost Property .....	9
Lockers and Locks .....	9
College Photography .....	9
Uniform Policy .....	10-13
<b>Transportation .....</b>	<b>14</b>
College Buses .....	14
Public Transport - Bus Services .....	14
Deer Park – Route No 4408/4416 .....	15
Sunshine Station – Route No 4412 .....	16
Bicycles .....	16



<b>College Services .....</b>	<b>17</b>
Counselling .....	17
Fee Assistance .....	17
Cafeterias .....	18
Information and Communication Technology (ICT) & Libraries .....	18
<b>College House System .....</b>	<b>19</b>
<b>Pastoral Care .....</b>	<b>20</b>
Director of Campus' .....	21
Year Level Coordinators .....	21
Personal Development Program .....	22
Waa Award .....	22
Year 7 Learner Mentor Program Skills Progression .....	23
<b>Behaviour Support Pyramid .....</b>	<b>24</b>
<b>Student Use of Mobile Phone Policy .....</b>	<b>26</b>
<b>MACS Parent Code of Conduct .....</b>	<b>29</b>
<b>About Us .....</b>	<b>33</b>
Vision .....	33
Mission .....	33
Motto .....	33
Pillars .....	33
<b>The College Song .....</b>	<b>34</b>
<b>College Communications .....</b>	<b>35</b>
Social Media Channels .....	35
Website .....	35
Regular Publications .....	35
<b>2024 Key Dates .....</b>	<b>35</b>

# College Introduction

Welcome to Caroline Chisholm Catholic College. We look forward to collaborating with you during your time with us. We have created this guidebook to provide you with a snapshot of the College and key details you need to know. Our commitment is to offer students a great high school experience where they will be cared for and nurtured, so they can become the best version of themselves.

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 65 years – amalgamated to form one College. We strive for learning excellence in a faith-filled, engaged and supportive environment.

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

Caroline Chisholm Catholic College is a Child Safe School and is part of the Melbourne Archdiocese Catholic Schools (MACS). All College policies and procedures can be found on our website, and our staff are here to help you with any questions you may have throughout the year.

## Caroline Chisholm

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

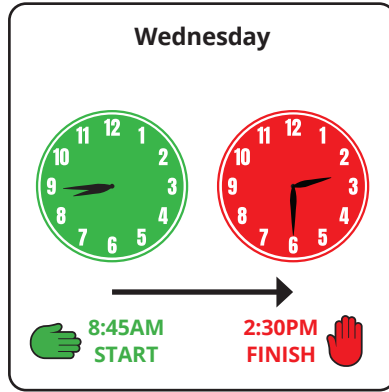
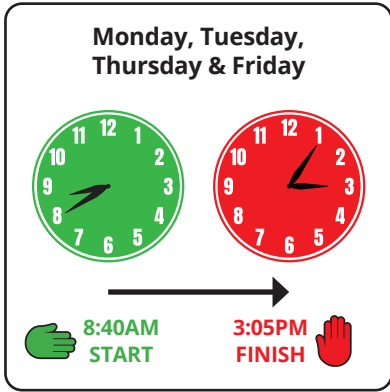
As a Catholic college, we are committed to providing all students with an environment that values diversity and respects differences in our community. Where each person is treated in a fair and just manner, and one that continues the work of Caroline Chisholm.



# College Daily Life

## 2025 College Bell Times

The bell times are the same across all three campuses. **Please note:** Our weekly Wednesday timetable does not include a Period 8, so sees a 2:30pm dismissal time, which is different from other days.



Time	Monday	Tuesday	Thursday	Friday
8:40 AM - 8:55 AM	Learner Mentor	Learner Mentor	Learner Mentor	Learner Mentor
8:55 AM - 9:55 AM	Period 1	Period 1	Learner Mentor	Period 1
9:55 AM - 10:55 AM	Period 2	Period 2	Period 2	Period 2
10:55 AM - 11:15 AM	Recess	Recess	Recess	Recess
11:20 AM - 12:20 PM	Period 3	Period 3	Period 3	Period 3
12:20 PM - 1:20 PM	Period 4	Period 4	Period 4	Period 4
1:20 PM - 2:00 PM	Lunch	Lunch	Lunch	Lunch
2:05 PM - 3:05 PM	Period 5	Period 5	Period 5	Period 5
3:05 PM	Dismissal	Dismissal	Dismissal	Dismissal

Time	Wednesday
8:45 AM	Learner Mentor (30min)
9:15 AM - 10:15 AM	Period 1
10:15 AM - 10:40 AM	Recess (25min)
10:45 AM - 11:45 AM	Period 2
11:45 AM - 12:45 PM	Period 3
12:45 PM - 1:25 PM	Lunch
1:30 PM - 2:30 PM	Period 4
2:30 PM	Dismissal

The College runs a 10 day cycle timetable.

Learner Mentors will take place for 15 minutes each morning in the first period of the day, with a 30 minute session on Wednesday and a 75 minute session on Thursday.

# Office Hours

<b>204 Churchill Avenue:</b>	8:00am – 4:30pm ( <i>student entrance opens at 8am</i> )
<b>65 Churchill Avenue:</b>	8:00am – 4:00pm ( <i>student entrance opens at 8am</i> )
<b>Accounts (204 Churchill Ave):</b>	8:00am – 4:30pm
<b>Student Free Days (204 only):</b>	8:00am – 4:00pm

# Daily Communication

<b>College Phone Number:</b>	<b>(03) 9296 5311</b>
For Student Absences	Press 1 or call (03) 9296 5333
For Finance & Fees	Press 2
For Enrolments	Press 3
For Reception	Press 4

**Please note:** The College's main phone number, (03) 9296 5311, will be displayed as the caller ID when calls are made. Individual staff phone extensions are not displayed. Please provide reception with your child's name and student ID when returning calls. This will assist in connecting you to the right person.

# Student Absences

**Parents / carers need to call (03) 9296 5333 before 8:30am**, to inform the College of their child's absence or whereabouts to avoid unnecessary SMS messages or worry.

**Please provide the following details when leaving a message:**

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

**Upon return:**

- 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 such as 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.

## Unknown Absence

SMS messages are sent after Period 1 to notify parents / carers of students who have not arrived at their allocated class/event. The SMS will ask parents / carers to contact the College and confirm their child's absence for the day in question.

# Compass

Compass is our school management system that provides information about the College and your child.

## Through 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 contact details
- View your child's timetable and school events calendar
- View your child's assessment tasks
- Order and pay for school photos, upload funds, pay for special events
- Download and view your child's Semester Reports and Progress Reports
- Booking Learner Mentor meeting when required
- Fill in and sign excursion permission slips
- Top up your child's student card for purchasing food at the cafeteria

## Compass can be accessed in three ways:

1. Click on the Compass icon on the homepage of the College website.
2. Download the Compass App via your online store (iTunes, Google Play, etc.).
  - Search for 'Compass School Manager.' (The App is free to download).
3. You can also access Compass directly via the following link  
**<https://cccc-vic.compass.education/>**



## Notes

- Your username and password are 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 your time at the College, including email correspondence and SMS texts.

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

**If you require support** with logging into your account, password issues or specific College events please contact the College's internal Compass Support Team by emailing **[CompassSupport@cccc.vic.edu.au](mailto:CompassSupport@cccc.vic.edu.au)** or calling the College on (03) 9296 5311.

*For how to guides and FAQs, please visit our website.*

# 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 can collect a Change of Details form from reception to complete and return to the College. Your details will be updated accordingly. Please ensure your contact details are accurate. If there are any changes to your contact numbers, address or email address, please update your details as soon as possible.

## Student ID Cards

Students will be given an ID card to indicate they are a student of the College. It is to always be carried with them as it is used to:

- borrow books
- printer & photocopying use
- purchase food from the cafeteria
- sign in and out of the College
- be shown or given to any member of the College staff who requests it.

If the ID card is lost, students need to report it to Student Services immediately. Replacement cards are charged a \$10 fee, subject to change, and must be ordered online via Compass.

**It is imperative students attend the College Photo Day in early February as new ID card photos are taken at the beginning of the school year.**

## Late to School

If students arrive at the College after Locker Bell has rang, it is considered late. The student entrance will be locked and signing in via our Compass Kiosks at each site's reception is required to receive their late pass.

It is a requirement that this late pass is signed by a parent / carer and returned to the Learner Mentor the following day.

If a student is coming late to College after an appointment, parents must provide a signed note for students to provide to the College.



## Leaving School Early

If a student needs to leave the College early for an appointment or any other reason, the following process is required:

- Parents/carers provide a note for students to bring to the 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 a leave pass
- Parents/carers must report to reception to collect their child
- All students require written permission by the primary parent/carer when travelling by public transport or being collected by a non-primary parent/carer.

## Uniforms

Students are 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, this includes public spaces and traveling to and from school.

The College's uniform supplier is Academy Uniforms. You can purchase online via [www.academyuniforms.com.au](http://www.academyuniforms.com.au) or by visiting the store at Unit 2, 51-53 Westwood Drive, Ravenhall.



## Books & Resources

Our preferred textbooks and general stationary supplier is Campion Education, along with Atelier Art Supplies for Arts subjects.

Our books and resources lists are provided towards the end of each school year, in preparation for the following year level. This is communicated via Compass to both students and parents.

## Messages to Students During School Hours

If you need to contact your child during scheduled class time regarding an urgent matter, please **contact the College on (03) 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. This 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.

If a student forgets the combination to their lock, they are to see Student Services, their Learner Mentor or Year Level Coordinator, who keep a record and will assist.

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

If a student loses their lock, they can purchase a new one from the College for \$20 via our accounts department.



## College Photography

Throughout each school year, we take photos and videos at school events, activities as well as during class time with the intention of using these for a variety of reasons including general school promotion. At the time of enrolment, families had the option to give consent to the College to use photos and images of your child, taken for educational purposes, for external and internal College promotional use. If this consent changes at any time, please email your child's name and ID number to [marketing@cccc.vic.edu.au](mailto:marketing@cccc.vic.edu.au).

# Uniform Policy

## General Notes

Term 1 & 4 it is permitted for shirts to remain untucked and open neck with no tie. In these instances, shirts must remain neat, tailored, and flat bottomed to remain presentable.

Wearing of scarves in Terms 1 & 4 is not allowed. We ask parents to remind their sons and daughters of our expectations.

## College Blazer

During Term 1 & 4, blazers are optional, with the exception of formal functions or unless instructed otherwise.

## Girls' Summer Uniform Expectations - Terms 1 & 4

- College summer dress at knee length with white school socks no logo
- College winter skirt knee length with white school socks no logo
- College white short sleeve collard blouse

OR

- Tailored college grey shorts or pants with black socks no logo
- College white collared short sleeve blouse
- College black tie (optional for Sacred Heart (SH) students)  
or College grey tie (optional for Christ the King (CTK) students)



## Girls' Winter Uniform Expectations - Terms 2 & 3

The College red jumper or Year 12 jumper, along with the College scarf, are optional items.

- College tailored grey pants with black socks - no logo, or College Winter skirt knee length, with black tights
- College white collared long sleeve blouse, tucked in with top button done up and tie
- College black tie (SH) or College grey tie (CTK)
- Blazer as the outer garment



## Boys' Summer Uniform Expectations - Terms 1 & 4

- College grey pants or shorts with black socks no logo
- College white collared shirt straight cut
- College black tie (optional for SH)
- College grey tie (optional for SJ)



## Boys' Winter Uniform Expectations - Terms 2 & 3

The College red jumper or Year 12 jumper, along with the College scarf, are optional items.

- College grey pants with black school socks no logo
- College white short or long sleeve shirt, tucked in
- College black tie (SH)
- College grey tie (SJ)



## Physical Education Uniform

### SUMMER

- College short sleeve red polo shirt with crest
- College black shorts
- White or black sports socks
- Supportive lace-up runners
- College fleece jacket



### WINTER

- College black tracksuit pants
- College red polo shirt with crest
- College fleece jacket
- White or black sports socks
- Supportive lace-up runners



# Accessories

## Shoes Expectations

Flat, plain black leather lace-up OR T-Bar school shoes.  
School shoes must be worn in any practical based subject.



## Physical Education Accessories

### Sport Cap

Required in Term 1 and 4 when PE classes are outside.



### Supportive lace-up runners

Shoes must have a supportive sole that does not bend or twist, a supportive heel that cannot be pressed in or down, must have laces and be done up during activity.



### Unacceptable shoes



## Sunscreen

Caroline Chisholm Catholic College is a SunSmart school.  
Sunscreen should be supplied by families for students to use in Term 1 and 4.

## Hair Accessories

Hair-ties, ribbons or hairbands may be worn in College colours of Red, Black and White only. Other hair accessories are not permitted, e.g. beads, bandanas.

## Belt

Plain black leather-look belt (no large buckles or logo).

## Jewellery

- Students are permitted to wear a watch and/or a small religious medallion on a necklace.
- All other jewellery, including charity or religious wristbands, are not permitted.
- Only one earring per ear is permitted.
- Earrings must be plain silver or gold studs or sleepers, no larger than 3mm in diameter.
- See the Uniform Requirements Policy.



## Bags

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



## Hair Expectations

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 2 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
- 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
- False eyelashes and/or eyelash extensions 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 or sent home. Ongoing instances may result in further consequences.

## Items Not Permitted

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

## 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 a Uniform Pass, which students should carry with them for the duration.

Learner Mentors will monitor the number of occasions on which a student is out of uniform, 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 Year Level Coordinator may issue consequences as appropriate, including being sent home.

We understand that there may be 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.



# 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 expected standards of behaviour.

## Public Transport - Bus Services

Public buses operate daily around the College. Please refer to [www.ptv.vic.gov.au](http://www.ptv.vic.gov.au) for further details and general bus route information.

After school each day, apart from Wednesdays, the following special services also operate for Caroline Chisholm Catholic College students only. These services are run by bus company, Kinetic. **Please note**, times are an approximate and subject to change.

There is a Derrimut school bus that runs to and from school which departs from Derrimut Primary School.

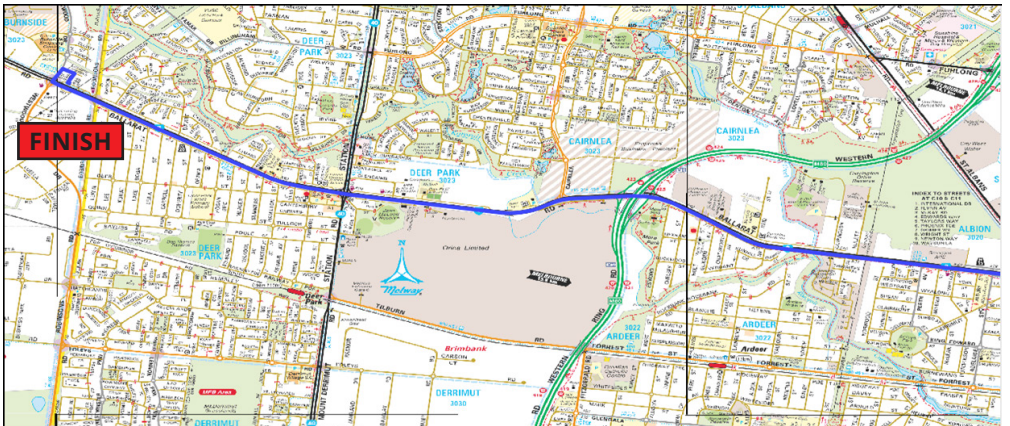
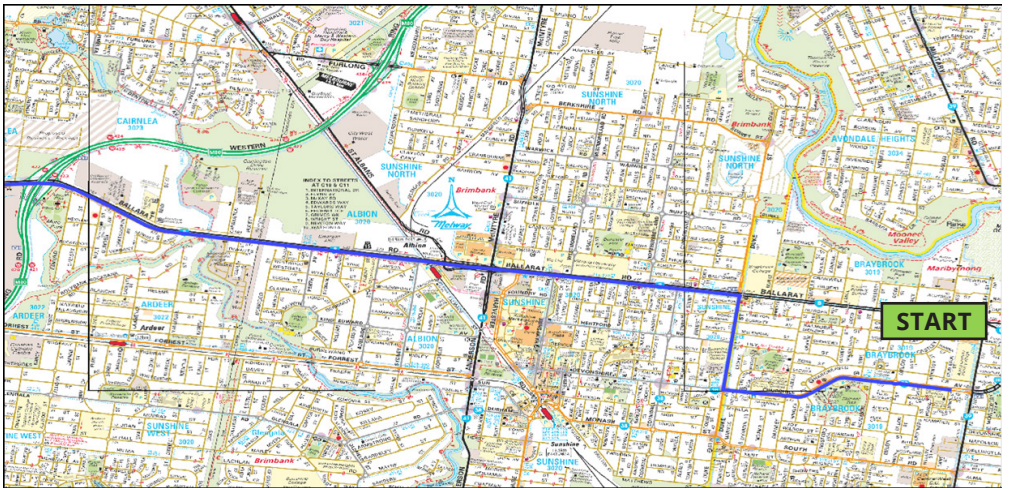
There is currently a wait list for this service. If you would like to be added to the wait list, please contact our Registrar on [registrar@cccc.vic.edu.au](mailto:registrar@cccc.vic.edu.au)

# Special Bus Services run by Kinetic

## Deer Park – Route No 4408/4416

Depart: Christ the King campus 15:15/15:25  
Depart: St John's / Sacred Heart campus 15:20/15:30  
Arrival: Westwood Drive / Ballarat Rd, Deer Park West 15:45/15:55

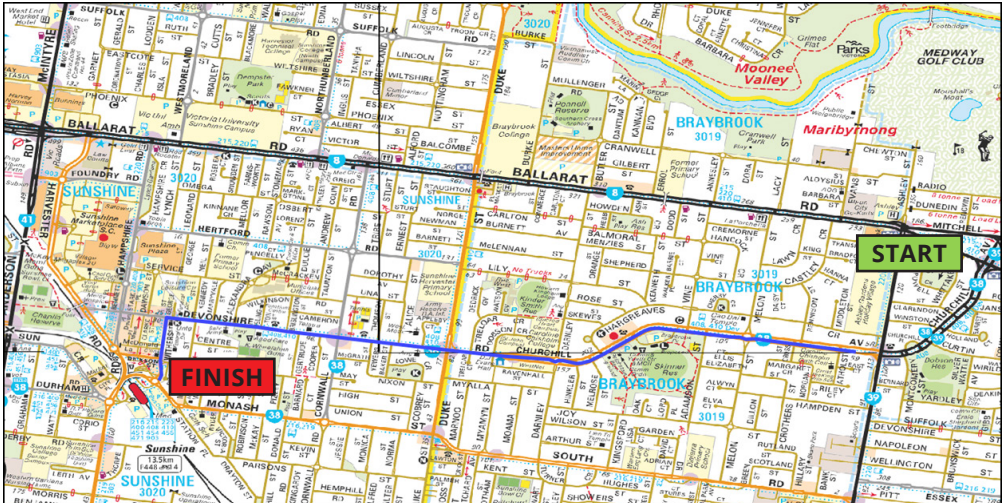
Description: Depart Caroline Chisholm Catholic College (Christ the King), Braybrook via Churchill Avenue, Caroline Chisholm College (St John's campus), Churchill Avenue, (R) Duke Street, (L) Ballarat Road, (R) Westwood Drive, (R) Service Road  
Set down at Westwood Drive / Ballarat Road



## Sunshine Station – Route No 4412

Depart: Christ the King campus 15:13  
Depart: St John's / Sacred Heart campus 15:20  
Arrival: Sunshine Station – Bay 10 15:28

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



## Bicycles

There is storage for bicycles at school grounds for students who wish to cycle to school. It is expected that:

- Students follow normal road rules to and from school
- Students wear a helmet
- Student's bikes are fitted with sufficient lighting and bells
- While on school grounds, students only walk their bike to the storage area.

Parents / carers will be asked to arrange transport for the student in cases where safety requirements are not met.





# College Services

## Wellbeing Support

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.

Students have access to qualified wellbeing counsellors during their time at the college should they require additional support. To book in a counsellor session, we encourage students to speak to their Learner Mentor or trusted Teacher/Staff member, so they can arrange a meeting. We also have a psychologist on staff.

## 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 accessed through the College Accounts department. 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 Accounts department 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 (03) 9296 5311.

## Cafeterias

Caroline Chisholm Catholic College operates cafeterias for all campuses. The cafeterias are open for recess and lunchtime. Students can order their lunch using Compass, or put money on their student card using the Compass kiosks at the school to purchase their lunch at the cafeteria.

Students will have the options of various meals throughout the year and can check with the cafeteria staff what is available on certain days. The cafeteria aims to supply healthy and nutritious meals daily.

Breakfast Minsitry Club runs each Tuesday, Wednesday and Thursday from 8.00am to 8.30am on both campuses in the cafeterias. A free breakfast of cereals, toast and fruit is provided and all students are welcome to participate.

## Information and Communication Technology (ICT) & Libraries

Our Information and Communication Technology (ICT) team is located onsite within both libraries. Students can visit them outside of class time if they have any issues with laptops or school technology related applications. Please note that all students sign an ICT contract agreeing to adhere to the school rules for using the laptops and will use laptops for majority of classes. Students will receive a new laptop in Year 7 to use until Year 9, then again in Year 10, to use until Year 12.

Both campuses have libraries that students can access before, during and after school. They will need their College Compass ID Card to borrow books. Both libraries are treated as one, meaning they can borrow books from either campus.

### Thomas Murray Information Services Centre (TISC)

65 Churchill Avenue Site

Monday – Friday 8pm – 4pm.

### Bouchard Information Services Centre (BISC)

204 Churchill Ave Site

Monday & Friday 8am – 4pm.

Tuesday, Wednesday & Thursday 8am – 4:30pm.





# College House System

Our House system develops students' sense of belonging to the College and fosters College and community spirit during special days such as Athletics Day, Awards Assemblies, Talent Quests and other College celebrations.

Our four Houses – Ambrose, Clare, Galgani and Lorenzo – are named after saints who are remembered for their work with the poor and their positive impact on society. Students will be allocated a House when they first join the college.





# Pastoral Care

At Caroline Chisholm Catholic College we understand the relationship between wellbeing and learning is critical to the growth of the whole person. Having a sense of belonging, feeling comfortable at school and being joyful and healthy has a direct impact on each student's ability for optimal learning, which enables them to flourish. Similarly, enjoying school and being engaged in learning influences a student's wellbeing, in particular their self-confidence and resilience.

The College provides a rich pastoral care program that supports students as they enter high school, through to graduation. We value positive relationships and partnerships between the College, home and community.

Learner Mentors, Year Level Coordinators, Directors of Campus and Deputy Principals oversee the wellbeing of their students and are involved in every stage of a student's life at the College. Learner Mentors offer a valuable first point of contact for parents who wish to discuss their child's progress.

The Learner Mentor (LM) program acts as the foundation for facilitating relationships between students, staff and parents/carers. LMs serve as coaches, mentors, guides, role models and they facilitate an open relationship. The easiest way to contact your child's LM is to email them via Compass.

# Director of Campus' and Year Level Coordinators

## Christ the King



**Director of Campus**  
Bianca Markovic



**Year 7 Level Coordinator**  
Linda Xie



**Year 8 Level Coordinator**  
Jane de Git



**Year 9 Level Coordinator**  
Jaswinder Kaur

## St John's



**Director of Campus**  
Tony Muller



**Year 7 Level Coordinator**  
Rina Hamdemir



**Year 8 Level Coordinator**  
Nick Carter



**Year 9 Level Coordinator**  
Benjamin Huynh-Diep

## Sacred Heart



**Director of Campus**  
Molly Coyne



**Year 10 Level Coordinator**  
Xavier Hayes



**Year 10 Level Coordinator**  
Amanda Jarrett



**Year 11 Level Coordinator**  
Peter Boulos



**Year 11 Level Coordinator**  
Eder Ramos



**Year 12 Level Coordinator**  
Karla Rangì



## Personal Development Program

Our Learner Mentor program includes a Personal Development Program (PDP). This ensures development in fundamental aspects of our students lives in a stage and age focused curriculum. The program sees students explore a range of skills each year known as 'Our Five Pillars' and aims to acknowledge the challenges facing our young people today. It also ensures a connection to faith and the Catholic tradition. We believe that each of the five pillars are essential for students to experience by the time they complete Year 12.

### Our Five Pillars of the Personal Development Program

It is our hope that by the time a student had completed Year 12, they will have achieved the following, also known as 'Our Five Pillars':

1. Leadership
2. Decision Making
3. Study Skills
4. Personal Wellbeing
5. Relationships

Each of 'Our Five Pillars' is linked to the Victorian Curriculum Capabilities.

## Waa Award

The Waa Award provide students with formal recognition of their positive engagement with the college across multiple areas. Rather than being a specific award for one specialty area, the Waa Award requires students to be actively involved across a range of school activities and events.

Students need to gain points in four broad areas, with minimum requirements for academic performance and community contribution. The four areas are:

1. Academic
2. Community
3. Culture
4. Sport

Students are presented with their awards at various formal events throughout the academic year.

# Year 7 Learner Mentor Program Skills Progression

Below is our Year 7 structure as an example of the PDP areas of focus and how they are addressed.

LEADERSHIP	DECISION MAKING	STUDY SKILLS	PERSONAL WELLBEING	RELATIONSHIPS
Identify key qualities of a 'good' leader (VCCCTQ033)	Define conscious decision making (VCECD017)	Identify ways of being organised (VCCCTM040) Digital Literacy	Define wellness (VCPSCSE034)	Celebrate our identity and community (VICICCD015)
Define the key qualities of a 'good' leader (VCCCTM040) (VCCCTR038)	Predict the impact of my conscious decisions (VCECD018)	Apply organisational strategies (VCCCTM041)	Describe ways to look after my whole self (VCECD018)	Celebrate my identity (VICICCB013)
Identify and apply my gifts & talents as a leader (VCPSCSO041)	Demonstrate positive decision making (VCECU016)	Reflect on how I can improve (VCPSCSE037)	Implement and assess ways of looking after my health and wellbeing (VCPSCSE036)	Justify human dignity for all people (VCPSCSO039)

By the end of Year 7, students will demonstrate flexibility in thinking by using a range of techniques to repurpose existing ideas or solutions to meet the needs of new contexts. Students will appreciate and reflect how cultural practices and religious beliefs contribute to individual and group identities. Students will recognise challenges and benefits of living and working in culturally diverse communities. Students will understand their own personal values and reflect on strategies to cope with difficult situations with a knowledge of resilience and adaptability.



Melbourne Archdiocese  
Catholic Schools



CAROLINE  
CHISHOLM  
CATHOLIC COLLEGE

# Behaviour Support Pyramid

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.

Illegal a  
Majo  
Serious

**Suspe**  
**Return to sch**  
**Negotiate**  
**Referral**

Persistent Lev  
TH

Physica  
Bystande  
Sustained bully  
Possession of illegal su

**Suspension, supp**  
**Return to s**

Persistent Lev  
Three detentions in a term  
Unsafe / destru  
Disrespectful and dishonest be  
Damage to C

**After school detention / remov**

Persistent Le  
Inappropriate behaviour  
Damage  
Truant t  
Offensive / inappropriate langua

**After scho**

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

**Community service**

Caroline Chisholm Catholic College's behaviour  
communication with parent / carer, and logging o



activities  
or theft  
violence

suspension  
school meeting  
and transfer  
to police

level 3 behaviour  
theft  
violence  
in a fight  
bullying / harassment  
substances / items, truancy

support / management plan  
school meeting

level 2 behaviour  
relating to same behaviour  
aggressive behaviour  
behaviour towards a staff member  
college property

removal from yard / possible suspension

level 1 behaviour  
in a public place or online  
damage to property  
absence from class  
inappropriate language or behaviour towards a student

school detention

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

home, lunchtime detention

Behavioural pyramid is based on restorative conversation,  
and Compass, including a record of parent contact

# LEVEL 5

Principal  
Deputy Principal Students  
Conditional Enrolment

# LEVEL 4

Deputy Principal Students  
Directors of Campus  
DOC Plan  
Conditional Enrolment

# LEVEL 3

Directors of Campus  
Year Level Coordinators  
YLC Plan  
DOC Plan

# LEVEL 2

Year Level Coordinators  
Learner Mentors  
Behavioural Support Cards  
Attendance Plan

# LEVEL 1

Learner Mentors  
Classroom / Yard Duty  
Teachers and Other Staff  
Attendance Plan

LEARNER MENTORS, COLLEGE COUNSELLORS + STUDENT SERVICES TEAM

# Students Use of Mobile Phone Policy



At Caroline Chisholm Catholic College we hold the care, safety and wellbeing of children and young people as a central and fundamental responsibility of our college. Our commitment is drawn from and inherent in the teaching and mission of Jesus Christ, with love, justice, and the sanctity of each human person at the heart of the gospel (*CECV Commitment to Child Safety*).

As a Catholic learning community, the College is committed to ensuring all students engage meaningfully in their learning, build a sense of hospitality and compassion, and create respectful relationships within the college community.

This policy is designed to ensure that Caroline Chisholm Catholic College complies with the eleven minimum child safe standards in line with *Ministerial Order 1359*. As educators, we have a mandatory obligation to create a culture which prioritises a safe, nurturing community for every child. The standards provide a framework for routinely reviewing and strengthening child safety strategies, policies, and practises. This policy outlines the requirements of the *Minister for Education* relating to students using mobile phones during school hours.

While technology can provide many opportunities for communication and learning, there are growing concerns about the relationship between excessive usage and its impact on learning and wellbeing for adolescents.

Caroline Chisholm Catholic College advocates for safe and responsible digital citizenship and prioritise the student's safety and wellbeing in the development of social skills and positive behaviour. As a learning community our role is to educate students in the responsible use of technology so that our students are able to:

- Build relationships and community by increasing face to face interactions and physical activity during breaks.
- Enhance learning through full engagement in classroom.
- Develop capacity for empowerment and self-regulation.

The aim of the policy is to provide a safe environment where students can learn without inappropriate mobile phone use including (cyber bullying) or distractions and provide greater opportunities for social interaction and physical activities during recess and lunchtime.

## Scope

This policy applies to all students who attend Caroline Chisholm Catholic College.

## Policy

It is the student's responsibility to show that the mobile devices are stored in a secure place. Each Caroline Chisholm Catholic College student is provided with their own locker and a combination lock.

Mobile phones are not permitted to be brought to class. Students need to be present and, in the moment, whilst at school and, as a college community, we want to promote fair and reasonable use of mobile phone devices. The use of technology is important, but there are risks and benefits from its use and need to be managed and responsibilities owned.

Mobile phones are not allowed in class unless specifically requested by the teacher and noted in the lesson plan. Students should be fully present and engaged during school hours. As a college community, we aim to encourage fair and reasonable use of mobile devices. While technology is important, its use comes with both risks and benefits that need to be managed responsibly.

## Rationale

The purpose of this policy is to provide:

- A safe environment to learn without inappropriate mobile phone use (including cyber bullying) or distractions.
- Create opportunities for social interactions and physical activity during recess and lunchtimes.
- Research confirms that mobile phones can negatively impact on educational outcomes for students. Constant notifications, messages and checking of phones is an ongoing distraction for students, limiting their ability to focus and concentrate on learning.

Research from Victorian Education Department shows: Ref <https://www.vic.gov.au/mobile-phones-schools#research>

- Even when a phone is not turned on but is close to a person, its physical proximity is distracting and reduces the person's ability to perform tasks.
- There is a link between the use of smartphones and an increase in depression, anxiety, and reduced happiness.
- Mobile phone content can influence our dopamine pathways leading to a battle for more and more of the users' time.
- Grades improve when mobile phones are banned from classes.

## Family Contact – Emergencies

The College acknowledges that most students own a mobile phone and the importance they now serve as a tool of communication between parents, carers, guardians, and students. In emergencies, parents can contact their children through the front office and reception staff will contact the student. Parents and carers are required to follow the school process with regards to making arrangements for collecting their students during the school day.

## Exceptions

A small number of exceptions may be made. These exceptions will only be available if a mobile phone is essential for a student in:

- Managing a diagnosed health condition (exemptions on medical grounds, will be permitted for the approval of Deputy Principals).
- Classroom learning only at teachers' discretion (including filming for specific classes).
- Liaise with the relevant Director of Campus with regards to certain students that use noise cancelling headphones for a wellbeing reason.
- Students may use wired headphones for learning purposes which can be purchased through the booklist.
- Year 12's may listen to music in their study space with wired headphones only.

## Expectations

- The individual student is responsible for the security of their phone. All students are provided with an individual combination lock to ensure that secure storage of their device is possible.
- The phone is to be turned off and locked in individual student's lockers throughout the school day, from the time they enter the school grounds until they exit the school grounds.
- For the canteen, students will need to ensure that they have their Compass ID card or a physical bank card to pay for items electronically. Alternatively, they may order their lunch online.
- Mobile phones may not be brought into any examination room.
- Students will not engage in personal attacks, harass another person, bully others, or post private information about another person using SMS messages, phone calls or via any other means.
- Students will not circulate any images that make reference and/or identify community members without their consent.
- Students will not circulate or view explicit images. Children under the age of 18 are unable to give consent to these types of images.

- Students will not use a VPN to bypass the school internet filtering system.
- Students are not to bring or use their phones on camps, excursions, sports days or the like.

## Headphones and Earbuds

- Headphones and earbuds may not be used.
- Students are not permitted to listen to music during class time.
- Students wearing headphones or earbuds whilst at school will have them confiscated until the end of day. The same process for phone confiscation will apply.

## Liability

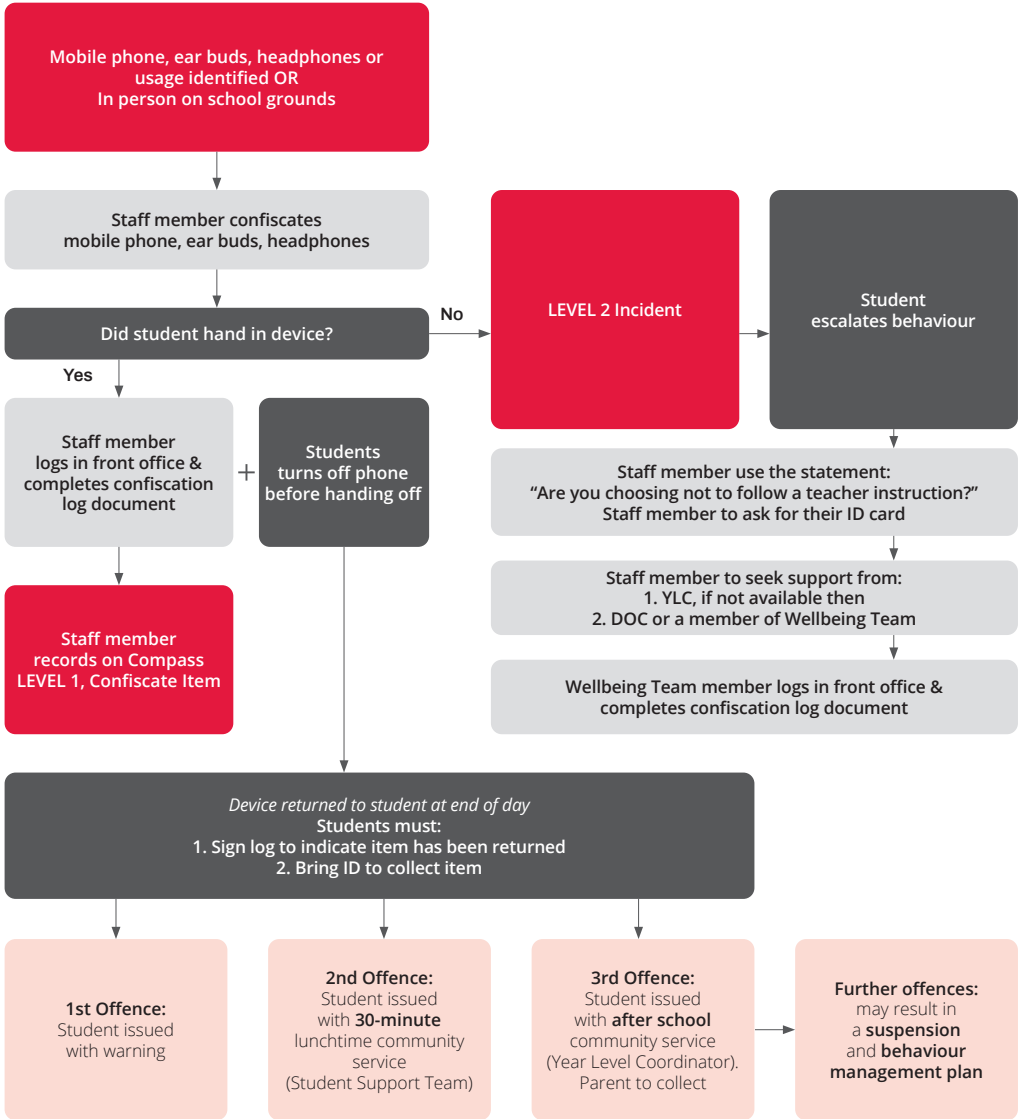
Students acknowledge that mobile phones/devices, earbuds, and headphones are brought to school at the owner's risk. The College does not hold insurance for personal property brought to school and will not pay for any loss or damage to such property. Phones should be identifiable, and password protected.

## Consequences

Students who are found using a mobile phone, ear buds or headphones during school time will have their devices confiscated and it will be placed at reception and collected by the student at the end of the school day by a member of the Wellbeing Team.

- If a student's mobile phone, ear buds, or headphones are confiscated for a third time, parents will be asked to collect the phone from reception on the student's behalf.

# Mobile Phone Device, Ear buds and Headphones Confiscation Process





Caroline Chisholm Catholic College is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS). This Code of Code is created with reference to Caroline Chisholm Catholic College Enrolment Policy and Caroline Chisholm Catholic College Enrolment Agreement. Parents/Guardians/Carers are expected to read, sign, and comply with the Code of Conduct for the student's enrolment to be accepted.

### Purpose

Caroline Chisholm Catholic College is committed to ensuring a respectful learning environment that is safe, positive, and supportive for all students, staff and visitors of the school.

It is the intention of Caroline Chisholm Catholic College to provide clear guidelines to all parents and visitors regarding the conduct expected of them while in a school environment or at College related places, engaging in school-related activities or representing the school. Parents/guardians/carers and visitors are expected to uphold the school's core values at all times.

### Scope

This Code of Conduct applies to all Caroline Chisholm Catholic College parents, guardians, carers and visitors to the school and school related places. The application of this code is not limited to the school site and school hours. It extends to all school-related activities and events (including, but not limited to: school fetes, camps or sporting events, online activity, etc.) and when visiting or representing the school.

### Principles

This Code of Conduct is based on the following principles that everyone at Caroline Chisholm Catholic College:

- has the right to be safe
- has the right to be treated with respect and be valued even in disagreement
- has the right to participate within a secure environment without interference, intimidation, harassment, bullying, discrimination or any harmful, threatening or abusive behaviour
- is encouraged to be respectful, polite, courteous and considerate of others
- has the right to be supported and challenged as ongoing learners.

### Expected conduct and bearing of all parents / guardians / carers

It is expected that every parent/guardian/carers will:

- uphold the school's core beliefs and values
- behave in a manner that does not endanger the health, safety and wellbeing of themselves or others
- abide by all health and safety rules and procedures operating within the school and other locations at which they may visit while representing the school
- ensure that their actions do not bring the school into disrepute
- respect school staff and accept their authority and direction within the exercise of their duties at the school
- observe all school rules as required

- strictly adhere to the school's policies and procedures as required
- behave with respect, courtesy, and consideration for others
- refrain from all forms of bullying and harassment
- refrain from any form of verbal insult or abuse and from any form of physical abuse or intimidation
- refrain from activities, conduct or communication that would reasonably be seen to undermine the reputation of the school, employees or students of the school, including activities on social media
- respect school property and the property of staff, contractors, volunteers and other students
- not be intoxicated by alcohol or under the influence of illicit drugs or other substances harmful to health while visiting the school site, attending school functions or engaging in school-based activities
- respect school staff and accept their authority and direction within the exercise of their duties at the school
- use the school's Complaints Handling Policy to seek resolution for any problems that arise and accept the school's procedures for handling matters of complaint.

## Unacceptable conduct

Unacceptable conduct includes, but is not limited to:

- touching, handling, pushing or otherwise physically or sexually engaging with students, children or others in a manner which is not appropriate and may endanger the health, safety and wellbeing of that person
- any form of physical or verbal violence including fighting, assault or threats of violence or behaviour that is otherwise harmful, threatening or abusive
- approaching a child that is not your own with a view to disciplining that child for their behaviour. Such matters are only to be dealt with by school staff
- approaching other school parents to resolve issues arising between students at school. Such matters should be referred to school staff
- any form of cyber bullying or cyber abuse that is directed towards the school, staff members, students or parents or any member connected to the school
- any form of threatening language, gestures or conduct
- language or conduct which is harmful, threatening, abusive or likely to offend, harass, bully or unfairly discriminate against any student, employee, contractor, volunteer or other
- corresponding or communicating with school staff in a manner which is unreasonable (including for example, via email or app's) in terms of the frequency or volume of communications, or the nature or tone of such communications
- theft, fraud or misuse of school resources
- the use of inappropriate or profane words or gestures and images
- visiting school, attending social, sporting or other functions while intoxicated by alcohol or under the influence of illicit drugs or other substances harmful to health
- smoking on the school premises or within the immediate environs of the school
- claiming to represent the school in any matter without explicit permission from the school principal to do so.

## Breach of the code of conduct

Parents/guardians/carers are, as a condition of enrolment, expected to read, sign, and comply with the Caroline Chisholm Catholic College Enrolment Agreement, Caroline Chisholm Catholic College Parent/Guardian/Carer Code of Conduct (**Code of Conduct**), and relevant school policies.

Parents/guardians/carers who breach this Code of Conduct or Enrolment Agreement will be contacted by the principal. Appropriate action, which may include limiting and reducing access to school grounds, attending school functions or school-based activities or, setting mandatory

parameters around methods and timing of communication, or imposing an Immediate or Ongoing School Community Safety Order is at the discretion of the principal and other authorised persons.

Should any parent/guardian/carer:

- (a) repeatedly breach the terms of the Agreement, Code of Conduct, and/or relevant school policies (after the parent/guardian/carer or the family collectively, has been warned that any further breach may result in a termination of enrolment); or
- (b) engage in conduct on a single occasion which constitutes a serious breach of the Code of Conduct and/or relevant school policies (involving for example, conduct which poses a serious risk to staff or student health and safety), the circumstances may result in a termination of their child's enrolment.
- (c) A termination of enrolment may also occur where any parent/guardian/carer has engaged in conduct on a single occasion which constitutes a serious breach of the Parent / Guardian / Carer Code of Conduct and/or relevant school policies (involving for example, conduct which poses a serious risk to staff or student health and safety.) In these circumstances, it will not be necessary for a warning to be given before consideration is given to termination of enrolment.

A decision to withdraw or terminate the enrolment of a student may only be made by the Director, Learning and Regional Services upon consideration of the following:

- the view of the principal of the school
- an objective assessment of all presenting circumstances, including the nature and gravity of the conduct and whether any previous warnings have been provided to the parent/guardian/carer
- the principles of procedural fairness are followed in the decision-making process, including an opportunity for the student and their family/guardians/carers to be heard, all relevant information considered.

Before any final decision as to termination of enrolment is made, the student's family will be provided with an opportunity to comment on and/or provide any relevant information for consideration in this regard.

In accordance with applicable legislation and the school's Child Safety and Wellbeing Policy, the police and/or 'Families and Children's Services' within the Department of Families, Fairness and Housing (DFFH), Commission for Children and Young People (CCYP), and/or any other relevant bodies will be informed of any unlawful breaches of this code.

Parent / guardian / carer code of conduct		
Parent 1/Guardian 1/ Carer 1 name		
Parent 1/Guardian 1/ Carer 1 signature		
Date		
Parent 2/ Guardian 2/ Carer 2 name		
Parent 2/Guardian 2/ Carer 2 signature		
Date		

## Policy information table

<b>Responsible director</b>	Director, Learning and Regional Services
<b>Policy owner</b>	General Manager, Learning Diversity
<b>Approving authority</b>	Executive Director
<b>Assigned board committee</b>	Education Strategy and Policy
<b>Approval date</b>	10 May 2025
<b>Risk rating</b>	High
<b>Date of next review</b>	May 2025
<b>Publication details</b>	CEVN, school website

POLICY DATABASE INFORMATION	
<b>Assigned Framework</b>	Enrolment of Students
<b>Related documents</b>	Enrolment Policy Enrolment Agreement Enrolment Form Student Code of Conduct
<b>Superseded documents</b>	Parent Guardian Carer Code of Conduct – v2.0 – 2022
<b>New policy</b>	





# About Us

We are a co-educational secondary college in Melbourne's inner west, dedicated to learning excellence in an engaged, faith-filled and supportive environment.

Students enjoy a single-sex education in their formative years at separate all-girls and all-boys campuses in Years 7 to 9, before moving to our senior co-ed campus in Years 10 to 12.

## 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.

## Motto

Many Minds, One Heart.

## Pillars

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

# The College Song

We sing our College Song proudly to celebrate the successes of our school together.

## *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.*

Written by Angeline Ferris  
Music by Danny Dharumasena,  
David Dharumasena & Mark John



# 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 are appreciated.

**Facebook:** @carolinechisholmcatholiccollege

**Instagram:** @carolinechisholmcatholiccoll

**YouTube:** CarolineChisholmCatholicCollege

**LinkedIn:** CarolineChisholmCatholicCollege

## Website

The College website provides detailed curriculum information for prospective and current families. The website also features the latest news and events. To learn more, visit [www.cccc.vic.edu.au](http://www.cccc.vic.edu.au)

## Regular Publications

### Churchill News

Churchill News is our fortnightly newsletter. This is posted on Compass, as well as on our website.

### The FACE Yearbook

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

### Alumni Times

Graduating from Caroline Chisholm Catholic College doesn't mean losing your connection to the College. We celebrate past students and achievements through Alumni Times, a bi-annual publication. You can read the latest digital edition online via our website.

# 2025 Key Dates

Key dates and upcoming events are communicated via the College Newsletter and on Compass.

### Term One:

**Thursday 30th January:** Year 7, 10, 11 and 12 students commence

**Friday 31st January:** Year 8 & 9 students commence

**Friday 4th April:** Final day of Term 1. All year levels conclude at 1.00pm.

### Term 2:

**Tuesday 22nd April:** All students commence

**Friday 4th July:** Sacred Heart Day fair and final day of Term 2

### Term 3:

**Tuesday 22nd July:** All students commence

**Friday 19th September:** Final day of Term 2

### Term 4:

**Monday 6th October:** All students commence

**Wednesday 22 October:** Year 12 students conclude formal schooling

**Friday 5 December:** Year 7-9 students conclude.



**Christ the King Campus**

65 Churchill Ave, Braybrook 3019

**St John's & Sacred Heart Campus'**

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