

# McAuley Catholic College

● Grafton ●



## College Handbook - 2020

McAuley Catholic College is a distinctive Catholic community of faith and action.

Its Christian ethos emphasises respect for students and their parents;

the uniqueness of each family member; love of God and neighbour;

self-discipline and self-sacrifice; growth in virtue;

personal and academic excellence; and

sensitive and courageous living.



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## WELCOME MESSAGE FROM THE PRINCIPAL

Welcome to McAuley Catholic College, a systemic co-educational Catholic Secondary College, servicing the Clarence Valley and beyond, founded on the traditions of the Sisters of Mercy and Marist Brothers. We value our Catholic commitment to a Christ-centred community which focuses on the development of the whole person through strong religious, academic, sporting and cultural programs. The values of Respect, Justice, Compassion, Excellence and Hospitality underpin much of what we do in our daily work with our students.

Students enrich their normal school program with many experiences that give witness to the Mercy values. The Service program in the school, that each student participates in, draws them to a selfless view of the world, where they can give part of their life in a spirit of service to others. Students from all year levels engage in this program.

At McAuley Catholic College, faith education of each student is a partnership between home and school. Parents are seen as the primary faith educators of their children and the school as a source of support and enrichment. We seek cooperation and involvement in this important aspect of your child's education.

This booklet provides parents and carers with vital information across all areas of the College to ensure that families have a smooth entry into the College community. We look forward to working closely with you. Please do not hesitate to contact us via the College Office if you wish to raise any questions about your child's education. We commit to working closely with you on this exciting adventure.

Sincerely,  
Kate Thomson  
**Principal 2020**



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## WHO ARE WE?

### MISSION STATEMENT

McAuley Catholic College is a distinctive Catholic community of Faith and Action.

### CONTEXT

McAuley Catholic College is a co-educational secondary school conducted by Clarence Valley Parish, Grafton in conjunction with the Diocese of Lismore and other local parishes. The College was founded on the traditions of the Sisters of Mercy and the Marist Brothers and recognizes the contribution of these two congregations to the Ministry of Catholic Education in the Clarence Valley. McAuley Catholic College was established in 1990 from the amalgamation of St Mary's College, St Aloysius College and Holy Spirit College.

### COLLEGE MOTTO

***"To Know Wisdom"***

**Learn** what wisdom and discipline are.

**Understand** words of deep meaning.

**Acquire** an enlightened attitude of mind

- virtue, justice and fair-dealing.

**Teach** sound judgement to the ignorant  
and knowledge and sense to the young.

(Proverbs 1:1-4)

### GUIDING VALUES

Everything we do at McAuley Catholic College is underpinned by the following 5 values. These values originate in the ethos of Mercy which was at the heart of the life and work of Catherine McAuley, founder of the Sisters of Mercy.

**Justice**

**Compassion**

**Respect**

**Excellence**

**Hospitality**

### COLLEGE GUIDING STATEMENTS

**At McAuley Catholic College**

- We strive to be a distinctive Christ - centred Catholic community of faith and action
- We encourage and support the role of parents in fostering Gospel values
- We work to enhance the wellbeing of all by providing Pastoral Care that is founded in Jesus Christ
- We strive for excellence in the academic, personal, social and spiritual development of all
- We value and promote independent learning for the 21st century
- We encourage and assist students to accept responsibility for their actions
- We promote and build authentic relationships across the school community - students, staff and parents

## 2020 - START OF YEAR DATES & OFFICE OPENING TIMES

Prior to the start of school in 2020, the College Office will be open to respond to any general enquiries.

- College Office will be open **Wednesday, 22<sup>nd</sup> – Friday 24<sup>th</sup> January 9.00am - 3.00pm.**

**Note:** Monday 27<sup>th</sup> January is the Australia Day Public Holiday.

- Teachers return to school on **Tuesday, 28<sup>th</sup> January – Staff Development Day.**
- School opens for **students in Year 7** on **Wednesday, 29<sup>th</sup> January.**
- **Students in Years 8, 9, 10, 11 and 12** will return on **Thursday, 30<sup>th</sup> January.**

## CONTACTING THE COLLEGE

### COLLEGE OFFICE (TERM TIME)

**Office Hours:** 8.15 am to 4.00 pm

**Phone:** 66 431434

**Email:** [grafs@lism.catholic.com.au](mailto:grafs@lism.catholic.com.au)

**Website:** [www.mccgrifton.nsw.edu.au](http://www.mccgrifton.nsw.edu.au)

**After hours contact:** Please leave a message using the number above

**Please Note – the College Office is not open during school holidays**

Enquiries regarding your child's welfare or academic progress should be initially directed to the Homeroom Teacher. They will direct you on if the need arises eg. to Year Co-Ordinator, Subject Teacher, Subject Leader.

All visitors to the College, including parents/carers, are to report to the College Office on arrival. People accessing the College property are to sign in on arrival and sign out on departure.

## KEY PEOPLE IN OUR SCHOOL

### COLLEGE LEADERSHIP TEAM

The College Leadership Team is responsible for the smooth operation of the school and oversees its spiritual, academic, pastoral and co-curricular programs.

<b>Principal:</b> <i>Ms Kate Thomson</i>	<b>Assistant Principal:</b> <i>Mrs Kathy Warby</i>
<b>Assistant Principal:</b> <i>Mrs Tiffany Lee</i>	<b>Leader of Pedagogy:</b> <i>Mrs Natasha Green</i>
<b>Pastoral Care Co-ordinator:</b> <i>Mr Rob Imeson</i>	<b>Business Manager:</b> <i>Mr Steve Hartmann</i>

### WELLBEING TEAM

The pastoral and wellbeing of our students is the responsibility of all staff. To support students and staff in the area of Pastoral Care, we have a specialist Wellbeing Team. These people are listed below:

Pastoral Care Co-ordinator	Mr Rob Imeson	robert.imeson@lism.catholic.edu.au
Year 7 Co-ordinator	Ms Sarah Nicholls	sarah.nicholls@lism.catholic.edu.au
Year 8 Co-ordinator	Mr Alex Montford	alex.montford@lism.catholic.edu.au
Year 9 Co-ordinator	Mrs Maria Rouse	maria.rouse@lism.catholic.edu.au
Year 10 Co-ordinator	Mr Tony Ellis	anthony.ellis@lism.catholic.edu.au
Year 11 Co-ordinator	Mr Mark Bellamy	mark.bellamy@lism.catholic.edu.au
Year 12 Co-ordinator	Mrs Nikita Robinson	nikita.robinson@lism.catholic.edu.au
Additional Needs Coordinator	Mrs Meg Bindon	megan.bindon@lism.catholic.edu.au
Counsellor	Ms Siobhan McNamara	
Youth Support Officer	Mrs Megan Barton	megan.barton@lism.catholic.edu.au
Champagnat House:	TBC	
McCarthy House:	TBC	
Mercy House:	TBC	
Tracey House:	TBC	

### HOMEROOM TEACHERS

The announcement of Homeroom Teachers for 2020 will be made early in the new year via a link in the newsletter

## CURRICULUM TEAM

The Curriculum and all related matters are managed by the Curriculum team led by the Curriculum Coordinator. Key people on this team are listed below. Should you have concerns about your child's progress in a particular subject area, you should contact either your child's specific subject teacher or the Leader of Learning of that subject area.

## LEADERS OF LEARNING

Leader of Curriculum:	Mrs Tiffany Lee	tiffany.lee@lism.catholic.edu.au
Leader of Pedagogy:	Mrs Natasha Green	natasha.gree@lism.catholic.edu.au
Leader of Catechesis (RE)	Mrs Tiffnay Lee	tiffany.lee@lism.catholic.edu.au
Leader of School Evangelisation	Mrs Kathy Warby assisted by Mr Alex Montford	kathryn.warby@lism.catholic.edu.au alex.montford@lism.catholic.edu.au
Leader of English:	Mr Matthew Lobsey	matthew.lobsey@lism.catholic.edu.au
Leader of Mathematics:	Mr Andrew Marks	andrew.marks@lism.catholic.edu.au
Leader of Science:	Mr Michael Burton	michael.burton@lism.catholic.edu.au
Leader of HSIE:	Mr Stuart Tait	stuart.tait@lism.catholic.edu.au
Leader of TAS:	Mr Adam Bancroft	adam.bancroft@lism.catholic.edu.au
Leader of PDHPE:	Mr Craig Nipperess	craig.nipperess@lism.catholic.edu.au
Leader of Creative Arts:	Mr Mark Conaghan	mark.conaghan@lism.catholic.edu.au
Leader of Languages		
Leader of Additional Needs:	Mrs Megan Bindon	megan.bindon@lism.catholic.edu.au
Librarian:	Mr Mark Bellamy	mark.bellamy@lism.catholic.edu.au
Careers:	Mr Rodney Paton	rod.paton@lism.catholic.edu.au
Leader of Learning Technology:	Ms Jasmine Organ	Jasmine.organ@lism.catholic.edu.au
Vocational Education and Training:	Mr Isaac Day	isaac.day@lism.catholic.edu.au
Literacy and Numeracy Coordinator	Ms Lena Jansons & Mrs Rosemary Cureton	lena.jansons@lism.catholic.edu.au rose.cureton@lism.catholic.edu.au

## TEACHING STAFF

Mr Adam Bancroft	Mr Matthew Lobsey
Mr Robert Barselaar	Mr Mark Loomes
Mrs Sandra Bartholomew	Mr Andrew Marks
Mrs Hazel Bell	Ms Madeline McAlister
Mr Mark Bellamy	Ms Thea-Anne McInnes
Mrs Megan Bindon	Ms Grace McGirr (Leave)
Mr Michael Burton	Ms Frances McHugh
Mrs Helen Cleary (Leave)	Ms Madeline McAlister
Mr Dean Coggan	Mrs Leanne McLennan (Leave)
Mr Douglas Colwell	Mr Alex Montford
Mr Mark Conaghan	Mrs Rosie Morgan
Mrs Rosemary Cureton	Mrs Sarah Nicholls
Mr Isaac Day	Mr Craig Nipperess
Mrs Tahni Day	Ms Jasmine Organ



Mrs Katrina Don	Ms Cassandra-Lee Palmer
Mr Alan Doyle	Mrs Deborah Parkin
Mr Tony Ellis	Mr Rodney Paton
Ms Tegen Filewood	Ms Nikita Robinson
Ms Sophie Fletcher (Leave)	Mrs Zoe Rodda
Mrs Natasha Green	Mrs Maria Rouse
Mrs Julianne Gosper	Ms Carla Snow
Mr James Hand	Mrs Jessica Stainlay
Mr Tom Howard	Mr Stuart Tait
Mr Damian Humphries	Ms Simone Taylor
Mr Robert Imeson	Ms Kate Thomson
Ms Lena Jansons	Mrs Kathy Warby
Mrs Tiffany Lee	Ms Andrea Williams

## SPORT

<b>Diocesan/CCC Sport/School Carnivals:</b> Mr Damian Humphries	<b>School Sport Co-ordinator</b> Ms Carla Snow
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## SUPPORT STAFF

These are the people who work in the Office, assist in various areas such as TAS, Library, Laboratories, Aboriginal Education, Computer Network, Canteen, Special Education, Maintenance. Some key people in these areas are listed below.

<b>Office Staff:</b> Mr Brayden Jamieson, Mrs Julie Power, Mrs Katrina Toovey	
<b>Aboriginal Education Officer:</b> Ms Rachel Johnson	<b>Network Support Officer:</b> Mrs Rachel Henderson and Mr Quentin Taylor
<b>Canteen Supervisors:</b> Mrs Tracey Hartmann & Mrs Tania Hewitt	<b>Grounds and Maintenance:</b> Mr Lewis Molloy
<b>Science Assistant:</b> Mrs Marianne Lawrence	<b>TAS Assistants:</b> Brett Bowling, Katrina West, Cheryl McGuran
<b>Library Support:</b> Mrs Ann Fallon-Watkins, Mr Alex Eggins	
<b>Additional Needs Support Staff:</b> Brett Bowling, Debbie Callaghan, Julianne Gosper, Tahnee Joe, Les McLennan, Judy Rouse, Col Speed, Zane Venter	
<b>Youth Ministry Officers:</b> Chelsea Brown & Joshua Lill	

## WELLBEING & PASTORAL CARE

*“The Catholic School must begin from the principle that the educational program is intentionally directed to the growth of the whole person.”(The Catholic School #29)*

The Pastoral Care System at McAuley Catholic College is based around a House System that incorporates a Pastoral Care Coordinator and Year based Coordinators. It aims to promote a strong sense of **community** as well as opportunities for **connectedness** which will, in turn, promote **resilience** and a **sense of achievement** for all our students. Pastoral care is enacted and embedded in relationships.

The House System at McAuley Catholic College is the “umbrella” under which many activities - religious, academic, pastoral, cultural, community, social, sporting - take place.

- Each student is allocated to one of four Houses – Tracey, McCarthy, Champagnat, Mercy.
- Seven vertically-structured Homerooms operate within each House with each Homeroom group containing students from each Year group, promoting connectedness

**THE HOMEROOM TEACHER** is the teacher primarily responsible for the wellbeing of each student in his/her Homeroom. Homeroom teachers are pastoral leaders and are the first point of contact regarding your child. Homeroom Teachers also lead morning prayer and are responsible for recording attendance. Homeroom Groups have a vertical structure in that they contain students from Year 7 to Year 12.

**THE HOUSE LEADER** is the Coordinator of the entire House. They are responsible for building the House Spirit and House system by promoting strong community spirit, leadership, initiative, responsibility and involvement. The House Leader will also promote and develop the spiritual dimension of the students and pastoral care in the College. They work with their House Team comprised of the seven Homeroom Teachers and other teachers allocated to the House.

**THE YEAR CO-ORDINATOR** is responsible for the overall pastoral, welfare and academic progress of the students in their year group. The Year Co-ordinator is responsible for the organisational matters specific to their respective year group. This includes running year activities and camps; monitoring student absences and behavior; conducting Year meetings, parent nights; organizing leadership opportunities, lockers, photos, immunization; assisting at retreats, reflection days and other pastoral activities such as shows and talks; supporting teachers of students in the year group; liaise with Homeroom Teachers, House Leaders, Leaders of Learning, Classroom teachers, Pastoral Care Coordinator and College Leadership Team; liaises with the school counsellor and communicates with parents and carers.

**THE PASTORAL CARE CO-ORDINATOR** works closely with the Assistant Principal in overseeing the Pastoral Care system of the College. The PCC liaises with and supports Year coordinators and the College Leadership Team. The PCC may take on some student cases in consultation with the Year Co-ordinator. The PCC organises and runs special programs and builds relationships with outside agencies and community groups.

## HISTORY OF HOUSES

The Houses are named after significant people involved in the foundations of the Catholic Church and Catholic schooling in the Clarence Valley.

### TRACEY (Red)

In 1860, Archbishop Polding administered Confirmation for the first time in Grafton. The Archbishop urged the new families to realise how important it was that their children be raised and taught in a Christian way. This was the impetus that saw the first Catholic School opened on the North Coast. It was situated in the original weatherboard Church in South Grafton and **Mr Edward Tracey** was the first teacher at the school.

### McCARTHY (Green)

**Father Timothy McCarthy** was the first Parish Priest in the region. He was appointed from 1854-1862 to the area encompassing the New England Plains, east to the Pacific Ocean and north to the Tweed River. Father McCarthy was based in Armidale and it took three months for him to travel around his district. Father McCarthy obtained land and collected money for the erection of a church in South Grafton.

### CHAMPAGNAT (Blue)

**Marcellin Champagnat** (1789-1840) was the founder of the Marist Brothers. He was ordained as a Priest in 1816 and worked in France in an isolated and culturally poor region. Marcellin strongly believed in the benefit of education for people at all levels of society. He dedicated his life to the intellectual and spiritual education of young men so that they could work with children deprived of a Christian education.

### MERCY (Gold)

**The Sisters of Mercy** were founded by Catherine McAuley (1778-1841). Catherine McAuley was a woman of faith who embarked on a path of service to the poor in Ireland. In 1884 Mother Stanislaus and her companions arrived in Grafton. The Sisters of Mercy have been involved in Catholic education in Grafton ever since. The Sisters of Mercy today continue their endeavours in education and in the local community, providing help to the poor, needy, elderly and youth.



## COLLEGE EXPECTATIONS

Students and staff expect to work in a safe, secure and supportive environment. The expectations shown below ensure all learning spaces are settled and productive. These expectations work in-conjunction with our Mercy values of Respect, Compassion, Justice, Excellence and Hospitality. The expectations are displayed in all classrooms and are clearly stated in the student diary.



These trigger words can be found on doors and windows throughout the College.



## STUDENT EXPECTATIONS

Students need to wear full school uniform each day.

Students need to be ready for learning by bringing all necessary equipment to school including;

- Charged Laptop;
- Diary;
- Pencil case containing pens, pencils, ruler etc;
- PPE for practical subjects;
- Hat

Student need to be prepared to participate in all aspects of College life



## **STUDENT COUNSELLING**

### **Counsellor: Ms Siobhan McNamara**

A student Counsellor is available four days a week – Monday to Thursday, to provide both an intervention and a prevention service. Student counselling is generally an individual consultation but may include group work. The focus of such counselling is to enhance the students' development, assisting with the development of an enabling school culture and empowering students toward positive change. The Counsellor:

- promotes personal and social development appropriate to developmental stages
- counsels students, their families and the community to foster growth in the students' self-esteem, individual responsibility and in skills such as decision making and social skills
- raise awareness of factors which may precipitate problems for students
- enhances students' educational achievement through goal setting and activities such as the promotion of effective work and study habits
- to assist students with school related problems and issues
- refer students to specialist personnel where appropriate

### **REFERRAL TO THE COUNSELLOR:**

- Referred by Parent/Staff member or can be through self-referral by the student
- Parental approval is generally sought if the student is under the age of 14

### **OUTSIDE REFERRALS**

- Lifeline: [www.lifeline.org.au](http://www.lifeline.org.au) 13 11 14
- Kids Helpline: [www.kidshelp.com.au](http://www.kidshelp.com.au) 1800 551 800 (24 hour free call)
- Better Access to Mental Health Care - Private Counselling. Referral via GP or <http://www.mncdgp.org.au/program-summary/Better%20Outcomes%20for%20Mental%20Health>
- Mental Health Services: [www.ncahs.nsw.gov.au](http://www.ncahs.nsw.gov.au)
- Mental Health Access Line: 1300 369 968 & 1800 011 511
- Youth Accommodation [www.communityprograms.org.au](http://www.communityprograms.org.au) 02 6643 2203
- Drug and Alcohol Counselling (North Coast Area Health Service) [www.ncahs.nsw.gov.au](http://www.ncahs.nsw.gov.au) 026640 2402
- NSW Alcohol & Drug Information Service [www.druginfo.nsw.gov.au](http://www.druginfo.nsw.gov.au) 1800 422 599 (24/7)
- Young Carers Project: [www.youngcarersnsw.asn.au](http://www.youngcarersnsw.asn.au) 1800 052 222 (24 hours)
- Child Protection Helpline: [www.humanservices.nsw.gov.au](http://www.humanservices.nsw.gov.au) 132 111 (24/7)

### **MANDATORY REPORTING**

Staff in Catholic Schools in the Diocese of Lismore have significant obligations as Mandatory Reporters, for the safety, welfare and well-being of children and young people. A Mandatory Reporter is a person who, due to the nature of their employment must report any concern regarding the safety, welfare or well-being of a child. This means that they must report any issue that they suspect, on reasonable grounds, that a child is at risk of significant harm to the school Principal who will take the required action. More detailed information can be found on the school website in the Child Protection Policy and Procedures document.

## AWARDS PROGRAM - HOW THE POSITIVE AWARDS SCHEME OPERATES

**Aim:** The Positive Awards Scheme at MCC is designed to reward consistent positive student behaviour in and out of the classroom and participation in and contributions to College programs and involvement in community service programs.

Award	Requirements	Procedure
Merit Certificate	5 achievement stamps.  There is no limit to the number of Merit Certificates students can attain.	Students submit 5 achievement stamps to their Homeroom Teacher.
Bronze Award	3 merit certificates in 3 areas.	An application form can be collected from the front office. This is to be submitted along with 3 merit certificates to the House Leader.
Silver Award	4 merit certificates in 4 areas. Evidence of community service to the College and/or wider community must also be provided. (approx 5 hours in 2 areas)	An application form can be collected from the front office. This is to be submitted along with 4 merit certificates to the House Leader.
Gold Award	5 merit certificates in at least 5 areas. Evidence of significant community service to the College and/or wider community must also be provided. (approx 10 hours in 3 areas)	An application form can be collected from the front office. This is to be submitted along with 5 merit certificates to the House Leader.
McAuley Medal	Students apply in writing to the House Leader and Principal. Outstanding participation in all areas or a major contribution to McAuley Catholic College would be expected. <b>Only Year 12 students are eligible for this Award.</b>	

- Students will retain their positive awards from one year to the next.

## STUDENT ACHIEVEMENT STAMPS

Students are given Achievement Stamps for a wide variety of areas as listed on the following sample.

CLASSWORK	ATTITUDE	BEHAVIOUR
<input type="checkbox"/> Admirable completion of work	<input type="checkbox"/> Admirable initiative	<input type="checkbox"/> Commendable cooperation
<input type="checkbox"/> Originality of work	<input type="checkbox"/> Cheerfulness	<input type="checkbox"/> Consideration towards others
<input type="checkbox"/> Commendable progress	<input type="checkbox"/> Cooperation	<input type="checkbox"/> Good example
<input type="checkbox"/> Excellent book work	<input type="checkbox"/> Consistent effort	<input type="checkbox"/> Good manners
<input type="checkbox"/> Excellent homework	<input type="checkbox"/> Improved effort	<input type="checkbox"/> Exemplary courtesy
<input type="checkbox"/> Homework regularly completed	<input type="checkbox"/> Capacity to work independently	<input type="checkbox"/> Group work cooperation
<input type="checkbox"/> Creative work	<input type="checkbox"/> Reliability	<input type="checkbox"/> Improvement in behaviour
<input type="checkbox"/> Outstanding neatness	<input type="checkbox"/> Good attendance record	<input type="checkbox"/> Positive influence
<input type="checkbox"/> High standard of written work	<input type="checkbox"/> Excellent use of diary	<input type="checkbox"/> Readiness to assist others
<input type="checkbox"/> Improved standard of bookwork	<input type="checkbox"/> Commendable standard of uniform	<input type="checkbox"/> Punctuality
<b>ASSESSMENT</b>		<b>SCHOOL SPIRIT and INVOLVEMENT</b>



<input type="checkbox"/> <i>Commendable proficiency</i>	<input type="checkbox"/> <i>Participation in College liturgies</i>
<input type="checkbox"/> <i>Distinction in assessment</i>	<input type="checkbox"/> <i>Excellent participation in cultural activities</i>
<input type="checkbox"/> <i>Distinguished scholarship</i>	<input type="checkbox"/> <i>Excellent participation in carnivals and co-curricular activities</i>
<input type="checkbox"/> <i>Excellent sporting achievement</i>	<input type="checkbox"/> <i>Admirable service to the school and general community</i>
<input type="checkbox"/> <i>Improved result in assessment</i>	<input type="checkbox"/> <i>Good attitude to sport</i>
<input type="checkbox"/> <i>Outstanding presentation of an assignment</i>	<input type="checkbox"/> <i>Helpfulness to teachers</i>
	<input type="checkbox"/> <i>Contribution to the creation of good school spirit</i>
	<input type="checkbox"/> <i>Willingness to display leadership</i>
	<input type="checkbox"/> <i>Honesty</i>

## STUDENT RIGHTS AND RESPONSIBILITIES

At McAuley Catholic College we believe that the school and the home share a common responsibility for our students and believe that the school and the home must work collaboratively towards the development of the potential of each student. We also believe that the protection of individual rights is an important aspect of this development. The following *Rights and Responsibilities* developed by the students, staff and parents/carers indicate a willingness to uphold this ideal:

<b>Rights of Students</b>	<b>Responsibility of Students</b>
<ul style="list-style-type: none"> <li>• To feel safe at all times in the College environment.</li> <li>• To learn unimpeded by the action of others.</li> <li>• To express oneself respectfully to others.</li> <li>• To know one's belongings are safe.</li> <li>• To work in a pleasant learning environment.</li> </ul>	<ul style="list-style-type: none"> <li>• To attend school regularly, on time, ready to learn and take part in College activities.</li> <li>• To aim at the highest personal standards in all aspects of College life.</li> <li>• To co-operate with the staff and to accept the authority and rules of conduct of the College.</li> <li>• To consider and respect the feelings and property of other people, within the College and the wider community.</li> <li>• To care for the grounds, buildings, furniture, equipment and resources provided by the College.</li> </ul>

**For more information regarding McAuley Catholic College Pastoral Care Policy please refer to the College website. <http://www.grafslism.catholic.edu.au>**

Please see the Pastoral Care Policy for more information on:

- Restorative Justice Principles
- Roles of School Personnel
- Chart of Referral
- Rights and Responsibilities
- Positive Awards Scheme
- Students Code of Conduct
- Classroom Expectations
- Bullying
- Behaviour Management Procedures

## CURRICULUM PROFILE

McAuley Catholic College offers a comprehensive curriculum encompassing a broad range of subjects and courses preparing students for the Higher School Certificate.

### YEARS 7 AND 8 KEY LEARNING AREAS

Students follow a core curriculum designed to provide experience of a broad range of subjects. All students study the following subjects:

Key Learning Area	Subjects	Year Level
Religious Education	Catholic Studies	7 & 8
English	English	7 & 8
Mathematics	Mathematics	7 & 8
Science	Science	7 & 8
Human Society and its Environment	History and Australian Geography	7 & 8
Technological & Applied Studies	Technology Mandatory	7 & 8
Personal Development/Health Phys Ed	PDHPE	7 & 8
Creative Arts	Music and Visual Arts	7 & 8
Languages other than English	French / Indonesian	8

### YEARS 9 AND 10 KEY LEARNING AREAS

Key Learning Area	Subjects	Year Level
Religious Education	Catholic Studies	9 & 10
English	English	9 & 10
Mathematics	Mathematics	9 & 10
Science	Science	9 & 10
Human Society and its Environment	History and Australian Geography	9 & 10
Personal Development/Health Phys Ed	PDHPE	9 & 10
<b>Electives</b>		
Agricultural Technology	Commerce	9 & 10
Drama	Music	9 & 10
Visual Arts	Food Technology	9 & 10
Textiles Technology	Industrial Technology – Metals	9 & 10
Industrial Technology – Timber	PASS – Physical Activity and Sport Studies	9 & 10
French	Indonesian	9 & 10
iSTEM	Multimedia	10



## PRELIMINARY AND HSC COURSES: YEARS 11 AND 12

Depending on student choices and subject availability, the following courses are offered at McAuley Catholic College in association with the NSW Education Standards Authority (NESA).

Key Learning Area	Subjects	Year Level
Religious Education	Studies of Religion (1 unit & 2 unit) Catholic Studies (1 unit)	11 & 12
English	Advanced (2 unit) Standard (2 unit) Extension I & II (1 unit) English Studies (2 Unit)	11 & 12
Mathematics	Mathematics (2 unit) Standard Mathematics (2 unit) Maths Extension I & II (1 unit)	11 & 12
Science	Biology (2 unit) Chemistry (2 unit) Physics (2 unit)	11 & 12
Human Society and its Environment	Modern History (2 unit) Ancient History (2 unit) Geography (2 unit) Legal Studies (2 unit) Business Studies (2 unit) History Extension (1 unit) Work Studies (1 unit)	11 & 12
Technological & Applied Studies	Food Technology (2 unit) Textiles and Design (2 unit) Industrial Technology—Timber (2 unit) Industrial Technology - Multi Media (2 unit)	11 & 12
Personal Development/Health Phys Ed	PDHPE (2 unit) Sport, Lifestyle and Recreation (1 unit) Community and Family Studies (CAFS)(2 Unit)	11 & 12
Creative Arts	Music 1 (2 unit) Visual Arts (2 unit) Visual Design (2 unit) Drama (2 Unit)	11 & 12
VET	Construction (2 unit Cat. B) Hospitality—Kitchen Operations (2 unit Cat. B) Metals and Engineering (2 unit Cat. B) Primary Industries (2 unit Cat. B)	11 & 12
TAFE delivered Vocational Education & Training Courses (TVET)	Although subsidized by the Catholic Schools Office, these still incur a minimum fee of \$250 per unit (Fee payable upfront and non-refundable)	11 & 12
Online Courses	Economics Engineering Studies Software Design and Development Geography Indonesian Beginners Japanese Beginners	11 & 12

## CO-CURRICULAR ACTIVITIES

### MISSION ACTIVITIES

The role of Mission at McAuley Catholic College is to ensure that our College is authentically Catholic and a place of evangelisation where students can experience a personal encounter with Jesus Christ. It draws on the traditions of our Mercy and Marist heritage and is primarily concerned with the way in which our College Community lives out the beliefs and values of our Catholic faith. This is achieved by:

#### Liturgical Ministry

This encompasses all those activities in the College where we come into direct relationship with God. These are as diverse as a moment of silent prayer before class, or a whole school prayer celebration. Aspects of Liturgy at McAuley include:

- Class masses (Parish masses)
- Home Room & RE class Prayer
- Special Liturgies (Ash Wednesday, Easter and McAuley Day)
- Assembly Prayer
- Christian Meditation

#### Retreats and Reflection Days

- Three day residential Retreat in Year 12.
- Three day residential Retreat in Year 11.
- Kairos Retreats for selected Senior students
- Special events, guest speakers throughout the year
- Reflection Days for Years 7, 8, 9 and 10 at different times throughout the year.

#### Evangelisation Opportunities

- Youth Ministry classes in Years 9 and 10
- JOLT (Jesus Over Lunch Time) Youth group
- Lismore Catholic Schools Office ministry programs – Transitus, Festa Christi, SHINE, LEAD, Street Retreat, ACYF (Australian Catholic Youth Festival)

#### Social Justice Initiatives

- Community BBQ Trailer
- St Vincent de Paul Conference
- Fundraising for Mercy Works and Catholic Mission

#### Parish Links

- Fidelis Youth Group



## RECREATIONAL AND CULTURAL ACTIVITIES

***Students are encouraged to be active members of their school and local community by participating in a range of activities offered by the College. These include:***

Music Ensembles	Enrichment	Duke of Edinburgh
Competitions	Camps	Pastoral Care Programmes
Debutante Ball	Mock trials	Public Speaking
Debating	Musical Productions	School Socials
Eisteddfods	Local Remembrance Services	Social Justice Groups
Excursions	Lions Youth of the Year	

## SPORT

***The College fields teams in all major sports at local, Diocesan and NSW Combined Catholic College levels, as well as offering a range of sports held on a Thursday during sport time. These sports include:***

Athletics	Equestrian	Skate Park
Australian Rules	Futsal	Tennis
Basketball	Fitness	Ten Pin Bowling
Cricket	Netball	Touch Football
Cross Country Running	Rugby League	Ultimate Frisbee
Dance	Rugby Union	Volleyball
Golf	Soccer	Weight Training
Hockey	Swimming	Yoga



## FEES 2020

### McAuley Catholic College

Administer all charges associated with  
College Fees

PLUS SCHOOL BUILDING LEVY \$540 & COLLEGE YEARBOOK OF \$30 PER FAMILY		Year 7	Year 8	Year 9	Year 10	Year 11	Year 12
	Tuition Fees	\$1940	\$1940	\$1940	\$1940	\$2670	\$2670
	Resource Fees	\$753	\$944	\$839 plus Electives	\$999 plus Electives	\$624 plus Electives	\$622 plus Electives
	Total	<b>\$2693</b> Plus \$696~ for Chromebook	<b>\$2,884</b>	<b>\$2,779</b>	<b>\$2,939</b>	<b>\$3,296</b>	<b>\$3,292</b>

The Diocese of Lismore have a School Building Levy to assist the Capital Development of Catholic Schools. This levy is charged to all families who have children in Clarence Valley Parish Schools. The Building Levy is charged annually. This fee is not optional.

PAYMENT	1 <sup>st</sup> instalment due: 13 <sup>th</sup> March 2020	Discounts apply for families with more than one child enrolled in Clarence Valley Parish schools
	2 <sup>nd</sup> instalment due: 22 <sup>nd</sup> May 2020	
	3 <sup>rd</sup> instalment due: 21 <sup>st</sup> August 2020	
	4 <sup>th</sup> instalment due: 13 <sup>th</sup> November 2020 (Years 7-11)	

Weekly, fortnightly or monthly direct debit option is available please contact Office staff. For all other enquiries or assistance please contact the College Business Manager.

#### DIRECT DEPOSIT

Fees can be paid by direct deposit. Our account details are as follows:

Account Name: McAuley Catholic College

BSB: 062-546

Account Number: 00922065

Please ensure you use your account number or surname as a reference.

#### BPAY

When paying via BPAY follow your internet instructions using the BPAY reference found on your McAuley Statement.

#### EFTPOS

Full debit and credit EFTPOS facilities are available for payments of all fees, excursions, and other purchases. We accept the following credit cards: Bankcard, Visa and Mastercard. Credit Card payment can also be made over the phone.

#### CASH, CHEQUE or MONEY ORDER

Please ensure that your payment is in an envelope clearly marked with the student's name and that any cheques are made payable to "McAULEY CATHOLIC COLLEGE". Ensure that you indicate exactly what is being paid – e.g. Tuition Fees; Subject Levies; excursion etc.

Other fees payable during the year may be for visiting drama groups, excursions, sport venues and as required.

## McAULEY CATHOLIC COLLEGE RESOURCE FEE SCHEDULE 2020

ADDITIONAL ELECTIVE FEES	Year 9	Year 10	Year 11	Year 12
AGRICULTURE	\$80	\$80		
ART	\$70	\$70	\$130	\$130
BUSINESS STUDIES			\$30	\$30
COMMUNITY AND FAMILY STUDIES			\$15	\$15
COMMERCE	\$20	\$20		
DRAMA	\$70	\$70	\$70	\$70
INDUSTRIAL TECHNOLOGY- MULTIMEDIA			\$70	\$70
GEOGRAPHY			\$60	\$60
HISTORY (ANCIENT)			\$20	\$20
HISTORY (Modern)			\$20	\$20
iSTEM	\$100	\$100		
LEGAL STUDIES			\$30	\$30
MATHEMATICS			\$18	\$18
MUSIC	\$50	\$50	\$50	\$50
PASS	\$50	\$50		
PDHPE			\$15	\$15
SCIENCE - BIOLOGY			\$50	\$50
SCIENCE - CHEMISTRY			\$50	\$50
SCIENCE - PHYSICS			\$50	\$50
SPORT LIFESTYLE RECREATION			\$15	
STUDIES OF RELIGION I			\$10	\$10
STUDIES OF RELIGION II			\$15	\$15
CATHOLIC STUDIES			\$10	\$10
TECHNOLOGY - FOOD TECHNOLOGY	\$120	\$120		
TECHNOLOGY - METAL TECHNOLOGY	\$110	\$110		
TECHNOLOGY - TEXTILES	\$90	\$65	\$105	\$50
TECHNOLOGY - INDUSTRIAL TECHNOLOGY WOOD	\$115	\$110	\$115	\$60
ONLINE STUDY			\$350	\$350
TAFE COURSES <i>PER UNIT</i> (FEE PAYABLE UPFRONT & NO REFUND)			\$250	\$250
VET—CONSTRUCTION (includes PPE kit in Year 11)			\$190	\$150
VET—HOSPITALITY OPERATIONS			\$200	\$200
VET—METAL & ENGINEERING (includes PPE kit in Year 11)			\$200	\$160
VET—PRIMARY INDUSTRIES & CERT II IN AGRICULTURE (includes PPE kit in Year 11)			\$190	\$150

***SPORT/EXCURSIONS/COMPETITIONS fees will be charged as required throughout the year.***



## 2020 McAuley Catholic College Stationery & Equipment Requirements – Years 7-10

Subjects		Year 7	Year 8	Year 9	Year 10
Religious Education		<i>Supplied</i>	1 x A4 96 Page Binder Book	1 x A4 96 Page Binder Book	1 x A4 96 Page Binder Book
English					
Mathematics		Geometry set, ruler, eraser and CASIO fx-82AU calculator	Geometry set, ruler, eraser and CASIO fx-82AU Calculator 1 x A4 64 page Exercise book	Geometry set, ruler, eraser and CASIO fx-82AU Calculator 1 x A4 192 page Exercise book	Geometry set, ruler, eraser and CASIO fx-82AU Calculator 1 x A4 192 page Exercise book
Sciences		<i>Supplied</i>	1 x A4 128 Page Binder Book	1 x A4 128 Page Binder Book	1 x A4 128 Page Binder Book
HSIE		<i>Supplied</i>	2 x A4 64 Page Binder Book & Coloured pencils	2 x A4 96 Page Binder Book & Coloured pencils	2 x A4 96 Page Binder Book & Coloured pencils
Commerce				1 x A4 96 Page Binder Book	1 x A4 96 Page Binder Book
PDHPE		Sport Uniform with College Hat. Appropriate Sport Shoes – Not Canvas	Sport Uniform with College Hat. Appropriate Sport Shoes – Not Canvas 1 x A4 64 Page Binder Book	Sport Uniform with College Hat. Appropriate Sport Shoes – Not Canvas 1 x A4 64 Page Binder Book	Sport Uniform with College Hat. Appropriate Sport Shoes – Not Canvas 1 x A4 64 Page Binder Book
PASS				Sport Uniform with College Hat. Appropriate Sport Shoes – Not Canvas 1 x A4 64 Page Binder Book	Sport Uniform with College Hat. Appropriate Sport Shoes – Not Canvas 1 x A4 64 Page Binder Book
Music		<i>Supplied</i>	1 x 48 Page Binder Book	1 x 48 Page Binder Book 1 x A4 Display Book	1 x 48 Page Binder Book 1 x A4 Display Book
Drama				1 x 64 Page Binder Book & Loose Leaf Paper Drama Blacks (Pants and Shirt – no writing)	1 x 64 Page Binder Book & Loose Leaf Paper Drama Blacks (Pants and Shirt – no writing)
Technological and applied Studies	Food Technology	<i>Supplied</i>		A4 Loose Leaf paper 1 x A4 Display Folder	A4 Loose Leaf paper 1 x A4 Display Folder
	Industrial Technology – Wood	<i>Supplied</i>		2 x HB Lead pencils 1 x Small Tape Measure (2m-3m) A4 Loose Leaf paper Students are to provide their own timber for special or larger projects	2 x HB Lead pencils 1 x Small Tape Measure (2m-3m) A4 Loose Leaf paper Students are to provide their own timber for special or larger projects
	Industrial Technology – Metals	<i>Supplied</i>		1 x Small Tape Measure (2m-3m) Long sleeve cotton Drill Shirt 1 x A4 Display Folder	1 x Small Tape Measure (2m-3m) Long sleeve cotton Drill Shirt 1 x A4 Display Folder
	Textiles Technology	<i>Supplied</i>		A4 Loose Leaf paper 1 x A4 Display folder Patterns and fabrics	A4 Loose Leaf paper 1 x A4 Display folder Patterns and fabrics
	Agriculture			1 x A4 64 Page Binder Book - Hat & Gumboots (optional)	1 x A4 64 Page Binder Book - Hat & Gumboots (optional)
	iSTEM			A4 Booklet, lead pencils & 16Gb USB	A4 Booklet, lead pencils & 16Gb USB
	Industrial Tech Multimedia/ Photography			A4 Display folder, 16Gb USB	A4 Display folder, 16Gb USB
French or Indonesian			1 x A4 64 Page Binder Book, 1 x Display Book MP3/iPod style earphones	1 x A4 64 Page Binder Book, Plastic Sleeves MP3/iPod style earphones	1 x A4 64 Page Binder Book, Plastic Sleeves MP3/iPod style earphones

2020 McAuley Catholic College Stationery & Equipment Requirements - Year 11 & 12		
Subjects	Year 11	Year 12
Religious Education	1 x A4 96 Page Binder Book	1 x A4 96 Page Binder Book
English	A4 Loose Leaf paper with Dividers	A4 Loose Leaf paper with Dividers
Mathematics	Students require a Geometry set, ruler, eraser and CASIO fx-82AU calculator <b><u>Mathematics Standard</u></b> Textbook "Cambridge Maths NSW Standard Year 11" [Greg Powers] ISBN: 9781108434638 <b><u>Mathematics (2 Unit)</u></b> TBA <b><u>Extension 1 Mathematics (3 Unit)</u></b> TBA	Students require a Geometry set, ruler, eraser and CASIO fx-82AU calculator <b><u>General Mathematics 1</u></b> Textbook "Cambridge Mathematics Standard 1" – ISBN 9781108634212 <b><u>General Mathematics 2</u></b> Textbook "Cambridge Mathematics Standard 2" ISBN 9781108448079 <b><u>Mathematics (2 Unit)</u></b> Textbook "Maths in Focus Book 2" [Margaret Grove] – ISBN 10:0170226522 <b><u>Extension 1 Mathematics (3 Unit)</u></b> Textbook "Maths in Focus Extension 1" [Margaret Grove – approx \$50] – ISBN 10:0170226581
Biology	2 x A4 128 Page Binder Book Textbook – Biology In Focus Yr11	2 x A4 128 Page Binder Book Textbook – Biology In Focus Yr12
Chemistry	2 x A4 128 Page Binder Book Textbook– Chemistry In Focus Yr11	2 x A4 128 Page Binder Book Textbook– Chemistry In Focus Yr12
Physics	1 x A4 128 Page Binder Book Textbook – Physics In Focus Yr11	1 x A4 128 Page Binder Book Textbook – Physics In Focus Yr12
HSIE	<b>All HSIE subjects</b>	According to individual teachers' instructions (students will need either a 196 page lecture book or loose leaf paper). Plastic Sleeves, Display Book. All HSIE subjects require Current Events Analysis. The College purchases a number of Journals and newspapers daily. Students should purchase the "Sydney Morning Herald" OR "The Australian" on Saturdays
	<b>Business Studies</b>	Textbook "Cambridge Year 11 (Prelim) Business Studies" [Marianne Hickey, Tony Nader & Tim Williams] ISBN- 9781316648827
	<b>Legal Studies</b>	Textbook "Cambridge Legal Studies" 4 <sup>th</sup> Edition [Paul Millgate et al] ISBN - 9781316621059
	<b>Geography</b>	Textbook "Global Interactions Year 11" [Kleeman, Hamper & Rhodes] – 3rd edition ISBN 9781488620935

<b>PDHPE</b>	Sport Uniform with Appropriate Shoes 2 x A4 96 page binderbook	Sport Uniform , Appropriate Shoes, A4 Loose paper 2 x A4 96 page binderbook
<b>CAFS</b>	Sport Uniform with Appropriate Shoes 2 x A4 96 page binderbook	Sport Uniform , Appropriate Shoes, A4 Loose paper 2 x A4 96 page binderbook
<b>SLR</b>	Sport Uniform with Appropriate Shoes A4 64 page binderbook	
<b>Music</b>	1 x A4 Binder Book and Display Folder	1 x Display Folder, 1 x A4 Binder Book
<b>Drama</b>	1 x A4 Binder Book and Loose Leaf paper, Drama Blacks	2 x A4 Binder Book and Loose Leaf paper, Drama Blacks
<b>Industrial Technology – Wood</b>	A4 Loose Leaf Paper, A3 Display folder, 1 x small Tape Measure, 2 x HB Pencils (Apron, Safety Glasses & Dust Mask from Year 10) Timber for individual skills project approx \$50	A4 Loose Leaf Paper, A3 Display folder, 1 x small Tape Measure, 2 x HB Pencils (Apron, Safety Glasses & Dust Mask from Year 11)
<b>Industrial Technology – Multi Media</b>	1 x A4 Display Folder Storage Device – Minimum 16 gigabyte USB	1 x A3 Display Folder Storage Device – Minimum 16 gigabyte USB
<b>Textiles</b>	A4 Loose Leaf Paper, patterns and fabrics Textbook “Nelsons Textiles and Design” [ Lynda Peters and Christine Castle] Cengage Learning – ISBN 9780170210713 approx \$60	Sewing Kit, A3 Display Folder, A4 Loose Leaf Paper, patterns and fabrics. Students will need to purchase their own Textiles Process Diary approx. \$12.00
<b>Industrial Technology – Multi Media</b>	A4 Loose Leaf paper with Plastic sleeves, Display Folder USB – Min. 64 Gb, MP3/iPod style earphones Optional - Textbook and 128Gb SD Card	A4 Loose Leaf paper with Plastic sleeves, Display Folder. USB – Min. 64 Gb, MP3/iPod style earphones Optional - Textbook and 128Gb SD Card
<b>VET – Hospitality Operations</b>	A4 Loose Leaf Paper, Chefs Uniform from Uniform Shop – approx. \$90	A4 Loose Leaf Paper
<b>VET - Construction</b>	1 x A4 Display folder Steel Capped workbooks and White Card (General Construction Induction)	1 x A4 Display folder Steel Capped Workbooks
<b>VET – Primary Industries, Certificate II in Agriculture</b>	Hat and work boots	Hat and work boots
<b>VET – Metals &amp; Engineering</b>	A4 Display folder, 2 X Fine Point Permanent markers	A4 Display folder, 2 X Fine Point Permanent markers,



## TECHNOLOGY REQUIREMENTS

At McAuley Catholic College, we want our students to be twenty-first century life long learners who are confident, connected and actively involved. Technology is a critical component in achieving this. Therefore, all students at McAuley Catholic College are required to have a computer for use during class time.

In recent years, staff at McAuley Catholic College have worked hard to incorporate new technologies into the curriculum and teach our students many of the twenty-first century learning skills so necessary in today's 'digital age' – skills which go far beyond the use of the internet and search engines and include such things as:

**Collaboration**

**Creativity**

**Innovation**

**Critical thinking**

- **Self-directed and personalised learning**
- **Problem-solving**
- **Digital citizenship (incorporating digital literacy, digital conduct, digital health and wellbeing and digital footprint)**
- **Life-long learning**

## YEARS 7-9 CHROMEBOOKS

In 2020, all students in Year 7 will be provided with a Chromebook as part of the fee structure. These devices will be supported by the College for three years in regards to network support, printing, warranty and accidental damage claims. No other devices will be permitted. Students are expected to bring their Chromebook to school every day.

## YEAR 10 -12 LAPTOPS

Parents/Carers of students in Years 10-12 need to provide their child with a laptop and students are expected to bring their laptop to school every day.

In Years 11 and 12 students may be required to complete work that requires a more powerful device. It is recommended that parents discuss laptop requirements with subject coordinators at information nights before they choose a device for these years.

Parents of Years 10-12 students may choose to purchase a Chromebook or a laptop through our Diocesan provider and the details for these devices and contact details can be found on our College website:

[www.grafslism.catholic.edu.au](http://www.grafslism.catholic.edu.au).

## ASSISTANCE AVAILABLE

Parents who are unable to fund the purchase of a Chromebook are asked to contact the Principal or the Business Manager to discuss assistance available. This will be a confidential discussion.

Please note that NO family should consider withdrawing their child from the College because of financial hardships caused by the cost of providing a Chromebook.

## COMPUTER NETWORK

All students are expected to read the Netbook Acceptable Use Policy. These can be found online at

<http://moodle.grafslism.catholic.edu.au>

## UNIFORM

McAuley Catholic College students are expected to show pride in the College by wearing the school uniform correctly. Wearing of a school uniform is important for several academic, social and safety reasons. Most importantly, wearing a school uniform promotes a sense of identity and respect for the school. Wearing a uniform encourages school spirit and a sense of belonging and pride. It removes competitiveness and class distinction in dress and lessens 'financial' barriers between students. In this regard, it can help to reduce incidences of bullying and peer pressure. Additionally, wearing a uniform creates a sense of orderliness throughout the school. It also models behaviour by helping students to prepare for when they leave school and may have to dress smartly or wear a uniform. For parents and caregivers, it cuts down on cost as well as providing protection against the harmful rays of the sun. Furthermore, a school uniform can improve learning by reducing distraction, sharpening focus on schoolwork and making the classroom a more serious environment, allowing students to perform better academically.

The full College uniform as described in the Student Diary is to be worn to and from school and at all times during the school day.

All students are expected to:

- Wear correct school uniform each day with pride.
- Label all uniform items with the student name
- Keep uniform items, including hats, free of graffiti or paint.
- Wear Sports uniform on Thursdays.
- Wear correct uniform when representing the College eg special events, sporting events and excursions

### COLLEGE UNIFORM - BOYS

<b>SHIRT</b>	Junior – Blue (shirts may be worn as an out-shirt if shirt tail trimmed and hemmed) Senior – White short-sleeve (shirts may be worn as an out-shirt if shirt-tail trimmed and hemmed) (Shirt to tucked in at formal events / occasions as requested)
<b>TIE</b>	Junior - striped Maroon / Royal Blue / White (worn only in Terms 2 & 3) Senior - plain Maroon with monogram. <b>Compulsory Terms 2 &amp; 3 (optional Term 1 &amp; 2).</b>
<b>SHORTS</b>	College Grey Shorts
<b>BELT</b>	Grey or Black
<b>SOCKS</b>	Junior – Long grey socks with MCC colour stripes Senior - Long White walk – pulled up
<b>SHOES</b>	Black POLISHED leather lace-up with heel. Sandals, boots and canvas shoes are not permitted. (Sport shoes are only to be worn on Sport Days)
<b>JUMPER</b>	Maroon 'Gotcha' with monogram, Para Sport Jacket or Maroon Woollen College-Style Jumper
<b>CAP/HAT</b>	Blue cap and/or maroon bucket hat. Available from College Office.
<b>JEWELLERY</b>	See statement on Jewellery
<b>HAIR</b>	Hair is to be well groomed and tidy. Long hair over the collar must be tied back. Extremes of hairstyle, including extremes of colours are not permitted.
<b>Boys must be clean shaven at all times</b>	

## SPORT / PE UNIFORM BOYS

If students do not have their correct sport uniform they are to wear normal uniform with a note of explanation from Parents and change into appropriate sport clothing or borrow spare items from the College.

<b>TOP</b>	College Sports polo with monogram
<b>SHORTS</b>	Maroon Shorts
<b>SOCKS</b>	White ankle
<b>SHOES</b>	Sport joggers. Canvas shoes are NOT permitted
<b>TRACK PANTS</b>	Maroon (Optional - Sport Days Only)
<b>JUMPER / JACKET</b>	Maroon 'Gotcha' with monogram, Para Sport Jacket or Maroon Woollen College-Style Jumper
<b>CAP/HAT</b>	Blue cap and/or maroon bucket hat. Available from College Office.

## COLLEGE UNIFORM - GIRLS

<b>BLOUSE</b>	Junior - Honey Overblouse with Maroon piping Senior - White Overblouse with Maroon piping
<b>TIE</b>	Junior - striped Maroon / Royal Blue / White Senior - plain Maroon with monogram
<b>SKIRT</b>	'Crestalene' Garnet, knee length (Maroon bike pants may be worn under the skirt)
<b>SOCKS</b>	White ankle
<b>TIGHTS</b>	Beige or maroon (Optional)
<b>SHOES</b>	Black POLISHED leather lace-up with heel. Sandals, boots and canvas shoes are not permitted. (Sport shoes are only to be worn on Sport Days)
<b>JUMPER</b>	Maroon 'Gotcha' with monogram, Para Sport Jacket or Maroon Woollen College-Style Jumper
<b>CAP/HAT</b>	Blue cap and/or maroon bucket hat. Available from College Office.
<b>JEWELLERY</b>	See statement on Jewellery
<b>HAIR</b>	Hair is to be well groomed and tidy. Long hair over the collar must be tied back. Extremes of hairstyle, including extremes of colours are not permitted.

## SPORT / PE UNIFORM - GIRLS

If students do not have their correct sport uniform they are to wear normal uniform with a note of explanation and change into their sport clothing.

<b>TOP</b>	College Sports polo with monogram
<b>SPORT SHORTS</b>	Maroon Shorts
<b>BIKE PANTS</b>	Maroon Cotton (Optional - PE Only)
<b>SOCKS</b>	White ankle
<b>SHOES</b>	Sport joggers, NOT canvas

<b>TRACK PANTS</b>	Maroon (Optional - Sport Days Only)
<b>JUMPER / JACKET</b>	Maroon 'Gotcha' with monogram, Para Sport Jacket or Maroon Woollen College-Style Jumper
<b>CAP/HAT</b>	Blue cap and/or maroon bucket hat (available from College Office)
<b>SWIMMERS</b>	One piece swimming costumes are to worn during sport lessons, swimming carnivals and activity days where swimming is an option.

## SCHOOL SHOES

Please take note of the attached diagram regarding the correct College school shoes. The shoes McAuley Catholic College students are required to wear need to be 'school style', that is black leather polishable, low-cut, lace-up shoes with a distinguishable heel on the shoe (not too big). The diagram outlines acceptable and unacceptable footwear.

Correct / Acceptable	Incorrect / Unacceptable
<ul style="list-style-type: none"> <li>- Black, polishable, lace-up</li> <li>- School style (has a heel)</li> <li>- Low-cut and covered</li> </ul>	<ul style="list-style-type: none"> <li>*Do not purchase these*</li> <li>- Flat-soled</li> <li>- Open upper (Mary-Jane style)</li> <li>- 'Skate' style, non-polishable</li> </ul>
	
	
	

## **FURTHER INFORMATION ON UNIFORM ISSUES**

### **IF A STUDENT CANNOT WEAR CORRECT AND FULL UNIFORM**

Students are to bring a note signed by parent / guardian to school explaining the uniform issue. The note is countersigned by the HR teacher or Year Co-ordinator or Assistant Principal. This note is then presented to the office in exchange for a uniform pass. The uniform pass is carried by the student and presented when requested. If the student is wearing a non uniform item that is deemed unacceptable an alternative item of clothing will be offered to the student or parents will be contacted to rectify the situation.

Students in incorrect uniform without an explanation from parents / carers will be placed on uniform detention.

### **IF A STUDENT IS UNABLE TO WEAR THE CORRECT SPORT UNIFORM**

Students are to wear their full school uniform with a signed explanatory note and change into appropriate alternative sports gear before sport / PE. If the student is wearing a non uniform item that is deemed unacceptable an alternative item of clothing will be offered to the student or parents will be contacted to rectify the situation.

### **REPRESENTING THE COLLEGE**

All students representing the College are expected to be dressed in correct school uniform as directed on information notes that are sent home before any event. Students representing the College in sporting events are to leave the College in full sport uniform. If students cannot abide by this expectation they will be withdrawn from the representative group.

### **CHANGING INTO AND OUT OF SPORTS UNIFORM FOR PE /PASS LESSONS**

#### **(Being reviewed for 2020)**

All students must arrive and leave the College in full school uniform – not sport uniform (except Thursday). Students change into and out of their PE uniform during breaks – before homeroom, at recess and lunch, and after school before leaving the school grounds. Students who depart on an early bus must change at the end of period 5 or 6.

### **SCHOOL HATS AND CAPS**

The College has a Sun-Protection Policy in which the dangers of exposure to the sun and the requirements of the school are pointed out. Students should wear hats or caps at all times when they are exposed to the sun. These can be purchased from the Main Office. There are 2 types to select from: blue cap and maroon bucket hat.

Graffitied and modified hats are not permitted and will be deemed as incorrect uniform, in which case students will need to purchase a new replacement hat.

### **HAIR (Boys & Girls)**

- Hair should be well groomed and tidy - Long hair over the collar must be tied back. Ribbons and other hair ties are to be in school colours.
- Extremes of hairstyle, including extremes of colours are not permitted.

### **MAKE-UP**

Make-up is not to be worn and fingernails are not to have coloured nail polish.

### **JEWELLERY (Being reviewed for 2020)**

Because of uniform requirements and safety factors and to guard against breakage or loss, the wearing of jewellery is restricted. Students may wear a wristwatch, a single neck chain and one signet ring. Neckbands, as well as wrist and ankle-chains and ankle-bands, are not permitted.

Students may wear no more than two sleepers or studs in each ear. Students who choose to have any piercing other than for earrings (such as nose studs or eyebrow piercings) will be required to remove the extra studs or embellishments. Any types of spacers, including clear ones, are NOT permitted.

## TATTOOS

- If a student has a tattoo, it is to be covered or not visible when in school uniform (this includes sports uniform)
- Offensive tattoos and tattoos on the face, neck or ears are not acceptable under any circumstances.

## PURCHASING UNIFORMS

### UNIFORM SHOP

Uniforms can be purchased from U-Design Sportswear and Schoolwear at the following locations:

**170 North Street, Grafton, Gate 3 (Old Brewery Site) –**

Enquiries – Shop 66432989

Otherwise please contact Jacko for appointment on 0488025781.

Monday - 10am – 2pm;

Thursday - 2.30pm to 6pm;

Saturday - 9am – 1pm;

U-Design and Schoolwear are also open from 9am – 5pm Monday to Friday from 6<sup>th</sup> - 31<sup>st</sup> January 2020 for any last minute uniform purchases.

***Carney's Shoes - Maclean***

Enquiries – 66452334

### SECOND-HAND CLOTHING

A good range of second-hand uniform items are available from the St Vincent de Paul Shop in Prince Street, Grafton, between Fitzroy and Victoria Streets. The store is open between the hours of 9:00am and 4:00pm, Monday to Friday.





## SOME GENERAL GUIDELINES FOR STUDENTS, PARENTS/CARERS

### **ABSENCE FROM SCHOOL**

All absences are to be advised to the College Office prior to 9.15am. Parents/Carers will be notified via SMS of unexplained absences. Where parents/carers know of upcoming absence, they are asked to inform the College Office in advance. Please note all absences are to be explained by parents/carers via note, email, phone or return SMS. In the case of unexplained absences in excess of two days, parents/carers will be contacted by the Homeroom Teacher.

### **ACCIDENT INSURANCE**

Accident Insurance is provided by the Diocese of Lismore for all students through Catholic Church Insurances Ltd. (CCI). This is a Students' Accident and Disability policy issued to schools in respect of school activities only. If parents/carers wish to make an accident claim they should contact the College Office for an information form.

### **AMBULANCE**

The College has Ambulance Insurance and there is no cost to parents/carers for Ambulance attention arranged by the College.

### **ANNUAL AWARD PRESENTATIONS**

At the end of the Academic Year, Awards are made at various formal occasions to which parents/carers are invited. Awards are made for leadership, the demonstration of Christian values, excellence in academic achievement, cultural achievement, commitment to studies, sporting excellence, good citizenship and community service.

### **BANNED ITEMS**

A range of items are clearly inappropriate for use at school and must not be brought onto the grounds. Such items include chewing gum, bubble gum, matches or lighters, cigarettes, alcohol, drugs, knives or other weapons, liquid paper, aerosol cans, fireworks/crackers, water bombs, inappropriate printed and electronic material and other such items as the Principal may determine to be unsafe or nuisance items.

### **IPODS**

Students may choose to carry these devices but they are not necessary and the College does not accept any responsibility for damage or theft. If they are used in class it is only with the permission from the teacher. If they are used inappropriately or at the wrong time the item will be confiscated and placed in the Office for collection by a parent / carer as per the mobile phone policy.

### **MOBILE PHONES (Being reviewed for 2020)**

The bringing of phones to the College by students is discouraged and their subsequent use during school hours is prohibited. Parents or carers who wish their children to carry a phone for safety or emergency purposes should abide by, and ask their children to abide by the following guidelines:

- Phones, if brought to the College, must be switched off on arrival at school in the morning and may be switched on again after classes at 3.10pm.
- *If it is necessary for parents or carers to make contact during school hours, it can be done in the usual manner through the School Office.*
- Students will not lend their phones to other students during school hours.
- Students found using phones during school time, either to make or receive calls or messages, or if the phone rings during class time, will have their phones confiscated and parents or carers will need to

come to the College to retrieve the phone. The phone will be returned to parents or carers ONLY, and will NOT be returned to students.

Mobile phones are valuable items and the responsibility for them rests with the owner. They should be kept in a secure place during school hours. No responsibility will be accepted by the College for the loss or theft of a phone.

## **BUS FORMS**

Students who live outside 2km radial distance from the school, or who have to walk more than 2.9km to school, are eligible to apply for a bus subsidy. Complete the online application form at [transportnsw.info/school-students](http://transportnsw.info/school-students).

## **CANTEEN**

Mrs Tracey Hartmann and Mrs Tania Hewitt are responsible for the operation of the College Canteen. We rely on the help provided by parents, carers and even grandparents in this area and appreciate their support. Helpers are required for duty at the Canteen from 9.30am until approximately 1:45pm. We invite new parents/carers to nominate themselves to be placed on the monthly roster to help staff the Canteen. Please call the College Office on 66431434 if you wish to be involved or would like more information.

See menu on Page 37.

## **CHANGE OF ADDRESS/FAMILY CIRCUMSTANCES**

Parents are asked to notify the College promptly of any change of address, phone number, place of employment or changes to family circumstances. This is very important in case of any emergency at school. A change of address/family circumstances form is available from the College Office and should be completed and returned as soon as possible.

If a student travels by bus to school, a bus application needs to be completed online and returned to the office. A new bus pass will be issued to the student by the bus company. When parents arrange for children to stay with relatives or friends while they themselves are away from home for a period, please inform the Office in writing. The College requires particulars (name, address, phone number) of the relative or friend for the duration of the student's stay.

## **HOMEWORK SUPPORT**

Students needing assistance to complete homework or assessment tasks are encouraged to speak to their teachers in a timely manner.

Learning Intervention is held every lunchtime in L4 and is supervised by a teacher. Students may elect to attend learning intervention in order to get additional support and avail themselves of this time in order to complete their homework. Students who do not submit assessments or are not making a sustained effort to complete tasks may be required to attend Learning Intervention.

## **HOMEWORK AND STUDY**

Students will have written homework or assignments as well as study. Generally, written homework will be set each day. Study means learning the work done in class. A pattern of steady and consistent work and study are necessary in Years 7 and 8 for the students to gain the best possible results and to form a habit of regular study which will be invaluable in future years. In Years 7 and 8 homework/study requirements would be:



- *Years 7 and 8: Students should plan to include one hour of homework each afternoon or evening. This should include completion of set homework, regular revision of the day's work and ongoing project or assignment work. Any time left over should be devoted to reading for enjoyment or information. Homework needs to be done in a quiet environment free from T.V., video or computer games, or computer and social network access.*

### **Some Study Hints:**

- *Planning is essential - draw up a timetable and follow it.*
- *Mark dates for exams and assignments in their diary and on the planner.*
- *Do all the work set.*
- *Regularly do some revision on each subject.*
- *Make a firm decision to apply yourself to school and study.*
- *Use your school time well.*
- *Ask teachers for help or guidance when needed.*
- *Organise your books and equipment - always have what you need.*

### **ILLNESS WHILE AT SCHOOL**

In the event of illness or injury, students should report to the Office. If a student is admitted to sick bay, parents/carers will be contacted.

In an emergency, or if parents/carers cannot be contacted, the College will seek medical help on behalf of parents/carers using details supplied on Enrolment Application Forms. The College has Ambulance Cover and, if necessary, an ambulance will be called.

Medication will only be administered to students in accordance with College policy. No medication will be given to a child without the written permission of parents/ carers. One Paracetamol may be administered with permission. See the enrolment form for details

### **LATENESS**

Students who arrive late to school will have been marked 'absent' on their Homeroom Roll. *Students are to check-in to the Front Office and present a note from their parent/carer explaining the reason for their lateness.* A Late Pass will then be issued from the Office and their Absence record updated.

### **LEARNING SUPPORT**

Students with additional needs can access support through the Additional Needs Co-Ordinator. Parents/Carers wishing to discuss special needs of their child should contact the Additional Needs Coordinator for an appointment.

### **LEAVE (EXIT) PASSES**

Exit passes may be issued for appointments which cannot be made outside school hours. Students should bring in a note which is dated and signed by parents/carers, stating the reason for the pass and indicating whether the student will be returning to school. The note should be given to the Homeroom Teacher at Homeroom time.

Students should collect Exit Passes from the Office before school for exits during periods 1 and 2; from the Office at recess time for exits during recess or periods 3 and 4; and from the Office at the beginning of lunch for exits during lunchtime or periods 5 and 6. Parents/Carers who intend to collect students for appointments should arrange to meet them at the College Office. On returning to school, students are to hand Passes to a member of the Office staff for checking and signing-in.

At the beginning of the year, parents/carers are asked to sign a General Permission Note to cover school excursions within the immediate Grafton area.

## **MIXED ABILITY CLASSES**

McAuley Catholic College commits itself to the pursuit of excellence and equality in the academic, personal, social and spiritual development of all. We believe that the best opportunity for achieving this resides in providing all students with equal opportunities at this stage of their schooling. Students are allocated to classes according to need and ability and every effort is made to ensure that there is a spread of abilities in each class. Classes are generally unstreamed except in Year 8 – 10 Mathematics.

## **MONEY AT SCHOOL**

Any money for payment of various fees should be placed in a special envelope available from the Office, sealed and clearly marked with the student's name, homeroom, amount of money enclosed and purpose of payment. The envelope should be placed in the payment box on the front counter in the College Office.

Students should not have large amounts of cash with them at school. If for some reason this is necessary, the money should be left at the Office in the appropriate marked envelope for safe-keeping until required.

Students should not leave money unattended in desks or school bags. It is a serious offence for any student to take money or property belonging to another person.

## **NEWSLETTER**

A link to the College Newsletter is emailed fortnightly on a Friday. Hard copies are available in the front office for Parent/Carers who have not supplied an email address. Alternatively, the Newsletter is available to view on our website. [www.mccgrafton.nsw.edu.au](http://www.mccgrafton.nsw.edu.au)

## **PARENTS AND FRIENDS ASSOCIATION (P&F)/PARENT FORUM**

The McAuley Catholic College P&F meet on the third Tuesday of each month in the Administration Building at the College. Parents/Carers are encouraged to become involved. Involvement in the P&F is an excellent way of keeping in touch with what is happening in our school, and provides the opportunity to meet and socialise with other parents/carers.

Importantly, too, it allows parents/carers to contribute positively to the improvement of the general school environment through such activities as fundraising and working bees and to participate in the development of the school. The major project being undertaken by the P&F over the next few years is the air-conditioning of the general classrooms.

## **PARENT PORTAL**

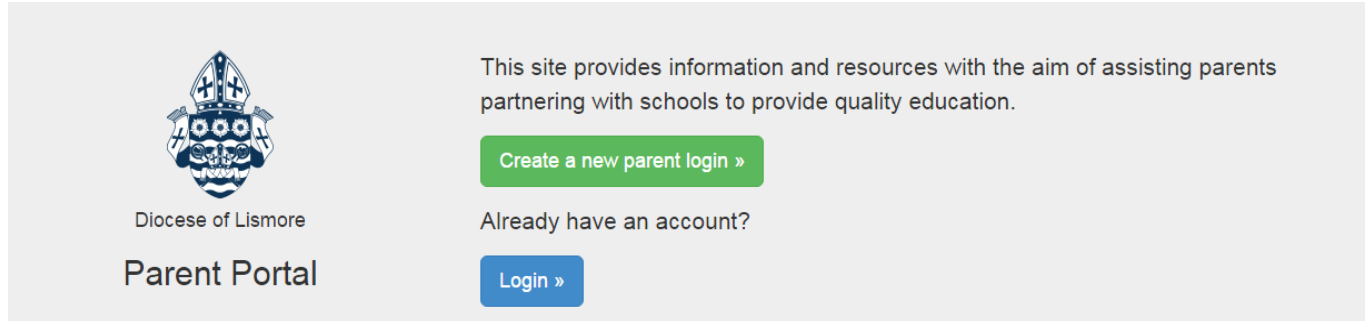
McAuley Catholic College use a Parent Portal to allow parents to access your child's information about their child enrolled in Catholic Education. Information that can be accessed is listed below:

- |                        |                        |
|------------------------|------------------------|
| • Update Details       | • Absences from School |
| • Timetable            | • Reports              |
| • Classes and Teachers | • NAPLAN results       |
| • Merits and Awards    | • School Calendars     |

Parents are advised that all Student Academic Reports are loaded to the Parent Portal. Printed copies will be handed to students.

Parents will need to log into the following address and create a Parent Login for the first time. A current email address will be required when creating your log in. This will become your user name.

## Access to the Parent Portal is through [parent.lism.catholic.edu.au](http://parent.lism.catholic.edu.au)

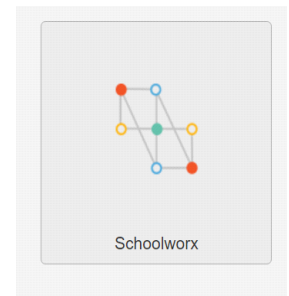


### Directions for Use:

#### Please see the following instructions to create your login

- First time users will need to Create a new Parent Login
- Enter you email address (This must be an email address that the school has on your child's record)
- An email will be sent with a link to create a log in. Please check your spam folder if not in your Inbox. Click on blue link called Activate Account.
- Follow the instructions and create a password and confirm then press Enter.
- Once your account has been activated you are then able to login with your Username and Password. Your Username is your email address.
- Once logged in click on Schoolworx.
- Once this account is created a Welcome screen will come up with all your children's names enrolled in Catholic Education. Select your child's name and access the information required.

This site ([parent.lism.catholic.edu.au](http://parent.lism.catholic.edu.au)) can be accessed at any time.



## REPORTING AND ONGOING PARTICIPATION AND APPLICATION LOG (OPAL)

The OPAL program at McAuley Catholic College has been developed to provide information in a timely manner about the nature and quality of student participation and application across all curriculum areas. It is an opportunity to recognize, affirm and promote student effort and engagement. The OPAL program also enables the College to identify students of concern and intervene in an appropriate and timely manner in order to assist and encourage improved engagement with their learning.

Teachers will assess students in Years 7 - 11 and provide an OPAL score will be released in Week 5 and Week 9 of Term 1 & 3 and Week 5 of Term 2 & 4. These scores will be available via the Parent Portal on Schoolworx.

The OPAL score will assess a student on:

- Application and engagement including effective use of technology.
- Completion of class tasks, assessment, homework.
- Organisation and punctuality.
- Ability to meet classroom expectations, of Safety, Effort, Respect and Responsibility

The students will be assessed using a scoring system. The following scores are awarded:

Common Grade Scale	Descriptor	Opal Score
A	Outstanding	9-10
B	Commendable	7-8
C	Satisfactory	5-6
D	Limited. Of concern	3-4
E	Unsatisfactory. Of Serious Concern	1-2

More detailed Semester Reports will be issued at the end of Term 2 and Term 4. Parent Teacher Interviews are conducted in Term 1 and Term 3. Notification will be sent once reports and Parent/Teacher interview booking information is available on the Parent Portal. Parents are encouraged to attend these interviews to meet teachers and discuss current progress of your child. Parents/Carers are invited to follow their child's progress and to contact the school as often as necessary to be well informed on his/her achievements and/or difficulties.

### **PRAISE BOOK**

Each week students will be nominated to receive **Merit Awards** for pleasing progress, effort, consistency or marked improvement in specific subjects. A different subject area will be the focus each week. The Year Co-ordinators will be responsible for collecting the names of two students per class to receive these Awards. Recipients will be presented with their Awards at the weekly College Assembly.

### **SCHOOL DAY**

At 8:43am a bell will sound for the students to report to their Homeroom Teacher in his/her assigned Homeroom. Following this, the Timetable for the day will be followed. The school day finishes at 3.10pm. See Page 40 for bell times.

### **SPORT**

Sport is conducted on Thursday mornings for Years 7 and 8 and on Thursdays afternoons for Years 9 and 10. Students wear full sport uniform to school on sport day. They may also need bus money and other requirements for the sport that they have chosen. If for some reason a student is unable to wear the full sport uniform, he/she should wear the normal day school uniform and bring alternate sports gear in a bag.

### **STUDENT DIARY**

All students will be issued with a McAuley Catholic College Diary. (The cost is included in Enrolment and Textbook hire fees). The Diary is a compulsory part of the school equipment. They are to be brought to every lesson to be used for organisation of curriculum, homework and communication between parents/carers and teachers. They are not private diaries.

#### **Diaries:**

- are to be brought to class for every lesson
- must be kept in good condition
- are used to obtain Netbook assistance and repair
- are to be used if a student is out of class – teacher to note time and reason and sign
- used for merit stamps
- may be used as a form of communication between parents /carers and teachers

- will be checked by homeroom teachers and parents
- will be used to record Christian Service Activity

The McAuley Catholic College Diary is distributed to all students. Students are expected to use this as an important aid in organising their homework and study. Relevant information pertaining to the everyday function of the College is printed in the Diary. We recommend that Parents/Carers check their child's Diary regularly in order to monitor his/her progress. Parents/Carers are encouraged to use the Diary as a simple method of making contact with individual teachers.

## **SUPERVISION**

Morning supervision begins at the College at 8:20am. Parents/Carers are reminded that if students are at school before this time, they are not officially under any supervision. In the afternoon, teachers provide Bus Duty supervision until the last bus has left (around 3.40pm).



**MCAULEY CATHOLIC COLLEGE**  
**CANTEEN PRICE LIST 2019**

*Please use as a guide - To be revised for 2020*

Sandwich & wrap fillings		Drinks	
<i>Fillings</i>		<i>Drink prices subject to change</i>	
Salad (tomato, beetroot, cucumber, coleslaw, lettuce)	\$4.50	Large Juice	\$3.00
Meat (ham or chicken) & salad	\$5.20	Small Juice	\$2.20
Ham, cheese & tomato	\$4.20	Poppers	\$2.00
Egg & lettuce	\$3.50	Small plain milk (300ml)	\$2.00
Vegemite	\$2.50	Small flav. milk	\$2.50
		Large flav milk	\$4.00
<b>Wraps</b>		Nutrient water	\$4.00
Meat (Ham or chicken) and salad	\$6.20	Flavoured mineral water	\$3.50
Salad	\$5.80	Iced Tea	\$3.50
		Water (still or sparkling)	\$1.50
<b>Extras</b>		<b>Hot Food</b>	
Toasted	\$0.50	Party pies	\$1.20
Avocado	\$1.00	Party Sausage roll	\$0.70
Bread and Butter	\$1.00	Goujons x 6	\$3.00
Tomato Sauce	50c	Pull apart	\$3.50
Soy Sauce	10c	Chilli Chicken Strips	\$1.60
		Toasties: (Ham and cheese or Chicken and cheese)	\$4.00
<b>Salad Boxes</b>		<b>Snacks</b>	
Salad	\$5.20	Finger Bun	\$2.00
Meat and Salad	\$6.20	Beef or chicken noodles	\$2.00
Fruit salad (seasonal)	\$3.50	Chips	\$1.00
<b>Weekly Specials</b>			
<b>Monday</b>		<b>Tuesday</b>	
Chicken Burger	\$4.20	Jaffles	\$3.50
		Beef Burger (patty, cheese, beetroot, lettuce, tomato and sauce)	\$5.50
<b>Wednesday</b>		<b>Thursday</b>	
Sushi	\$6.50	Pizza slice	\$3.00
Fried rice	\$3.50	Lasagne	\$4.00
Small Dim Sim	\$0.80		
		<b>Friday</b>	
		Butter Chicken & Rice	\$4.50
		Fisherman's Basket	\$5.50

\* Maximum 2 serves per order

\*Gluten free products available.

\* Lunch orders need to be placed before Homeroom. Please note some items may not be available on some days and some prices may be subject to change.

\*EFTPOS facilities available minimum \$4.00 purchase, no cash out or split payments

\*Icy poles not served until 2<sup>nd</sup> half of lunch.

\* Volunteers are always welcome. Please contact Tracey or Tanya at the canteen.



## STUDENT SUPPORT

WHAT DO I DO IF...	
<b>I need an exit pass</b>	Take your exit pass request that is written and signed by your Parent / carer to the Office before school <b>OR</b> give your homeroom teacher your permission note during Homeroom. During recess or lunch go to the office and collect the exit pass. Show your exit pass to your class teacher when it is time to leave.
<b>I need a uniform pass</b>	Take your parent/guardian signed uniform note to the front office at the start of the school day and request a uniform pass.
<b>I need to submit an absence note</b>	Give all parent/guardian signed absence notes to your Homeroom Teacher <b>OR</b> the Front Office.
<b>I need to pay money for a school event</b>	Use a school envelope to put the permission note and correct money in. Place envelope in secure box on top of counter in the front office.
<b>I will be absent and need to have work sent home</b>	Your parent/guardian needs to contact the school. Your Homeroom teacher / Year Co-ordinator will collect the necessary work for you.
<b>I will miss an exam or assessment task</b>	<b>Seniors:</b> Complete a “green form” and hand to the Curriculum Coordinator. <b>Juniors:</b> Speak to your individual Subject Teacher and Subject Coordinator and ask for an extension or an opportunity to complete the exam or assessment at another time.
<b>I feel unwell during the day</b>	Go to the office and speak to the Reception Staff. Sick Bay is located here.
<b>I need to apply for a merit certificate or bronze/silver/gold award</b>	Collect an application form from the front office. Hand in the application form and certificates to your Homeroom teacher / House Leader.
<b>I need to talk to someone about a problem or I’m worried about something</b>	Speak to your Homeroom teacher, Senior Restorative Justice Mentors, Class teacher or Year Coordinator. The School Counsellor is available for appointments through your Year Coordinator, the Pastoral Care Coordinator or Assistant Principal.
<b>I want to apply for a locker</b>	Your year Coordinator has a list of available lockers and allocates these. Locks will be supplied by the College for a fee.
<b>I have lost some equipment</b>	Check the lost property box located outside the front office. If it is of a valuable nature go directly to the Front Office.

## STUDENT TIMETABLE

### How to read your child's timetable

The College Timetable operates over a two-week cycle (10 days). For example, Day 2 and Day 7 will always be Tuesdays, and Day 5 and Day 10 are Fridays. Once the two-week period is complete, the cycle returns to Day 1 and so on. The numbers down the side refer to the 'Periods' in a day. Each period is approx. 50 minutes long with Recess break coming after Period 2 and the Lunch break coming after Period 4.

Now, how to follow each day: Take Day 3, Period 2 as an example. The letters SC4 refer to the subject (SC = Science) and the number 4 represents the group of students (there are four classes of Year 7 students and this student is in Year 7, Class 4 (i.e. 7.4).

The letters MB are the initials of the teacher who takes this class. The code S1 is the room number where the subject is taught (i.e. S = Science block, Laboratory 1). Therefore, at Period 2 on Wednesday (Day 3), this student has Science, taught by Mr Michael Burton, in Room S1. The same applies for all other classes and timeslots.

Sample below:

	DAY1	DAY2	DAY3	DAY4	DAY5	DAY6	DAY7	DAY8	DAY9	DAY10
P.1	7PE4 TL P5	7MUS4 FMC P4	7GEO4 LC B7	7ENG4 MM A3	7RE4 RC A4	7TM4 AB T6	7GEO4 LC B7	7GEO4 LC B7	7MA4 ML A1	7MUS4 FMC P4
P.2	7MUS4 PW P4	7SC4 MB S1	7SC4 MB S1	7MA4 ML A1	7TM4 AB T6	7PE 4 TL P5	7MUS4 PW P4	7ENG4 MM A3	7ENG4 MM A3	7RE4 RC A4
P.3	7GEO4 LC B7	7TM4 AB T6	7MUS4 FMC P4	7ENG4 MM A3	7SC4 MB S1	7MUS4 FMC P4	7SC4 MB S1	7SC4 MB S1	7MUS4 FMC P4	7PE 4 TL O/S
P.4	7MA4 ML A1	7PE 4 TL O/S	7ENG4 MM A3	7RE4 RC A4	7GEO4 LC B7	7SC4 MB S1	7RE4 RC A4	7ENG4 MM A3	7TM4 AB T6	7MA4 ML A1
P.5	7SC4 MB S1	7SC4 MB S1	7MA4 ML A1	SPORT AB	LIB4 AW LIB	7GEO4 LC B7	7PE 4 TL O/S	7MUS4 FMC P4	SPORT AB	7ENG4 MM A3
P.6	7RE4 RC A4	7PE4 TL P5	7TM4 AB T6	SPORT AB	7ENG4 MM A3	7MA4 ML A1	7TM4 AB T6	7MA4 ML A1	SPORT AB	7GEO4 LC B7

## START OF YEAR FOR YEAR 7, 2020

- Year 7 students arrive for their first day on Wednesday, 29 January, 2020.
- There will be a breakfast BBQ from 8am for parents and students at Catherine's Café (near Hall).
- Parents are invited to stay for the Welcome Assembly at 8.45am.
- Students are to wear their full school uniform.
- Students are to bring a bag and pencil case.
- Students will be provided with;
  - A book pack containing their workbooks for Term 1
  - Plastic document holders for their subject books
  - College Diary
  - Timetable
  - Hat

### Day 2 - Thursday

- Students are to come in Sports Uniform



## My Teachers Are.....

Parents need to note the names of staff most immediately concerned for their child's needs particularly in the first weeks of school, namely:

<b>Homeroom Teacher:</b>		
<b>Year Co-Ordinator:</b>		
<b>Subject</b>	<b>Teacher</b>	<b>Leader</b>
<b>Religious Education</b>		
<b>English</b>		
<b>Mathematics</b>		
<b>Science</b>		
<b>HSIE - Mandatory Geography and History</b>		
<b>TAS - Technology and Applied Science</b>		
<b>LOTE - Language Other than English</b>		
<b>Creative Arts Art &amp; Music</b>		
<b>PDHPE - Personal Development, Health and Physical Education</b>		

These people are also points of contact for parents concerned with a particular subject.

# McAULEY CATHOLIC COLLEGE

Current January 2019

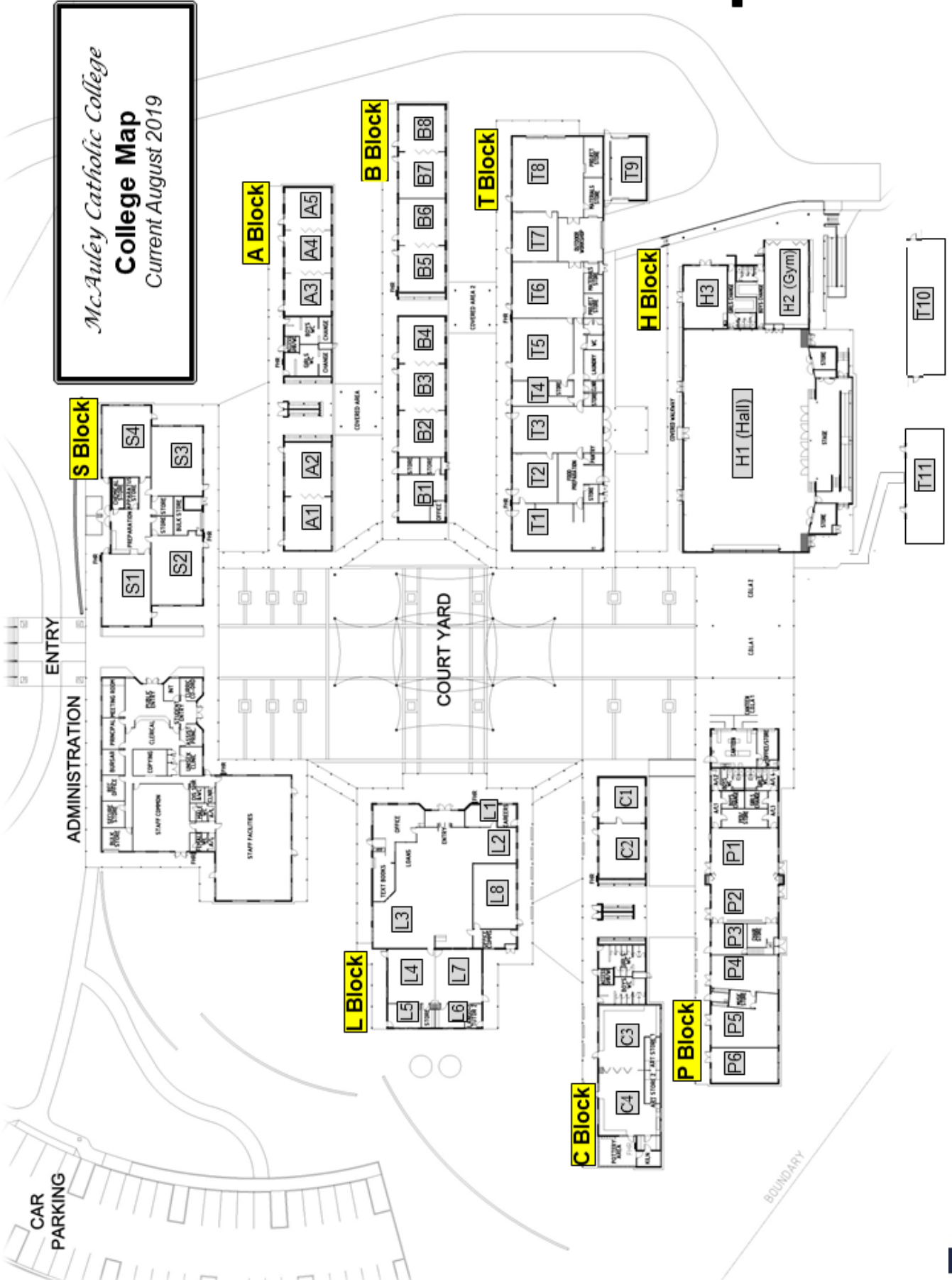
## LESSON TIMES

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
BELL	8.43	8.43	8.43	8.43	8.43
HOMEROOM	8.45	8.45	8.45 PC Period	8.45	8.45
PERIOD 1	8.55	8.55	9.20	8.55	8.55
PERIOD 2	9.50	9.45	10.10	9.50	9.50
ASSEMBLY	-	10.30	-	-	-
RECESS	10.45	11.00	11.00	10.45	10.45
BELL	11.08	11.23	11.23	11.08	11.08
PERIOD 3	11.10	11.25	11.25	11.10	11.10
PERIOD 4	12.00	12.10	12.10	12.00	12.00
LUNCH 1	12.50	12.55	12.55	12.50	12.50
LUNCH 2	1.10	1.15	1.15	1.10	1.10
BELL	1.28	1.33	1.33	1.28	1.28
PERIOD 5	1.30	1.35	1.35	1.30	1.30
PERIOD 6	2.20	2.25	2.25	2.20	2.20
DISMISSAL	3.10	3.10	3.10	3.10	3.10

The bell is sounded 2 minutes prior to Homeroom period and 2 minutes before the end of Recess and Lunch. All students move to class on this bell. There is no 'second bell' to signal the start of period 1, 3 or 5.

Oval

*McAuley Catholic College*  
**College Map**  
Current August 2019



# 2020 Calendar

January							February							March						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4							1	1	2	3	4	5	6	7
5	6	7	8	9	10	11	2	3	4	5	6	7	8	8	9	10	11	12	13	14
12	13	14	15	16	17	18	9	10	11	12	13	14	15	15	16	17	18	19	20	21
19	20	21	22	23	24	25	16	17	18	19	20	21	22	22	23	24	25	26	27	28
26	27	28	29	30	31		23	24	25	26	27	28	29	29	30	31				
April							May							June						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4						1	2	1	2	3	4	5	6	
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30				
							31													
July							August							September						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4							1			1	2	3	4	5
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26
26	27	28	29	30	31		23	24	25	26	27	28	29	27	28	29	30			
							30	31												
October							November							December						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		

## *McAuley Catholic College Blessing*

Lord,  
 We ask for your blessing on our College community.  
 Through knowledge, wisdom and faith in action,  
 May the College continue on its spiritual journey  
 By giving guidance and support,  
 Upholding traditions,  
 Striving for justice,  
 And working towards peace and harmony,  
 As we embrace our differences  
 And seek new beginnings.  
 We make this prayer through Christ our Lord  
 Amen.

(Written by Aoife Nield – Year 12, 2006)

**McAuley Catholic College**  
• **Grafton** •

