



# Student Guidebook



Melbourne Archdiocese  
Catholic Schools



CAROLINE  
CHISHOLM  
CATHOLIC COLLEGE



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# Key Contact Information

## Office Hours

**204 Churchill Avenue:** 8:00am – 4:30pm (student entrance opens at 8am)

**65 Churchill Avenue:** 8:00am – 4:00pm (student entrance opens at 8am)

**Accounts (204 Churchill Ave):** 8:00am – 4:30pm

**Student Free Days (204 only):** 8:00am – 4:00pm

## Daily Communication

**College Phone Number: (03) 9296 5311**

For Student Absences Press 1 or call (03) 9296 5333

For Finance & Fees Press 2

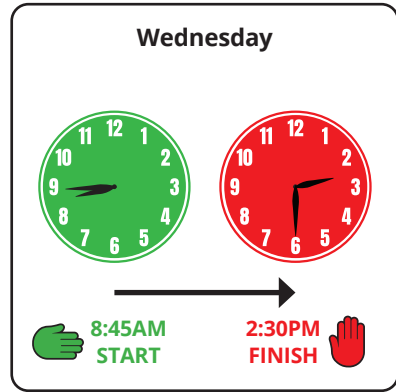
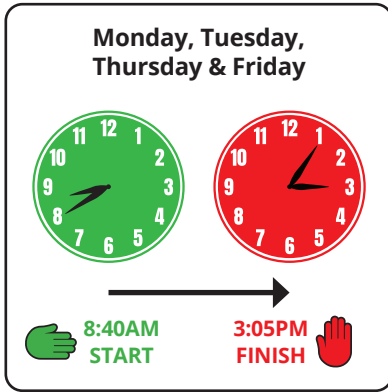
For Enrolments Press 3

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 staff member.

# 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.

# Welcome!

Welcome to Caroline Chisholm Catholic College!

We are excited to see you embrace College life and take on the many opportunities that you will have while you're here with us. This is the start of a new journey for you, and we understand you may be feeling many valid emotions about starting here at the College.

This guidebook will provide you with essential information about our school, our staff, student expectations, and information that we hope you will find useful. We encourage you to refer to this guide whenever you need to, including to get contact details of important staff members.

We hope that this is the beginning of a wonderful high school life with Caroline Chisholm Catholic College, and look forward to walking that path alongside you.

Welcome to our community, we are happy to have you here with us.

## College Leadership Team



**Napoleon Rodezno**  
Principal



**Laura Ruddick**  
Deputy Principal  
*Learning and Teaching*



**Stephanie Banks**  
Deputy Principal  
*Student Wellbeing*



**Michael Chesser**  
Director of  
Faith and Mission



**Kat Nguyen**  
Director of  
School Operations



**Allan Thompson**  
Business Manager



**Lara Bracco**  
People and  
Compliance Leader

# Coming to school outside of start and finish times

## *Late to School*

- If you arrive at school once the student entrance is closed, you will need to enter through reception and sign in via a Compass machine in this area to get a late slip
- You will need to have your late slip signed by your Learner Mentor, Subject Teacher or Year Level Coordinator
- Your parent/carer will need to sign the slip and return it to your Learner Mentor the following day.

## *Leaving Early*

- Your parent/carer will need to provide a note for you to bring to College explaining why you need to leave and at what time. Where the note is unclear, the College may seek parent confirmation
- You will need to give the note to your Learner Mentor who will sign a leave pass
- Parents/carers must report to reception to collect you
- All students require written permission by the primary parent/carer when travelling by public transport or being collected by a non-primary parent/carer.



Student Entrance at the 65 Churchill Site



Student Entrance at the 204 Churchill Site



## Student Services, Sick Bay and Mobile Phones

Student services is available at both sites and located in the reception areas. This is where you can speak to one of our friendly staff members who will be able to assist you further.

- Mobile phones are not allowed to be used on school grounds during school hours. You should store these in your lockers. If you are found to be using them during the day, it will be confiscated.
- If you need to get in contact with your family, you will be able to use the phone at Student Services or through your Year Level Coordinator.
- If you require medical attention, Student Services is where you will go to check in.



# House Groups and Learner Mentor

## *House Groups*

Throughout the year, students can earn Waa points by participating in various sporting, learning, cultural or community activities. These contribute to the annual Brother Bouchard House Cup. Here at Caroline Chisholm Catholic College, we have four Houses: Ambrose, Clare, Galgani and Lorenzo.



## *Learner Mentor*

You will be allocated to a Learner Mentor Group (LM). You will have LM class in the first period of each day, with a double Learner Mentor session on Thursdays. In this time, you will get to know your Learner Mentor and the other students in your class.



# Director of Campus' and Year Level Coordinators

During your time at the College you will have support from all your teachers. If you need to speak to someone and you can't get in touch with your Learner Mentor, you can reach out to your Year Level Coordinators or Director of Campus.

## *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



# Classrooms

There are numbers above all rooms across our campuses that link with your scheduled classes. The numbers also appear at certain locations other than classrooms for other places.

## *How to read our room numbers*

### **CK = Christ the King**

(Girls Years 7 – 9 campus located at 65 Churchill Ave)

### **SJ = St John's**

(Boys Years 7 – 9 campus located at 204 Churchill Ave)

### **SH = Sacred Heart**

(Co-education Years 10 – 12 campus located at 204 Churchill Ave)

**If the number starts with '0'**, classes are on the ground floor.

**If the number starts with '1'**, classes are on the next level up which you can access via the internal stairs.

You will do most of your core subjects in the same room as where you have Learner Mentor. Other classes may take place around the College to support your learning experience for certain subjects better – i.e., Science in the labs, Art in the art rooms, etc.





# Compass, Compass ID Cards and Timetable

Compass is an essential part of Caroline Chisholm Catholic Collage, providing daily news of the College, events and room changes that you will need to know about.

At the start of each school year, you will have your school photo taken and then receive a new College Compass ID card. You are required to keep this card with you at all times and present it to staff upon request.

Your College Compass ID card also gives you access to printers located around the campuses, along with making purchases at our cafeterias. Funds can be topped up online via Compass or at the many Compass kiosks located around the College.

Timetables show the schedule of day-to-day class subjects, recess and lunch along with events that students may be participating in. This can be found on the Compass homepage.

During special events, different periods/classes may be cancelled. These will be shown on your Compass homepage.



# Information and Communication Technology (ICT Support) & Libraries

Our Information and Communication Technology (ICT) team is located onsite within both libraries. You can visit them outside of class time if you have any issues with your laptops or school technology related apps. Please note that all students sign an ICT contract agreeing to adhere to the school rules for using the laptops.

Students will use laptops for the 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. You will need your College Compass ID Card to borrow books. Both libraries are treated as one, meaning you can borrow books from either campus.



Library at the 65 Churchill Site (TISC)



Library at the 204 Churchill Site (BISC)

## **Thomas Murray Information Services Centre (TISC)** 65 Churchill Avenue Site

Monday – Friday 8am – 4pm

## **Bouchard Information Services Centre (BISC)** 204 Churchill Ave Site

Monday & Friday 8am – 4pm

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



# Subjects

Caroline Chisholm Catholic College offers a variety of subjects.

Our course guides can be found on our school website which will give you more information about the types of subjects you will have the opportunity to study.

Core subjects in Years 7 & 8 include Religious Education, English, Mathematics, Science, Health and Physical Education and Humanities.

Students will also participate in one language of either Italian or Japanese.

Throughout Years 7 & 8, students will have the opportunity to do arts and technology subjects from music, drama, visual arts, food technology, textiles and fashion, product and systems design and robotics.



# 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.

# Locker and Lock

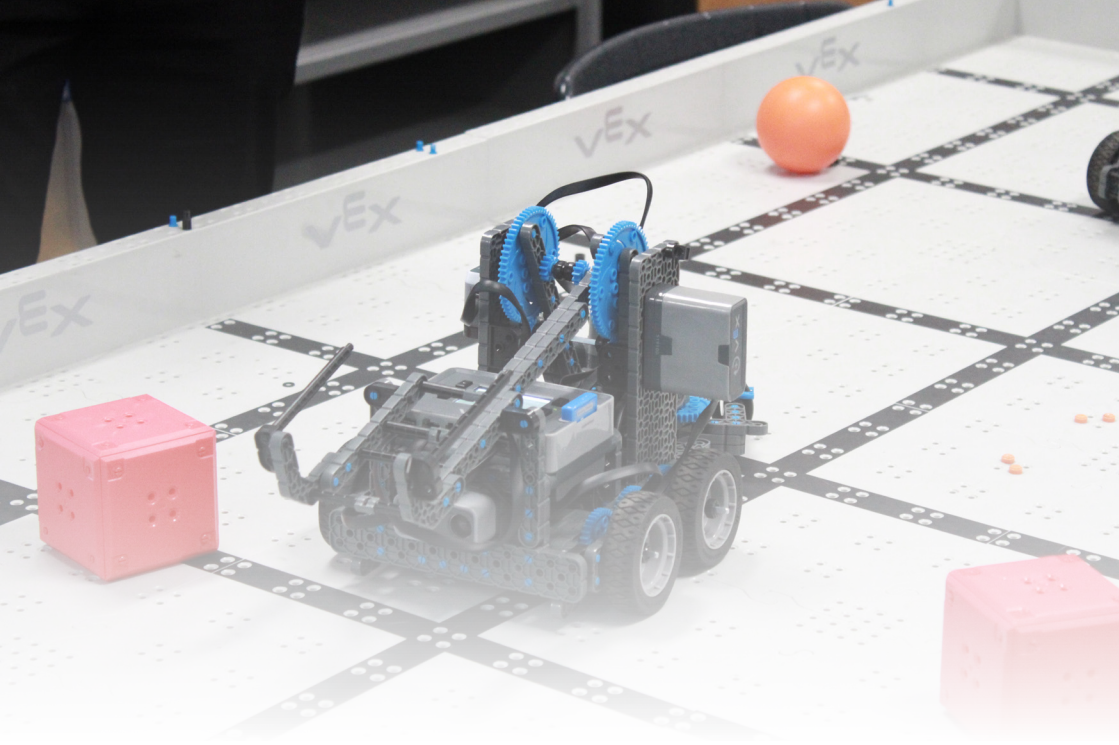
Students are allocated a locker with a combination lock, to store books, materials and equipment at the beginning of the College year. Students are not allowed to use any other lock.

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.





A myriad of student clubs and groups are available at the College that students can participate in. Throughout the years the clubs can change matching with the needs and interests of the current cohort.

Some of the popular clubs we have today include Robotics and Sociology, as well as our passionate Eco Committee, Vinnies Social Justice group and various music ensembles. The student clubs allow participants to engage in their interests outside of the academic world with supportive teachers and like-minded peers.

Student Club details can be found on the College website, or students can contact their Learner Mentors who can help guide them towards a club or group that may suit them. We also encourage students to consider starting their own clubs and groups that they're passionate about.



Gardening at CTK



AV Club





As a part of the College's Faith Formation program, all students participate in a series of compulsory Reflection Days throughout the school year. The Years 7 – 11 Reflection Day program is one which works both within and alongside the Religious Education curriculum and provides an opportunity for students to further explore their spirituality and faith life, as well as the religious and historical traditions of the Caroline Chisholm Catholic College community. This is achieved through guest speakers, seminars, liturgical events, workshops, excursions and activities that reflect our College vision and mission, both at the College and in the wider community, in a safe and supportive environment. This culminates in the Year 12 Retreat, providing a unique experience of belonging, community and faith.



# 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.

There are three levels of the Waa award: **Bronze, Silver, and Gold.**





# Outdoor Education

Our Outdoor Education program promotes students' personal development while encouraging teamwork and positive attitudes towards the environment.

All students in Years 7 – 9 participate in a sequential Outdoor Education program that safely builds on their skills year-by-year under the supervision of our qualified and experienced outdoor education staff. The program is viewed as part of the curriculum, as students receive instruction and experience in important areas such as fitness, bush-craft, first aid, personal development and interpersonal skills. Activities are non-competitive and can include camping, hiking, mountain biking, kayaking, cooking, rock climbing and surfing.

Many of the activities are held at Garema Dumont – our 56-acre outdoor and environmental education facility on the Moorabool River near Meredith. While not all of our camps are held at this location, we use the facility regularly for camps and other school activities. It is College policy that each student in Years 7 – 9 attend their scheduled camp. Non-attendance will only be permitted in exceptional circumstances. Students interested in this area can choose to pursue further studies in Year 10, 11 and 12 by undertaking the subject 'Outdoor and Environmental Studies'.



# 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 Ministry Club runs each Tuesday, Wednesday and Thursday in cafeterias on both campuses from 8.00am to 8.30am, and provides free breakfast to any students who would like to participate. All students are welcome.



Cafeteria at the 65 Churchill Site



Cafeteria at the 204 Churchill Site



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.



**Vincent Bui**  
Counsellor



**Nigel Hartin**  
Counsellor



**Margie Hansberry**  
Counsellor



**Valerie Wilson**  
Counsellor



**Candice Boonjua**  
Counsellor



**Brooke Evans-Brookes**  
Psychologist



# Attendance Process



Students are expected to attend school as required by the College timetable. Where students are absent from school, the Learner Mentor will assume primary responsibility for monitoring and responding to the issue.

Where a pattern of behaviour regarding attendance is observed a range of restorative and reflective measures can be employed to assist and insist that students establish an acceptable attendance record.

The aim of action should be to work with students and families to have students attend school, ready to participate in the learning program.

## PROCEDURE: WHEN ABSENT

A parent or carer is to contact the College to inform of a student's absence. If a student is travelling for a period of time, a letter is requested in advance. Students who are absent from school will need to provide a note and/or medical certificate on the first day they return back to school.

In the event of unexplained absences, an SMS will be sent to student's primary contact/s requesting explanation. If no response received, Student Services will follow up with a call.

## PROCESS STEPS

<h1>1</h1>	<h3>Learner Mentor discussion.</h3>	<p><b>After the first instance of unexplained absence in a term:</b></p> <ul style="list-style-type: none"> <li>• If absence was without parent knowledge (truant), consequence will be issued.</li> <li>• Learner Mentor discussion with student regarding the need for parent notification as stated in the College attendance expectations.</li> <li>• Learner Mentor issue warning and logs on Compass.</li> <li>• Any issues arising are to be discussed with the Year Level Coordinator.</li> <li>• Parent will be informed via text message and follow up call.</li> </ul>
<h1>2</h1>	<h3>Parent phone call.</h3>	<p><b>After the second instance of unexplained absence in a term:</b></p> <ul style="list-style-type: none"> <li>• Learner Mentor discussion with student regarding College attendance expectations.</li> <li>• Parent will be informed of attendance breach by the Learner Mentor and College expectations will be explained to parents via a follow up call.</li> </ul>
<h1>3</h1>	<h3>Learner Mentor detention and parent phone call.</h3>	<p><b>On the third instance of unexplained absence in a term:</b></p> <ul style="list-style-type: none"> <li>• Learner Mentor phone call to parent/carer inquiring about any extenuating circumstances and asking for their assistance to resolve the attendance concern.</li> <li>• Any issues arising will be recorded and a plan developed by the Year Level Coordinator.</li> <li>• Where there are pastoral concerns, the student will be referred to a College counsellor or Family Partnerships team to discuss any underlying issues which need to be worked through regarding the observed behaviour.</li> <li>• On the third occasion a Learner Mentor detention is issued.</li> </ul>
<h1>4</h1>	<h3>Parent meeting with Year Level Coordinator and Learner Mentor.</h3>	<p><b>Upon the fourth instance of unexplained absence in a term:</b></p> <p>The Learner Mentor will arrange a meeting with parents and Year Level Coordinator. At the meeting, the College expectations will be reviewed with the parents and the Year Level Coordinator will place the student on an <i>Attendance Management Plan - YLC</i> with agreed consequences put in place.</p> <ul style="list-style-type: none"> <li>• Strategies are discussed with the student and parent/carer to find a way to resolve the issues.</li> <li>• Student privileges may be curtailed for a period of time as part of the Plan.</li> </ul>
<h1>5</h1>	<h3>Parent meeting with Director of Campus and Learner Mentor.</h3>	<p><b>Any further instances of unexplained absences in a term:</b></p> <p>Further instances will result in a meeting with parents and the Director of Campus. At the discretion of the Director of Campus the student may be placed on an <i>Attendance Management Plan - DOC</i>.</p> <p><b>Ongoing pattern of absences:</b></p> <p>Parent and student meeting with Director of Campus and Deputy Principal - Student Wellbeing</p> <p>The student's willingness to meet the College expectations and family support of College expectations will be considered. Further consequences and parent meetings will follow as this may affect a student's promotion.</p>

# Lateness to Class Process

Students are expected to attend classes as per the College timetable. Where students are late to class, the classroom teacher will assume primary responsibility for monitoring and responding to the issue. Classroom teachers should not be responsible to engage with student regarding their reasons or consequences in the first instance.

Where a pattern of behaviour regarding lateness is observed a range of restorative and reflective measures can be employed to assist and insist that students establish an acceptable attendance record.

The aim of action should be to work with students and families to have students attend class on time, ready to participate in the learning program.

## PROCEDURE: ARRIVAL TO CLASS

Students who arrive late to class will provide the teacher with a reason and Compass pass. The teacher will acknowledge, record in Compass if appropriate, and set student to work.

## PROCESS STEPS

<b>Late to class</b>	<b>Valid Explanation</b>	<p><b>Initial instance of lateness to class:</b></p> <ul style="list-style-type: none"> <li>• Student provides teacher with a valid reason for lateness to class.</li> <li>• Teacher acknowledges reason but should not engage in discussion with the student. This is recorded on Compass.</li> <li>• Teacher to set student to work.</li> </ul>
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<b>Late to class</b>	<b>Non Valid Explanation</b>	<p><b>Initial instance of lateness to class:</b></p> <ul style="list-style-type: none"> <li>• Student provides teacher with a non valid reason for lateness to class.</li> <li>• Teacher acknowledges reason but should not engage in discussion with the student. This is recorded on Compass.</li> <li>• Student may be excluded from class if required, for no more than 2 to 3 minutes.</li> <li>• Consequences may be issued by the teacher to the student, including community service, discussion after class.</li> <li>• Learner Mentor or Year Level Coordinator to be informed.</li> </ul>
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## Lateness to class - Pattern emerges

<b>1</b>	<b>Year Level Coordinator involvement.</b>	<p><b>Pattern of lateness - In first instance</b></p> <p>Once a pattern of lateness is recorded and identified, the Year Level Coordinator will intervene and set appropriate consequences.</p>
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<b>2</b>	<b>Year Level Coordinator involvement.</b>	<p><b>Pattern of lateness - No change</b></p> <p>Once a pattern of lateness is recorded and identified, and no change in behaviour has been made, a parent and student meeting will be made with the Year Level Coordinator to discuss. Student may be placed on an Attendance Card or Plan.</p>
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# Lateness to School Process

Students are expected to attend school as required by the College timetable. Where students are late to school, the Learner Mentor will assume primary responsibility for monitoring and responding to the issue.

Where a pattern of behaviour regarding lateness is observed a range of restorative and reflective measures can be employed to assist and insist that students establish an acceptable attendance record.

The aim of action should be to work with students and families to have students attend school on time, ready to participate in the learning program.

## PROCEDURE: SIGNING IN

Students who arrive late to school will report to the relevant College reception, where they will sign in on Compass *(except where a member of the Wellbeing team has directed students to go directly to class)*.

## PROCESS STEPS

# 1

### Learner Mentor discussion.

#### After the first two instances of unexplained lateness in a term:

- Learner Mentor discussion with student regarding College lateness expectations.
- Learner Mentor issues warning and logs on Compass.
- Any issues arising are to be discussed with the Year Level Coordinator.

# 2

### Parent phone call.

#### After the third instance of unexplained lateness in a term:

- Learner Mentor phone call to parent/carer inquiring about any extenuating circumstances and asking for their assistance to resolve the lateness concern.
- Student issued with consequence.
- Where there are pastoral concerns, the student will be referred to a College counsellor or Family Partnerships team to discuss any underlying issues which need to be worked through regarding the observed behaviour.
- A meeting should be arranged with the student and Year Level Coordinator to discuss the issues causing the lateness.

# 3

### Parent meeting with Year Level Coordinator and Learner Mentor.

**Further instances of unexplained lateness in a term**, will result in the Year Level Coordinator arranging a meeting with parents.

At the meeting, the College expectations will be reviewed with the parents and the Year Level Coordinator will place the student on an **Attendance Management Plan - YLC** with agreed consequences put in place.

- Strategies are discussed with the student and parent/carer to find a way to resolve the issues.
- Student privileges may be curtailed for a period of time as part of the Plan.

# 4

### Parent meeting with Director of Campus and Learner Mentor.

#### Any further instances of unexplained lateness in a term:

Further instances will result in a meeting with parents and the Director of Campus.

At the discretion of the Director of Campus the student may be placed on an **Attendance Management Plan - DOC**.

#### Ongoing pattern of lateness:

Parent and student meeting with Director of Campus and Deputy Principal - Student Wellbeing

The student's willingness to meet the College expectations and family support of College expectations will be considered. Further consequences and parent meetings will follow as this may affect a student's promotion.

# Student Friendly Policy and Procedure for Voicing a Concern

At Caroline Chisholm Catholic College we are committed to ensuring our students feel safe and happy. We listen to our students concerns and complaints and strive to ensure any concerns or worries are addressed effectively and in a timely manner. This policy outlines the process students can use to raise a concern or a complaint, as well as who the student can talk to. It also clearly outlines what will happen once a complaint has been made. It is important to know that you will be fully supported once you raise a complaint, and your complaint will be taken seriously.

## What does it mean?

- A **“complaint”** is something you make when you are unhappy about something or someone.
- A **“concern”** is when you have a worry about something or someone.
- Both a complaint and a concern can be told to anyone, e.g. your parents, teachers or friend. If you tell a teacher or another member of staff at school about a complaint, it will be taken seriously, and we will listen to what you have to say.

## Things to think about when making a complaint

- Is my complaint about something which affects the whole school or a group of students?
- Could I solve the problem by talking to my parents, teacher, or someone else at school?
- When making a complaint, it is important that you make it as soon as possible so we can properly investigate and resolve any problems you have.
- If you feel you cannot talk to the person who is causing your concern, then talk to your parents, another Teacher, Deputy Principal or Principal.

## What will happen when I complain?

- A meeting with a staff member (Teacher, Deputy Principal or Principal) to explain the issue will be scheduled.
- During the meeting, notes will be taken of what has been discussed, along with notes of any additional discussions about the complaint will also be noted down.
- You do not have to worry if somebody else has told us about your complaint; you are not in trouble, it just means that the person you told thinks it is best to tell them to keep you safe and happy at school.

## What will the school ask me?

When you make a complaint, the adult you tell will talk to you about the following things:

- The main problems you have, your options, and how it might be dealt with.
- If any actions will be taken by the school as a result of the complaint.

## What if someone is complaining about me?

- If a complaint is being made about you, you will be asked to talk to the adult responsible for the complaint, so you have the chance to tell your side of the problem.
- You will always be treated fairly by the school when looking into the seriousness of the complaint.

## Student procedure for voicing their concern

Caroline Chisholm Catholic College recognises the right of an individual student to feel free to voice a concern. Staff will endeavour to investigate, address and, if required, resolve the concern in an open and fair manner. If a student has a concern that they would like addressed, the procedure below should be followed:

<b>Step 1: Resolve with person involved</b>	
The best way to resolve an issue if a student does feel comfortable is to raise the concern with the person who is causing the concern.	<ol style="list-style-type: none"><li>1. Concern is raised with the person whom you have the concern.</li><li>2. Resolution agreed by all parties.</li><li>3. Matter is documented on Compass.</li><li>4. Monitoring and evaluation.</li></ol>
<b>Step 2: Year Level Coordinator or trusted person</b>	
The student should choose to discuss the concern with a staff member with whom they are most comfortable. The student may take a friend or their parent to support.	<ol style="list-style-type: none"><li>1. Concern raised with Year Level Coordinator or a trusted person.</li><li>2. Matter is investigated.</li><li>3. Meeting with relevant parties.</li><li>4. Resolution agreed by all parties.</li><li>5. Matter is documented on Compass.</li><li>6. Monitoring and evaluation.</li></ol>
<b>Step 3: Director of Campus</b>	
If not resolved in Step 2, the student submits their complaint via the form on Compass.	<ol style="list-style-type: none"><li>1. Concern raised with Director of Campus.</li><li>2. Matter is investigated.</li><li>3. Meeting with relevant parties.</li><li>4. Resolution agreed by all parties.</li><li>5. Matter is documented on Compass.</li><li>6. Monitoring and evaluation.</li></ol>
<b>Step 4: Student Wellbeing</b>	
If not resolved in Step 3, the student submits their complaint via the form on Compass.	<ol style="list-style-type: none"><li>1. Concern raised with the Deputy Principal Student - Wellbeing.</li><li>2. Matter is investigated.</li><li>3. Meeting with relevant parties.</li><li>4. Resolution agreed by all parties.</li><li>5. Matter is documented on Compass.</li><li>6. Monitoring and evaluation.</li></ol>
<b>Step 5: Principal</b>	
If not resolved in previous steps, the student speaks to the Principal. The student may take a friend or their parent for support. The Principal may consult with teachers, school leaders, parent / and or external agencies. The Principal's decision is final.	<ol style="list-style-type: none"><li>1. Concern raised with the Principal.</li><li>2. Matter is investigated.</li><li>3. Meeting with relevant parties.</li><li>4. Resolution agreed by all parties.</li><li>5. Matter is documented on Compass.</li><li>6. Monitoring and evaluation.</li></ol>

# Process for Monitoring Uniform

Students are expected to comply with the College uniform policy at all times. Where students are in breach of the uniform policy, the Learner Mentor will assume primary responsibility for monitoring and responding to the issue.

Where a pattern of behaviour regarding uniform is observed a range of restorative and reflective measures can be employed to assist and insist that a student is compliant with the uniform policy.

The aim of action should be to work with students and families to have students in correct uniform at all times.

## PROCEDURE: OUT OF UNIFORM NOTE

Students who arrive at school in breach of the uniform policy will be logged on Compass. College expectations will be explained to the student.

## PROCESS STEPS

1	Learner Mentor discussion.	<p><b>After the second instance of unexplained incorrect uniform in a term:</b></p> <ul style="list-style-type: none"><li>• Learner Mentor discussion with student regarding College uniform expectations.</li><li>• Learner Mentor issues warning and logs on Compass.</li><li>• Any issues arising are to be discussed with the Year Level Coordinator.</li></ul>
2	Learner Mentor detention and parent phone call.	<p><b>After the third instance of unexplained incorrect uniform in a term:</b></p> <ul style="list-style-type: none"><li>• Learner Mentor discussion with student regarding College uniform expectations.</li><li>• Parents informed any further breaches will result in student being sent home.</li><li>• Learner Mentor issues a detention and logs on Compass.</li><li>• A reflective task will be completed at the designated detention time.</li><li>• Any issues arising are to be discussed with the Year Level Coordinator.</li><li>• At this stage, student may be placed on a YLC behavior plan.</li></ul>
3	Parent meeting with Director of Campus and Learner Mentor.	<p><b>Further instances of unexplained incorrect uniform in a term:</b></p> <p>Will result in student being sent home until uniform is rectified and a meeting with parents and the Director of Campus (DOC) will take place.</p> <p>At the discretion of the Director of Campus the student may be placed on a <i>DOC Management Plan</i></p> <p><b>Ongoing pattern of incorrect uniform:</b></p> <p>Parent and student meeting with Director of Campus and Deputy Principal - Student Wellbeing</p> <p>The student's willingness to meet the College expectations and family support of College expectations will be considered. Further consequences and parent meetings will follow as this may affect a student's promotion.</p>
<b>Special Note.</b>		<ul style="list-style-type: none"><li>• Where there are pastoral concerns, the student will be referred to the Family Partnerships team to discuss uniform support.</li></ul>

# Classroom Rules

## at Caroline Chisholm Catholic College



The following rules form the foundation of an effective and engaging classroom. There are no exceptions. The rules apply no matter what activity is taking place.

### 1 Follow directions the first time.

- This is clearly the most important rule.
- Teachers can't teach, and students won't learn if the numerous instructions given by teachers throughout the day are not followed.

### 2 Present to class ready to learn.

- Have all equipment and materials
- Open minded
- Correct uniform
- Be on time

### 3 Fully complete all class and homework tasks.

- Students need to complete all class and homework tasks set by their teachers.

### 4 Follow all school rules.

*Including:*

- Keep hands off people and their belongings
- Do not leave the room or seat without permission
- No swearing, teasing, bullying, or yelling
- No eating in classroom or corridors.

### Breaches of Rules - Consequences

- Staff asks student to stop the behaviour immediately.
- If student continues behaviour or begins to argue, staff member asks the student if they are refusing to adhere to the rule in question.
- If student refuses to follow instruction, staff member sends another student to get assistance and returns to normal duty.
- Staff member issues consequence and contacts parents.
- Year Level Coordinator or Director of Campus will support the situation which has now escalated to:
  - Failure to follow reasonable request.

# 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

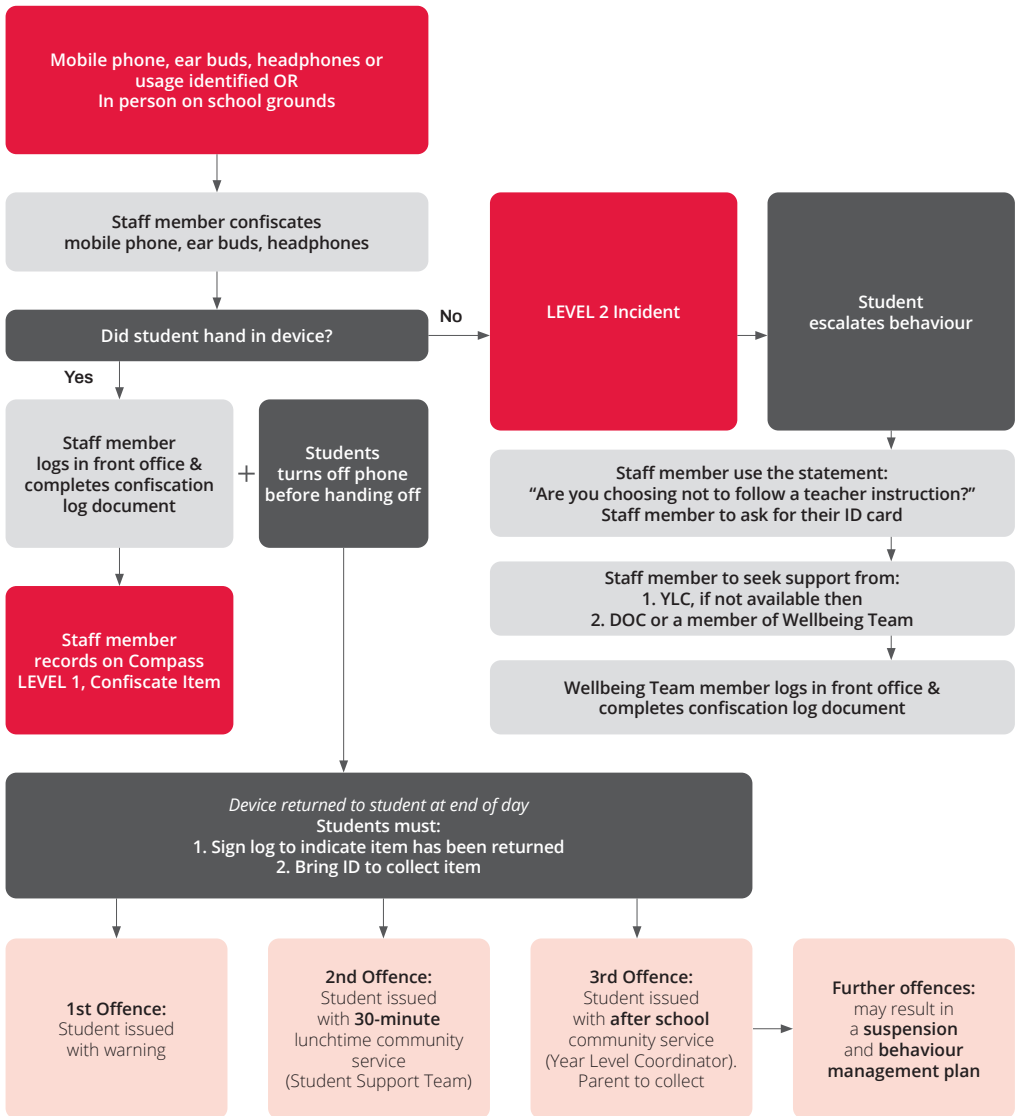
Students acknowledge that mobile phones/devices, earbuds, and headphones are brought to school at the owner's risk. The College does not hold insurance for personal property brought to school and will not pay for any loss or damage to such property. Phones should be identifiable, and password protected.

## 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



# 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.*



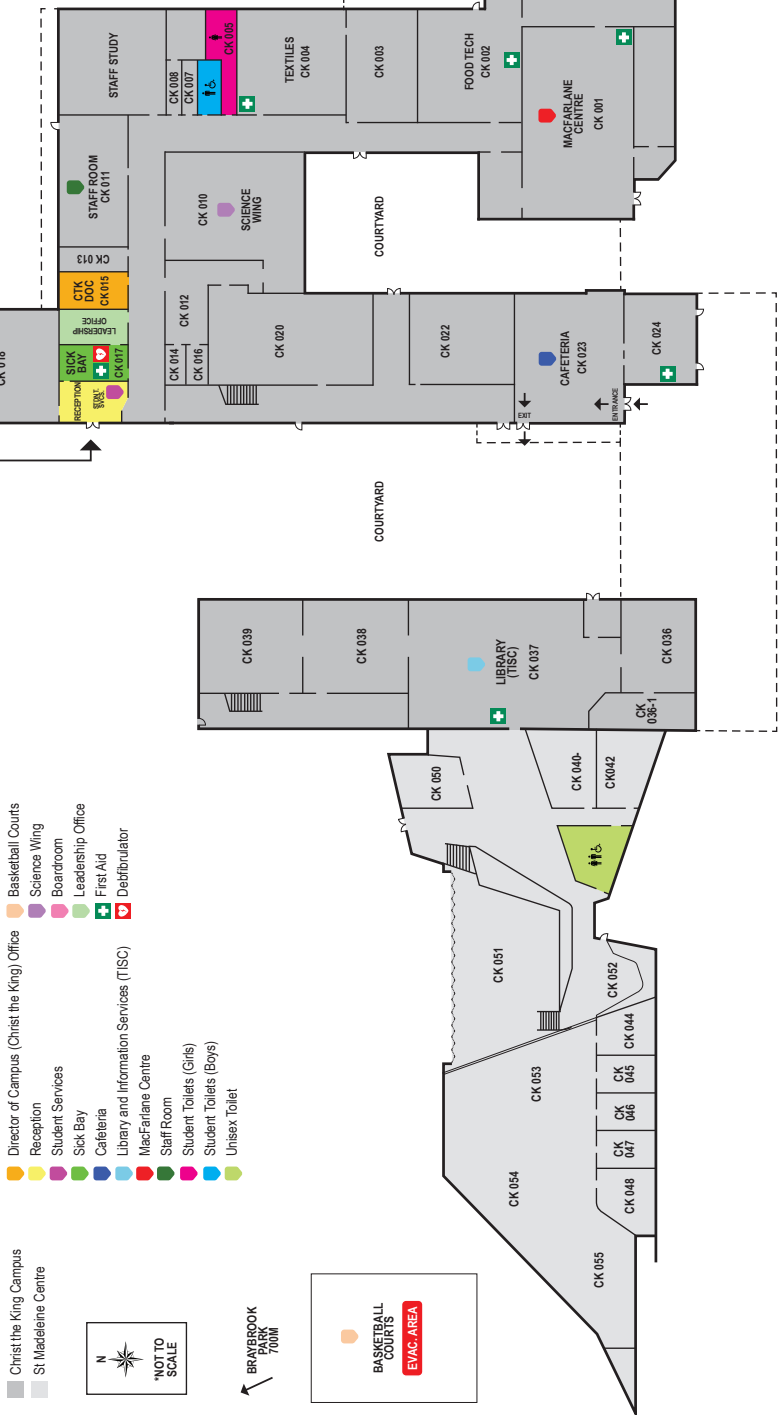
Written by Angeline Ferris  
Music by Danny Dharumasena,  
David Dharumasena & Mark John



# Christ the King Campus Map

## 65 Churchill Avenue, Braybrook

### Ground Floor



- Director of Campus (Christ the King) Office
- Reception
- Student Services
- Sick Bay
- Cafeteria
- Library and Information Services (TISC)
- MacFarlane Centre
- Staff Room
- Student Toilets (Girls)
- Student Toilets (Boys)
- Unisex Toilet
- Basketball Courts
- Science Wing
- Boardroom
- Leadership Office
- First Aid
- Defibrillator

Christ the King Campus  
St Madeline Centre





# Christ the King Campus Map

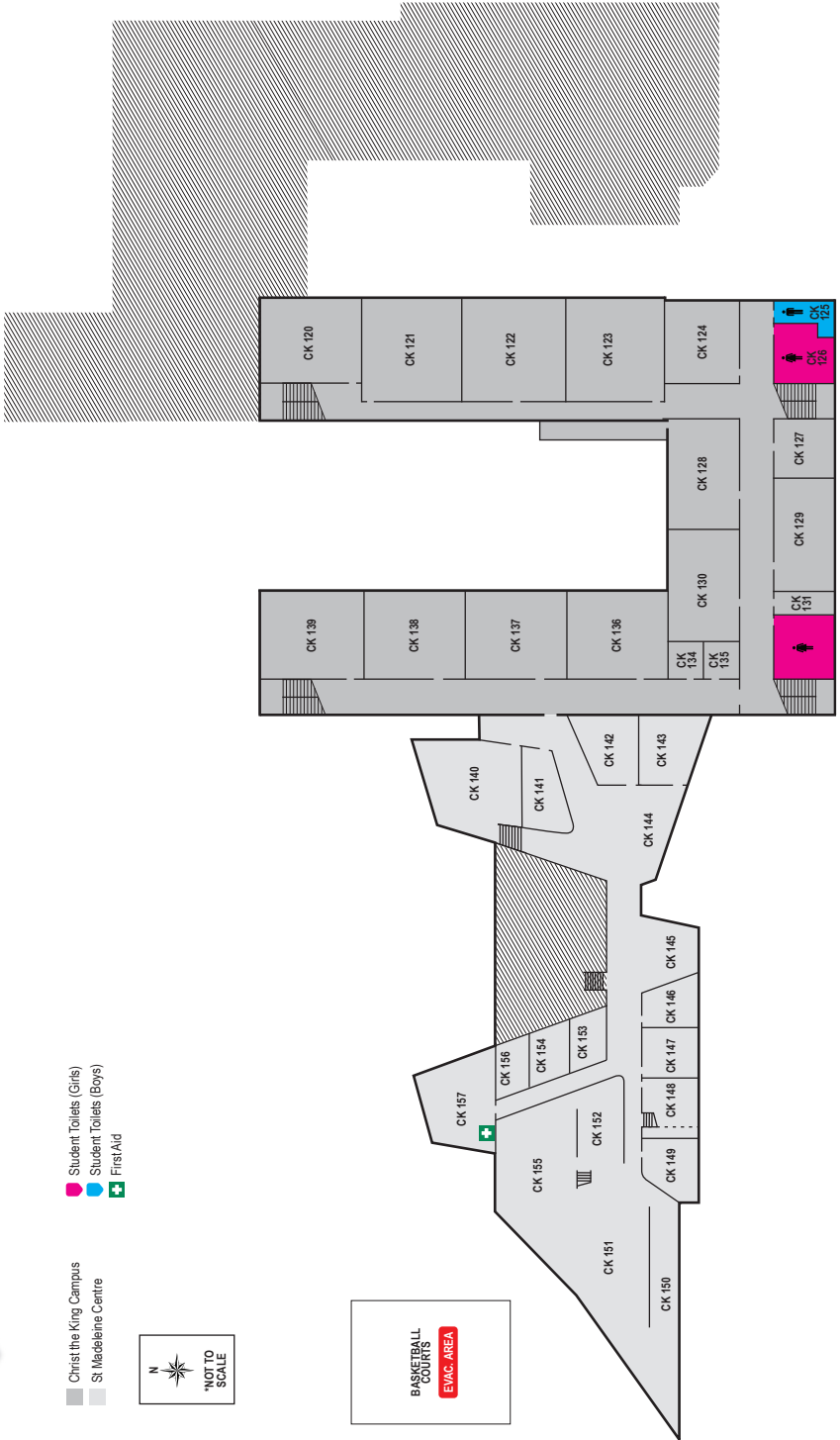
## 65 Churchill Avenue, Braybrook

### First Floor

CHURCHILL AVE

- Christ the King Campus
- St. Madeline Centre

- Student Toilets (Girls)
- Student Toilets (Boys)
- FirstAid



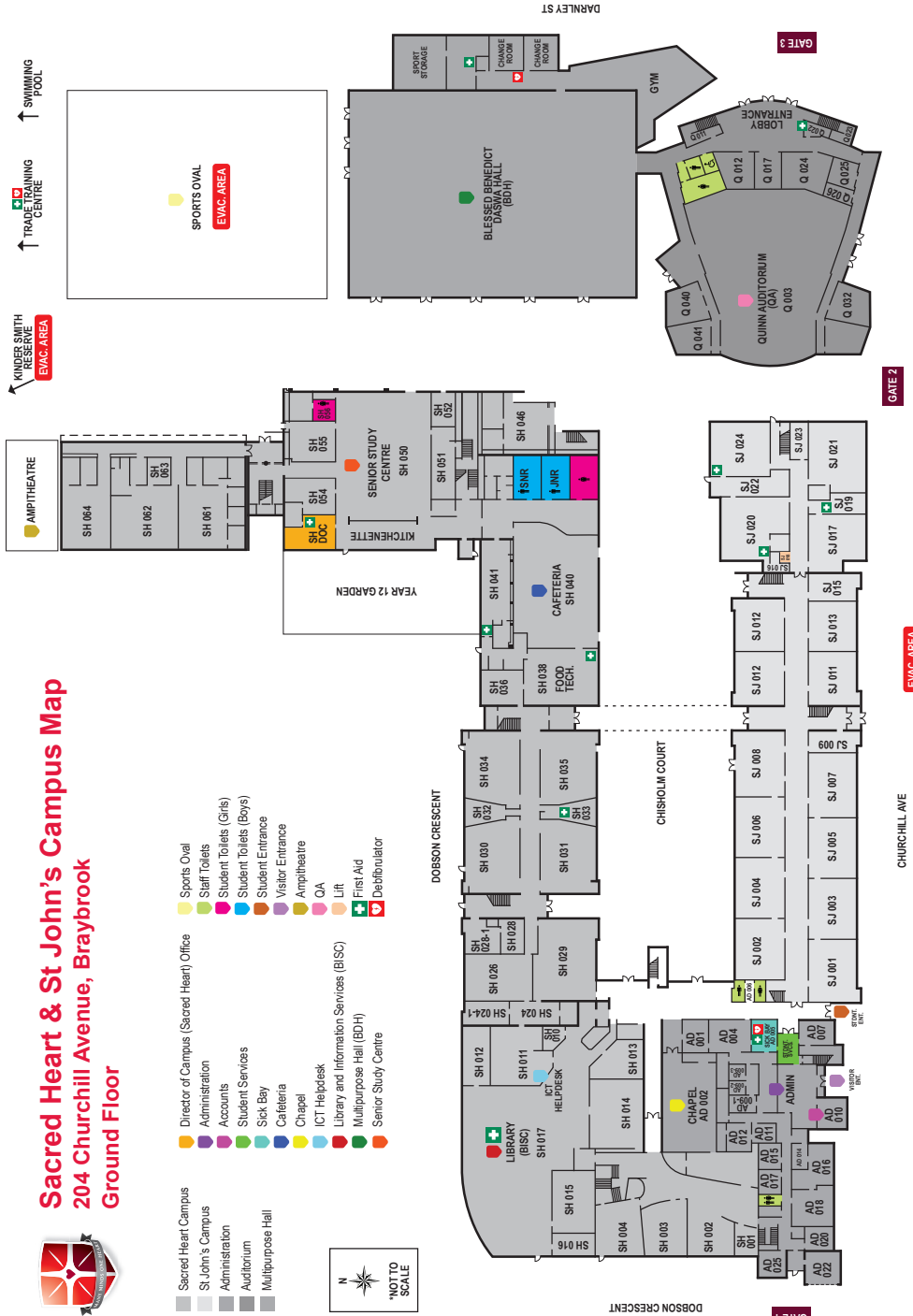


# Sacred Heart & St John's Campus Map

## 204 Churchill Avenue, Braybrook

### Ground Floor

- Sacred Heart Campus
- St John's Campus
- Administration
- Auditorium
- Multipurpose Hall
- Director of Campus (Sacred Heart) Office
- Administration
- Accounts
- Student Services
- Sick Bay
- Chapel
- ICT Helpdesk
- Library and Information Services (BISC)
- Multipurpose Hall (BDH)
- Senior Study Centre
- Sports Oval
- Staff Toilets
- Student Toilets (Girls)
- Student Toilets (Boys)
- Student Entrance
- Cafeteria
- Amphitheatre
- QA
- Lift
- First Aid
- Debulbator



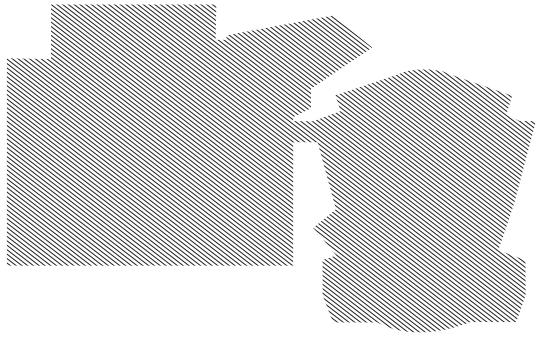
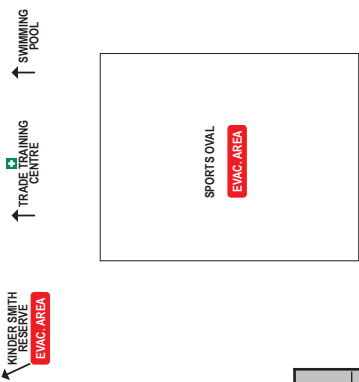
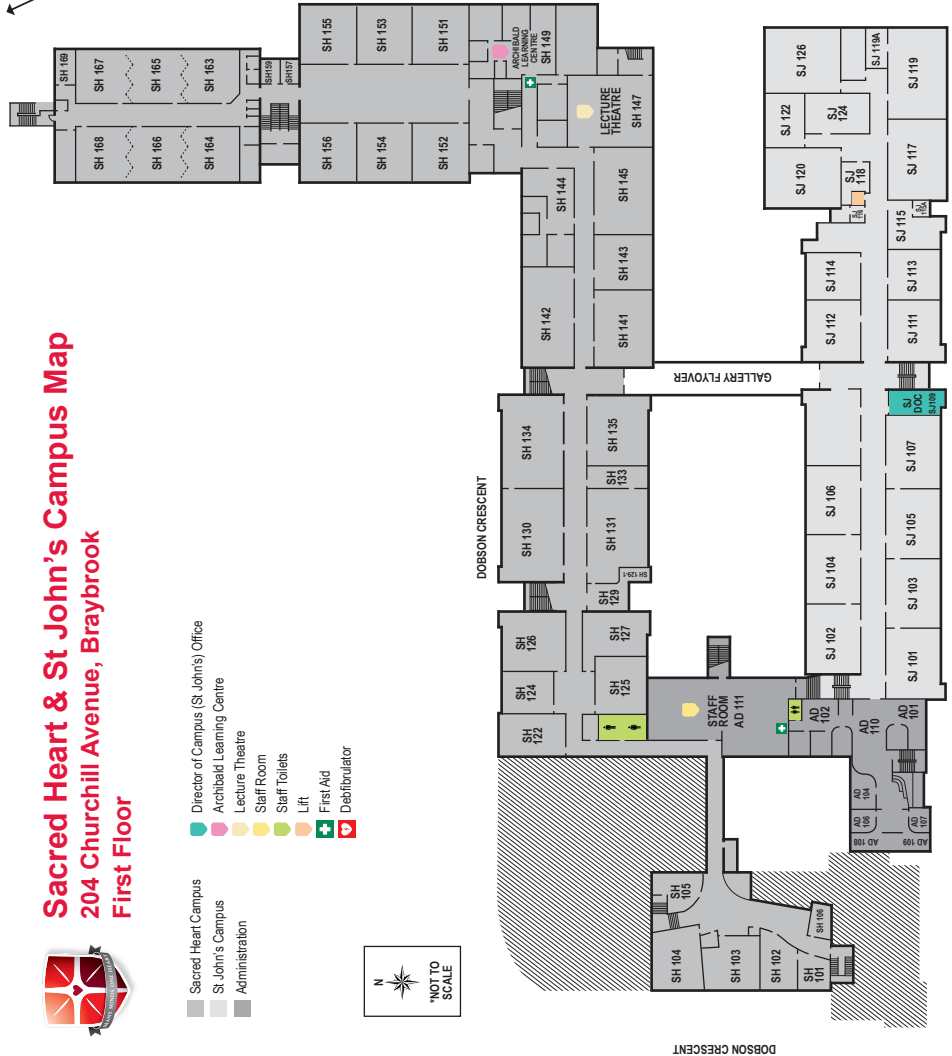


# Sacred Heart & St John's Campus Map

## 204 Churchill Avenue, Braybrook

### First Floor

- Sacred Heart Campus
- St John's Campus
- Administration
- Director of Campus (S. Johns) Office
- Archibald Learning Centre
- Lecture Theatre
- Staff Room
- Staff Toilets
- Lift
- First Aid
- Defibrillator



DOBSON CRESCENT

DOBSON CRESCENT

CHURCHILL AVE



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

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