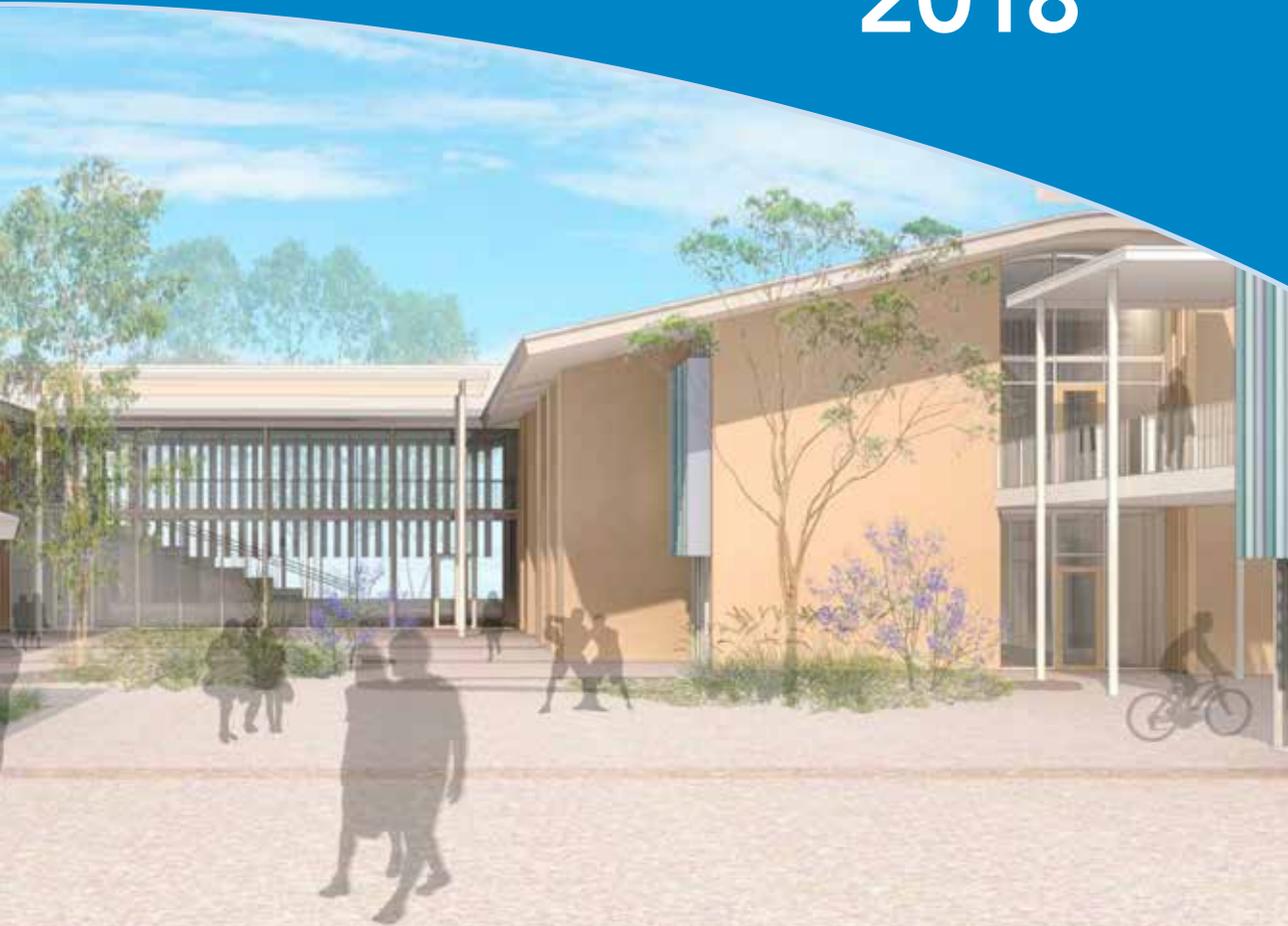


# STUDENT PLANNER 2018



Name:

*Strong in Faith and Love*

# Timetables

## SEMESTER 1

| PERIOD | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|--------|--------|---------|-----------|----------|--------|
|        |        |         |           |          |        |
|        |        |         |           |          |        |
|        |        |         |           |          |        |
|        |        |         |           |          |        |
|        |        |         |           |          |        |
|        |        |         |           |          |        |
|        |        |         |           |          |        |
|        |        |         |           |          |        |
|        |        |         |           |          |        |

## SEMESTER 2

| PERIOD | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|--------|--------|---------|-----------|----------|--------|
|        |        |         |           |          |        |
|        |        |         |           |          |        |
|        |        |         |           |          |        |
|        |        |         |           |          |        |
|        |        |         |           |          |        |
|        |        |         |           |          |        |
|        |        |         |           |          |        |
|        |        |         |           |          |        |
|        |        |         |           |          |        |



Painted by Goli Paymani



Phone: (07) 5309 6481 • 1800 236 712

Print Diaries: [www.MyDiary.com.au](http://www.MyDiary.com.au) • [sales@MyDiary.com.au](mailto:sales@MyDiary.com.au)

Electronic Diaries: [www.MyEDiary.com.au](http://www.MyEDiary.com.au) • [sales@MyEDiary.com.au](mailto:sales@MyEDiary.com.au)

While every attempt is made to ensure the accuracy of all the information contained in this publication, no liability is held by the producers or represented organisation as a result of any use of the contents of this diary. Please also note that some of the views, opinions and comments contained within are not necessarily those held by the represented organisation.

Copyright design © Louisa Wood 1999–2017. All rights reserved. No part of this publication may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording or by any information storage and retrieval system, without prior permission in writing from the author, Louisa Wood.

Welcome...



MOTHER TERESA CATHOLIC COLLEGE  
"STRONG IN FAITH AND LOVE"

731 Eighty Road, Baldivis, WA 6171

Telephone: 08 9591 7100

Email: [admin@motherteresa.wa.edu.au](mailto:admin@motherteresa.wa.edu.au)

Web: [www.motherteresa.wa.edu.au](http://www.motherteresa.wa.edu.au)

STUDENT INFORMATION

Name: .....

Address: .....

Postcode: .....

Telephone: .....

Email: .....

House Group: .....

Homeroom Teacher: ..... Year Level: .....

Learning Administrator: .....

# College History

With the inspiration of Mother Teresa's example of outreach and love for all human beings, we strive each day to grow, in the words of our motto, "Strong in Faith and Love."

We are a Catholic co-educational College registered to enrol students from Pre-Kindergarten to Year 12, in the extensive and rapidly growing suburb of Baldivis, situated about 60 kilometres south of Perth in the City of Rockingham. The College is now in its fifth year of existence in 2017, with classes from Pre-Kindergarten to Year 6.

2018 will see our first intake of Secondary Year 7 students who will engage in integrated, challenge-based learning as a continuation of the Inquiry Learning pedagogy offered in our Early Learning and Primary classes. Specialist learning areas will also be available in 2018 in Science, Design and Technology, Food Technology, Visual Arts and Dance, Music and Drama.

At Mother Teresa Catholic College we aim to:

**CHALLENGE** our students and all in our College community to

**CONNECT** with learning about ourselves, one another and the wider world, in order to

**CONTRIBUTE** with confidence, courage and creativity towards making the world a better place for all peoples.

A strong emphasis is placed on the acquisition of literacy and numeracy skills in all year levels. Specialist education is currently offered in Music, Science, Indonesian and Physical Education.

Our College buildings are a great example of how innovative building design has focused on flexible learning spaces, tangibly supporting best practice and enhancing 21st Century learning. A special feature of the way we 'do' teaching and learning here is through inquiry play-based learning in our contemporary and versatile learning spaces.

All these features of the way we provide teaching and learning, implemented with integrity and rigour here at Mother Teresa Catholic College, result in:

- ➔ Higher levels of engagement and motivation
- ➔ Better oral language skills
- ➔ Increased and improved writing
- ➔ Better prosocial skills
- ➔ Decrease in behavioural problems
- ➔ More personalised learning opportunities
- ➔ Improved problem-solving and creative thinking
- ➔ Increased independence and interdependence

Mother Teresa Catholic College also recognises the importance of Digital Technology as an integral and key resource for the education of all students in the school. The college successfully integrates a 1:1 iPad program from Years 1 to 6. We found the following benefits of using iPads in our classrooms:

- ➔ Increased independent and self-directed learning among students
- ➔ Increased student motivation and active engagement in learning

- ➔ Improved capacity of teachers to plan for and meet individual students' needs
- ➔ Extended learning of student beyond the classroom
- ➔ Fostered and supported learning skills for the 21st Century.

All of these outcomes can be achieved in the secondary years of schooling through the effective use of iPads. However, it is quality teaching and support that makes this possible, not the technology device.

## Goals

**CHALLENGE** our College families and staff to:

- ➔ Establish a Christian community that fosters a loving and meaningful relationship between God and the student
- ➔ Provide an environment in which all students will grow spiritually, intellectually, emotionally, physically and socially to their potential
- ➔ Acknowledge and respect the dignity and uniqueness of each individual.

**CONNECT** with learning about ourselves, one another and the wider world by:

- ➔ Fostering harmony and interaction within our community by supporting the role of parents and responding to the needs of community members
- ➔ Promoting a sense of security through enhancement of self-esteem, so the students can approach the future with confidence and optimism
- ➔ Providing a positive and accepting atmosphere that challenges the students to develop as independent learners.
- ➔ Respecting and caring for the world around us, for God's creation and the environment.

**CONTRIBUTE** with confidence, courage and creativity to making the world a better place for all peoples by:

- ➔ Implementing sustainability initiatives in the school environment
- ➔ Promoting outreach by supporting initiatives to help less fortunate peoples in the wider community and in other countries
- ➔ Developing a college culture of sharing skills and knowledge and collaborative problem-solving
- ➔ Encouraging all efforts and contributions
- ➔ Developing critical thinking and welcoming constructive criticism
- ➔ Promoting tolerance of difference and being open to new ideas, methods and knowledge.

# College Prayers

Students are encouraged to share the events of each day of their lives with God. Prayer in the mornings, at Assembly and during Religious Education lessons provides the opportunity for students to centre their lives in Christ.

Prayers should be said in a reverent, thoughtful and reflective manner.

## College Prayer

Saint Mother Teresa

You lived your life strong in faith and love of God.

You reached out to help everyone you met—especially the poor and homeless.

Help us to care about other people and help them when they need us.

Help us to grow together strong in our faith and love of God and to be the best persons we can be.

Amen.

## The Hail Mary

Hail Mary, full of grace.  
the Lord is with you.

Blessed are you among women,  
and blessed is the fruit of your womb, Jesus.

Holy Mary, Mother of God,  
pray for us sinners,  
now and at the hour of our death.

Amen.

## The Lord's Prayer

Our Father who art in heaven,  
hallowed be your name.

thy kingdom come,  
thy will be done,  
on earth as it is in heaven.

Give us this day our daily bread,  
and forgive us our trespasses,  
as we forgive those who trespass against us;  
and lead us not into temptation,  
but deliver us from evil.

Amen.

## Glory be to the Father

And to the Son

And to the Holy Spirit

As it was,

In the beginning,

Is now,

And ever shall be,

World without end.

Amen.

## The Sign of the Cross

In the name of the Father

the Son

and the Holy Spirit

Amen.

## The Apostles' Creed

I believe in God,

the Father Almighty,

Creator of Heaven and earth.

and in Jesus Christ, His only Son, our Lord,

who was conceived by the Holy Spirit,

born of the Virgin Mary,

suffered under Pontius Pilate,

he was crucified, died and was buried;

he descended into hell;

on the third day, He rose again from the dead;

he ascended into Heaven,

and is seated at the right hand of God the Father almighty;

from there he will come to judge the living and the dead.

I believe in the Holy Spirit,

the Holy Catholic Church,

the communion of saints,

the forgiveness of sins,

the resurrection of the body,

and life everlasting.

Amen.

## Student Diaries

The College Diary is an integral tool for communication. If a student loses a College Diary s/he is required to bring a note of explanation from her/his parents. If a diary is not found, a request must be made to the Learning Administrator and arrangements made to purchase a new one. Loss of a diary is considered serious as the diary contains records of behaviour and homework, as well as parental communications. A student who has lost her/his diary will be monitored closely by staff with regard to organisational issues.

## Before and After School

The College will provide supervision from 8:15am and except for students enrolled in morning OSHClub out-of-school-hours care, should not be on the premises before that time. After dismissal at end of school-day at 3:00pm, students should leave the College grounds as soon as possible. Exceptions are made for those students who have approved commitments before or after hours, under teacher or OSHClub supervision.

## Belongings

Large sums of cash and valuable items, should not be brought to school as the College cannot guarantee their security. The College will not take responsibility for loss of any cash or valuables. Losses of personal property should be reported to Student Reception. Cash, mobile phones and items of value must never be left in school bags or in unlocked lockers; they can be left at Student Reception. Unclaimed lost property is kept at Student Reception and will be sent to a charity if not claimed within 5 weeks.

## Mobile Phones, iPhones and Other Electronic Devices

Students are discouraged from bringing these to school. **The College takes no responsibility for these electronic devices and they are to be switched off and kept in locked lockers or at Student Reception during school hours.** Teachers will confiscate any electronic devices that are used during school hours, other than when being used for learning-teaching purposes. Confiscated items can only be collected by a parent/guardian from Student Reception.

## Cyber Safety Policy

As outlined in the College's Cyber Safety Policy (available on the College website) the College has an obligation to maintain a safe physical, emotional and spiritual environment for staff, students and the wider College community. Two important aspects of this responsibility is the safe and appropriate use of the internet and associated technologies and their related cyber safety issues.

Mother Teresa Catholic College will aim to maintain rigorous and effective cyber safety practices which aim to maximise the benefits of the Internet and digital technology devices for student learning and for the effective operation of the school, while managing and minimising any risks.

The cyber safety practices outlined in this policy will aim not only to maintain a cyber-safe environment within the College but also to address the education needs of students and staff in relation to the safe and responsible use of present and developing technologies.

# General Information

## Appropriate Online Representation of the College

The College name, motto, logo and/or uniform must not be used in any way that would result in a negative impact for the College and its community. Students are not permitted to post photographs or images online of themselves and/or other students, staff members or the College buildings and grounds that clearly identify them as belonging to the Mother Teresa Catholic College community. Photographs or images taken during activities arranged and/or sanctioned by the College are not to be posted online without permission from a member of the College Leadership. This includes photographs of sports days, camps and excursions.

## Sending and Receiving Inappropriate Images

Students and parents need to be aware that the sending and receiving of inappropriate images of people under the age of 18 years will ALWAYS be reported to police.

## Online Interactions with Members of the College Community

All members of the College community have a responsibility to ensure that all online communications are in keeping with the expectations and the Catholic ethos of the College in relation to appropriate and respectful interactions with all members of the College community. Students must not post inappropriate comments about other members (students, staff, parents) of the College community which, if said in person, would result in disciplinary action.

## Illegal and Inappropriate Internet Use

Neither the College network nor the internet may be used for any illegal or inappropriate purpose (whether accessed on or off campus, either during or after school hours). This may include, but is not limited to:

- ➔ Cyberbullying
- ➔ Online harassment
- ➔ Taking, sending and receiving naked or sexually explicit images (sexting)
- ➔ Accessing inappropriate images and content online.

## Cyberbullying

'Cyberbullying is a way of delivering covert psychological bullying. It uses information and communication technologies to support deliberate, repeated and hostile behaviour, by an individual or group, that is intended to harm others.' (Belsey 2007).

Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening another person by sending or posting inappropriate and hurtful email messages, instant messages, text messages, phone messages, digital pictures or images or website postings.

The forwarding of private emails, messages, pictures or videos or otherwise inappropriately communicating personal or private information belonging to another person constitutes cyberbullying. Other examples of cyberbullying include impersonating another person online, sending sexually explicit images and intentionally excluding others from an online group or conversation.

# General Information

## Disciplinary Action Arising from Cyberbullying

Whether cyberbullying occurs during school time or after school hours, it will constitute a breach of College policy and the student will face disciplinary action. Students should also be aware that in circumstances where a crime has been committed, they might also be subject to a criminal investigation by Police, over which the College will have no control.

## Procedures for Reporting and Investigating Cyberbullying or Misuse of Technology

Students who believe they are the victims of such misuses of technology outlined in this policy should save and store evidence on their computer, mobile phone or other device. A copy of the material should be printed and the incident reported at the first instance to a Homeroom teacher, teacher, Learning Administrator or College Leadership.

All reports of cyberbullying and other misuses of technology will be thoroughly investigated and may result in notification to Police where the College is legally obliged to do so.

Sanctions may include, but are not limited to, loss of computer privileges, detention, in-school withdrawal, external suspension or exclusion from the College.

## Bicycles

Bicycles can be parked and locked in the racks provided. The bike racks are out of bounds, other than at arrival and departure times. Students should equip bicycles with a sturdy locking device. The College cannot take responsibility for lost or stolen bikes.

## College House System

A House system operates at Mother Teresa Catholic College to foster interest in College activities and a spirit of friendly competition amongst students.

### The four Houses are:

|               |                 |             |             |             |
|---------------|-----------------|-------------|-------------|-------------|
| <b>HOUSE</b>  | BOODJAR (earth) | KEP (water) | KAAL (fire) | MAAR (wind) |
| <b>COLOUR</b> | GREEN           | AQUA (BLUE) | ORANGE      | PURPLE      |

## Lockers

Students are allocated one locker each by the Learning Administrator. These lockers must be locked at all times except when being accessed. Combination locks will be provided by the College and the combination **MUST NOT** be shared. Students cannot change lockers without the authority of the Learning Administrator.

Lockers can be accessed before and after school, at recess and at lunchtime, but **NOT** during periods 1 to 2, periods 3 to 4 and periods 5 to 6.

It is a privilege to have a locker and any student abusing this privilege or interfering with another student's locker will have that privilege withdrawn.

# General Information

## Newsletter

The College newsletter is distributed to a member of every College family by email every second Friday. The newsletter is to keep parents informed about the College activities and to recognise the achievements of our students.

## Parent Participation

### Parents' and Friends' Association (P&F)

Meetings take place on a regular basis. All parents and interested community members are welcome. Details of P&F activities are published in the College newsletter.

## College Premises

College premises are private property under the management of the Principal. To ensure the safety of our staff and students, all persons, including parents, who wish to make contact with anyone on the College premises **MUST FIRST REPORT TO THE COLLEGE RECEPTION** to seek permission to be on the premises and to register their presence at the College.

The College welcomes parents and visitors who wish to speak with staff or students on matters of mutual education interest. Please call at College Reception. Parents wishing to visit the College for any reason should make prior appointments through the receptionist so that times of mutual convenience can be arranged. The College number is 9591 7100.

Trespassers will be formally cautioned and then the matter will be referred to the police.

## Change Of Address

Parents must notify the College IMMEDIATELY of any change of address and/or telephone number. It is vital that an alternative emergency contact is supplied.

## Student Personal Portfolios

Parents are advised to encourage students to maintain a Personal Portfolio of all official documents such as school reports, references, awards, certificates, competition placements (and proof of participation), written statements, letters of commendation, confirmation of hours and work signed off by employers (useful for employment applications). Such evidence is frequently required by future employers and for admission to further study and it is in the student's interest to have it readily available. Clear plastic display books, available from any supermarket or newsagent, are suggested for this purpose.

## Counselling

A Student Counsellor is available on Wednesdays and Fridays for students and parents/ guardians. An appointment can be arranged through Reception, either by email, telephone or in person.

# General Information

| WE ALL HAVE THE RIGHT:   | WE ALL HAVE THE RESPONSIBILITY:   |
|--|---|
| To be treated with courtesy and respect                                    | ➔ To be respectful, use “good” manners and be courteous at all times  |
| To learn in a positive, open and encouraging environment                   | <ul style="list-style-type: none"> <li>➔ To be co-operative and participate in class</li> <li>➔ To complete all set work on time</li> <li>➔ To communicate our problems and needs to our teachers</li> </ul>  |
| To enjoy a safe and clean environment                                      | <ul style="list-style-type: none"> <li>➔ To be aware of personal safety and the safety of others</li> <li>➔ To keep our College clean</li> </ul>  |
| To be proud of our achievements  | <ul style="list-style-type: none"> <li>➔ To encourage others to do their best</li> <li>➔ To work hard to achieve</li> <li>➔ To help those who are struggling</li> </ul>   |
| To be heard and to express our opinions                                    | <ul style="list-style-type: none"> <li>➔ To be respectful of others’ views when expressing our opinions</li> <li>➔ To listen carefully to others with different views</li> <li>➔ If necessary, protect all others’ rights to their opinions</li> </ul>  |
| To be clear about what is acceptable and unacceptable at the College       | <ul style="list-style-type: none"> <li>➔ To follow guidelines set down by the College</li> <li>➔ To understand that all classroom and College rules are in place for the protection and safety of all students</li> </ul>   |
| To be fully supported as a member of Mother Teresa Catholic College        | <ul style="list-style-type: none"> <li>➔ To support our peers and teachers in times of need</li> <li>➔ If change is needed, to make efforts to change what is not working</li> <li>➔ To fulfill our role as a student while at Mother Teresa Catholic College</li> </ul>  |
| To participate and show respect during all College liturgical celebrations | ➔ To model respect for Jesus and maturity in our attitude to prayer and liturgical celebrations   |
| To feel comfortable and relaxed in the playground and at all times         | <ul style="list-style-type: none"> <li>➔ To display appropriate behaviour when relating with members of the opposite gender</li> <li>➔ To understand that the College is a “working” environment</li> <li>➔ To show respect in our personal relationships and ensure that others are not made to feel uncomfortable as a result of our actions</li> </ul>                                       |
| To be free from harassment and uncaring behaviour                          | <ul style="list-style-type: none"> <li>➔ To step in where we see uncaring behaviour taking place</li> <li>➔ To ensure that an adult is told of the incident</li> <li>➔ To always protect those who are younger and those who have special needs</li> <li>➔ To play an active role in making Mother Teresa Catholic College a “place” where all are accepted and treated with dignity</li> </ul> |

# Character Strengths

Which ones are your signature strengths?  
 How are you using them in your work with other?  
 How could you use them to solve some of the difficult situations you encounter?

## The 24 Character Strengths

From *Character Strengths and Virtues: A Handbook and Classification*  
 By Prof Chris Peterson and Prof Martin Seligman

### transcendence

**APPRECIATION OF BEAUTY & EXCELLENCE**  
 Appreciating beauty, excellence, and/or skilled performance in various domains of life.

**SPIRITUALITY**  
 Having coherent beliefs about the higher purpose, the meaning of life and the meaning of the universe.

**GRATITUDE**  
 Being aware of and thankful of the good things that happen; taking time to express thanks

**HOPE**  
 Expecting the best in the future and working to achieve it

**HUMOUR**  
 Liking to laugh and tease; bringing smiles to other people; seeing the light side

### temperance

**FORGIVENESS & MERCY**  
 Forgiving those who have done wrong; accepting the shortcomings of others; giving people a second chance; not being vengeful

**HUMILITY & MODESTY**  
 Letting one's accomplishments speak for themselves; not regarding oneself as more special than one is

**PRUDENCE**  
 Being careful about one's choices; not taking undue risks; not saying or doing things that might later be regretted

**SELF-REGULATION**  
 Regulating what one feels and does; being disciplined; controlling one's appetite and emotions

### wisdom

**CREATIVITY**  
 Thinking of novel and productive ways to conceptualize and to do things

**CURIOSITY**  
 Taking an interest in ongoing experiences for its own sake; exploring and discovering

**OPEN-MINDEDNESS**  
 Thinking things through and examining them from all sides; weighing all evidence fairly

**LOVE OF LEARNING**  
 Mastering new skills, topics, and bodies of knowledge, whether on one's own or formally

**PERSPECTIVE**  
 Being able to provide wise counsel to others; having ways of looking at the world that makes sense to oneself and to others

### courage

**BRAVERY**  
 Not shrinking from threat, challenge, difficulty or pain, acting on convictions even if unpopular

**PERSISTENCE**  
 Finishing what one starts; persisting in a course of action in spite of obstacles

**INTEGRITY**  
 Presenting oneself in a genuine way; taking responsibility for one's feeling and actions

**VITALITY**  
 Approaching life with excitement and energy; feeling alive and activated

### justice

**LOVE**  
 Valuing close relations with others, in particular those in which sharing and caring are reciprocal

**CITIZENSHIP**  
 Working well as a member of a group or team; being loyal to the group

**FAIRNESS**  
 Treating all people the same according to notions of fairness and justice; not letting personal feelings bias decisions about others

**SOCIAL INTELLIGENCE**  
 Being aware of the motives and feelings of other people and oneself

**LEADERSHIP**  
 Encouraging a group of which one is a member to get things done and at the same time maintain good relations within the group

# Punctuality and Attendance

It is a legal requirement that all children attend school during its hours of operation unless there is a valid reason for not doing so. Where lateness and absenteeism occur for an invalid reason, this can have an adverse effect on the teaching and learning that takes place and ultimately on a student's achievement. The College will have an operational policy that reduces such lateness and absenteeism thus maximising the educational opportunities of our students.

The aim of the policy is to have a clearly defined set of procedures detailing individual staff responsibilities which support a culture of student and parental accountability for punctuality and attendance.

## Daily Absence

If your child is going to be absent from school it is expected that a parent or guardian notifies the College before 9.00am.

The preferred method of communication is via email – [admin@motherteresa.wa.edu.au](mailto:admin@motherteresa.wa.edu.au). If this is not a viable option, the attendance officer must be notified on 9591 7100.

If the College does not receive such notification, the following action will be taken to validate the absence:

- ➔ The Attendance Officer will generate an SMS at 10:00am for all unexplained absences.
- ➔ If there is no response from the SMS, an email will be sent.
- ➔ A letter will be sent home requesting an explanation if there are still unexplained absences and thereafter until they are explained.
- ➔ At the end of the process all absences should be validated.

## Late Arrival

Any student who arrives at school after 8.30am (after Homeroom) must present themselves to Student Reception and his/her late arrival is noted. If students are late to Homeroom, the Homeroom teacher is required to make a late entry in SEQTA.

## Appointments During School Hours

Any student who needs to leave school on private business (medical, dental etc.) must:

- ➔ Show a permission note from his/her parent/guardian to the class teacher before leaving class
- ➔ Present the note to the Attendance Officer prior to departure and sign out
- ➔ If returning the same day, report back to the Attendance Officer and sign in before returning to class

## School Leadership

School Leadership will be able to access the cumulative attendance data on SEQTA e.g. information about the number of absence records due to lateness, explained absence, unexplained absence, work experience and excursions.

The Attendance Officer or the Learning Administrator will identify those students who need follow-up with parents via a phone call. If poor attendance continues, information regarding these follow-ups will be shared with the relevant Government authorities. All student absences are recorded in the SEQTA system.

# Punctuality and Attendance

## Extreme Absence

The Learning Administrator will report cases of extreme absence to the Participation Team (Department of Education).

## Long and Expected Absences

Parents need to contact the Attendance Officer and the Learning Administrator if a student is to be away for an extended period due to medical reasons. The Learning Administrator will arrange for work to be provided by teachers.

Parents need to get the Principal's permission for long absences due to holidays and a request form must be completed by the parent. It is the student's responsibility to approach the teachers for work to be provided while away. If permission is granted, the Attendance Officer, the Learning Administrator and teachers will be notified.

# Christian Service Learning

One of the key roles of Catholic schools is to form young people committed to the love, compassion and justice of the Gospel of Jesus Christ. Catholic schools foster a Christian attitude in society and encourage the development of the kind of world envisaged by Christ (Mandate paragraph 6, 22).

Christian Service Learning in Catholic schools enables students to grow from a Catholic faith perspective as people of service and justice. The Catholic school challenges students to grow in their understanding that faith is not just a personal response to God's love but a communal response to love one another as Jesus taught in order 'to make the world a better place for all (Mandate paragraph 24).

It is a belief of the College and the extended College community that all individuals take responsibility for the wellbeing and spiritual life of all those around them. Through the Christian Service Learning Program all students expect that they will participate in Service intrinsically believing, "It's what we do!" This tradition and commitment to the Christian Service exemplifies the Spirit of Saint Mother Teresa and the College Community named after her.

The Christian Service Learning Program is a fundamental and practical 'hands-on' component of our stated College goal to "contribute with confidence, courage and creativity towards making the world a better place for all peoples". It aims to complement the 'head' and 'heart' aspects of our Religious Education program, which centres on our Liturgies and Reflective Prayer. Together they are designed to provide rich, varied, authentic and challenging avenues to educate and evangelise our students in the Gospel values.

Christian Service Learning comprises various practical acts of faith in action. Such acts are both formally and informally recognised by the College. They are based on the Gospel values handed on by the Catholic Church being put into action through service to others in need.

The concept of 'Christian' means that the Gospel informs the service learning. Jesus said 'The Spirit of the LORD is upon me, for he has appointed me to bring Good News to the poor. He has sent me to proclaim that captives will be released, that the blind will see, that the oppressed will be set free.' (LUKE 4:18) The term 'Service' means students undertake actions for the benefit of individuals and/or community groups for no financial reward. Service at Mother Teresa Catholic

# Christian Service Learning

College has been divided into four different areas; Home, Parish, College and Community Service. Learning occurs through participation and relating to others. As students experience different service activities they are exposed to new experiences and ways of thinking. These lessons and reflecting on them comprise the learning component of the Christian Service Learning program.

## Structure of the Christian Service Learning Program

The Christian Service Learning Program is a formal aspect of the Year 7 curriculum at Mother Teresa Catholic College.

**Year 7 - students are required to complete 9 activities per term across 4 different service areas (Home, Parish, College and Community Service).**

## Information Technology Policy

Access to the College's Information Technology resources is available to all members of the College community who have signed the Information Technology User's Agreement (this is issued to all students). Students must adhere to the following rules in order to keep their access to the network:

- ➔ Students will not access or publish any material of a pornographic, inappropriate or offensive content
- ➔ Students will not use or download any hacking tools or use the equipment for illegal or malicious purposes
- ➔ Students will not access chat lines
- ➔ Students will not use proxy servers to access blocked websites
- ➔ Students will not change software settings or perform any tasks of a technical nature
- ➔ Students will not damage or remove any computing equipment
- ➔ Students will adhere to copyright laws and licensing agreements
- ➔ Students will not store on their digital portfolio any music or games files or inappropriate photographic or videos
- ➔ Students will not download and/or execute inappropriate programmes
- ➔ Students will only use their own username and password to log onto the network
- ➔ Students will not access computers without teacher supervision.

Any breach of the above rules will result in the removal of the right to use the network. Furthermore, any users involved in illegal activities will be reported to the appropriate authorities.

Students are to be aware that teachers and administrators will be monitoring their internet usage and digital portfolios, removing inappropriate files and disciplining the student if necessary.

## LEGAL ISSUES

Users are advised that the inappropriate use of electronic information can be a violation of local, state, federal and international laws. Violations may lead to prosecution.

# Technology Laboratories

## FOOD TECHNOLOGY - LABORATORY

### Safety

- ➔ Walk at all times.
- ➔ Covered shoes must be worn at all times.
- ➔ Handle all equipment safely.
- ➔ Keep all workbenches clean and tidy.
- ➔ Allow other students to work without interference or disruption.
- ➔ Keep hair and clothes out of the way.
- ➔ Be careful and courteous at all times.
- ➔ Report all accidents, breakages and faults to the teacher.
- ➔ Keep water away from electrical equipment.

### Hygiene

- ➔ Wash hands before handling food.
- ➔ Always wear an apron.
- ➔ Wash up correctly.
- ➔ Equipment basket, cupboards and drawers must be kept clean, tidy and correct. They will be checked at the end of every lesson.
- ➔ At the end of a practical lesson, work areas must be clean, rubbish must be in the bin, floor is to be swept, benches and sink must be wiped.

**REMEMBER: NO DIARY = NO COOKING      NO CONTAINER = NO COOKING**

## FABRICS TECHNOLOGY - LABORATORY

### Safety

- ➔ Walk at all times.
- ➔ Only one person at a time is to operate equipment.
- ➔ Covered shoes must be worn at all times.
- ➔ Handle all equipment safely e.g. pass scissors by the blade, not the handles; stand the iron up on its heel.
- ➔ Keep all workbenches clean and tidy.
- ➔ Allow other students to work without interference or disruption.
- ➔ Keep hair and clothes out of the way.
- ➔ Be careful and courteous at all times.
- ➔ Report all faulty/broken machinery and equipment to the teacher.
- ➔ Keep water away from electrical equipment.

### Co-operation

- ➔ Share machinery and equipment.
- ➔ Help clean up even when the mess is not directly your own. Put things back in the place where you first got them.
- ➔ Complete your duty automatically.
- ➔ Follow the teacher's instructions. Watch and listen to demonstrations carefully.

# Technology Laboratories

## Work Habits

- ➔ Come prepared to every lesson e.g. diary, pens, sewing equipment if required.
- ➔ The textiles laboratory is a place of learning. Your mature and responsible approach will be appreciated by everyone in the room.

## Technology Innovation Design and Enterprise (TIDE) Health and Safety Rules

1. Always wear Personal Protection Equipment (PPE) for your practical lessons. This includes an Apron, Safety Spectacles and Ear Muffs.
2. Tie loose hair back when using machinery.
3. Always listen carefully to the teacher and follow instructions.
4. Do not run in the workshop; you could 'bump' into another pupil and cause an accident.
5. Know where the Emergency Stop buttons are positioned in the workshop. If you see an accident anywhere in the workshop, you can use the emergency stop button to turn off electrical power to all machines.
6. Wear good strong shoes. Open-toed or soft shoes are not acceptable.
7. When attempting practical work all stools should be put away.
8. Bags should not be brought into the workshop as people can trip over them.
9. When learning how to use a machine, listen very carefully to all the instructions given by the teacher. Ask questions, especially if you do not fully understand.
10. Do not use a machine if the teacher has not shown you how to operate it safely.
11. Always be patient; never rush in the workshop.
12. Always use a guard when working on a machine.
13. Keep hands away from moving/rotating machinery and cutters.
14. Use hand tools carefully, keeping both hands behind the cutting edge.
15. Report to your teacher any damage to machines/equipment as this could cause an accident. Also, report any accidents.
16. Ensure that all machinery is left clean when you have finished using it.
17. Ensure that all tools are clean before they are put away.
18. Clean all benches and vices when you have finished using them.
19. Make sure that you use the Dust Extractors if they are supplied with a machine.
20. Never walk away from a machine that is still running - turn it off.

**Remember - we are all responsible for the health and safety of others as well as ourselves.**

# Uniform Policy

## **BOYS' COLLEGE UNIFORM – SUMMER (TERMS 1 & 4)**

- ➔ College navy shorts
- ➔ College white shirt
- ➔ College navy socks with College bands
- ➔ College jumper (optional)
- ➔ College hat
- ➔ Black leather lace-up school shoes

## **BOYS' COLLEGE UNIFORM – WINTER (TERMS 2 & 3)**

- ➔ College navy trousers
- ➔ College white shirt
- ➔ College blazer
- ➔ College tie
- ➔ College navy socks with College bands
- ➔ College jumper (optional)
- ➔ College hat
- ➔ Black leather lace-up school shoes

## **GIRLS' COLLEGE UNIFORM – SUMMER (TERMS 1 & 4)**

- ➔ College summer dress
- ➔ College white socks with College bands
- ➔ Black leather lace-up school shoes
- ➔ College jumper (optional)

## **GIRLS' COLLEGE UNIFORM – WINTER (TERMS 2 & 3)**

- ➔ College tartan skirt
- ➔ College white blouse
- ➔ College blazer
- ➔ College tie
- ➔ College white socks with College bands/College navy tights
- ➔ College jumper (optional)
- ➔ College hat
- ➔ Black leather lace-up school shoes

## **COLLEGE SPORTS UNIFORM**

- ➔ College blue sport shorts
- ➔ College blue sport shirt with College crest
- ➔ House shirt - House colour with House name (ONLY to be worn for House events)
- ➔ College white socks with College bands
- ➔ College tracksuit jacket (optional)
- ➔ College track pants (optional)
- ➔ College hat
- ➔ White sports shoes - canvas shoes are NOT allowed

# Uniform Policy

To enable Physical Education classes to run effectively, all students must meet the following requirements:

- ➔ Students who have a lesson requiring the wearing of sports uniform during Period 1 or 2 may wear their sports uniform to school. If the student has no other sports uniform lessons that day, they will be required to change into winter/summer uniform at recess (the exception to this is students who have sport on the morning of a Mass/Assembly day - they must still come in full uniform and change after the Assembly).
- ➔ Students who have a lesson requiring the wearing of sports uniform during Period 5 or 6 may wear their sports uniform home from school. They will come to school in winter/summer uniform and change at lunchtime.
- ➔ Students with a lesson requiring sports uniform only during Period 3 or 4 will come to school in full winter/summer uniform, change into sports uniform at recess and change back into winter/summer uniform at lunchtime.
- ➔ Students with more than one lesson requiring sports uniform during the day may wear sports uniform to and from the College and all day (the exception to this is that on an Assembly or Mass day all students must come to the College in full winter/summer uniform)
- ➔ Please note that before and after school sports training is not included as a lesson. Students must change into and out of sports uniform for this as per the previous requirements.

## IMPORTANT

It is understood that at times mishaps with uniforms occur, but it is the College expectation that students arrive at school in the correct uniform at all times. If a mishap occurs, a note must be provided by a parent or guardian, and a record is made of this. Regular occurrences will not be tolerated.

The full College uniform is to be worn to all Secondary School Assemblies - the sports uniform is not to be worn.

## COLLEGE FORMAL DRESS UNIFORM

To be worn on all formal occasions and is as for winter uniform, College jumper optional.

### General

- ➔ The College blazer is a compulsory part of the formal dress and winter uniform and is worn to and from school and during Homeroom and Periods 1 & 2. It needs to be worn out of school if winter uniform is worn.
- ➔ The blazer must be worn to and from the College during Term 2 and Term 3.
- ➔ Shoes are to be regulation **black leather lace-up school shoes** with small heels (no more than 2cm) and must be cleaned and polished regularly.
- ➔ Dress/skirt hemlines are to be at the knee. Skirts are NOT to be rolled at the waist.
- ➔ Shorts/trousers are to be worn on the waist - NOT the hip.
- ➔ Uniforms should be cleaned, ironed and in a good state of repair.
- ➔ Regulation navy tights to be worn without holes or runs.
- ➔ Socks that can be seen are NOT to be worn under tights.

# Uniform Policy

- ➔ The top button of the shirt is to be buttoned when the winter uniform is being worn. The tie knot should be taut, straight and meet the collar and top button of shirt/blouse.
- ➔ Sport shoes must offer support for physical activities, but need not be a certain “brand”. Canvas shoes are NOT permitted.
- ➔ All students are required to have the College back pack.

**PLEASE SEE COLLEGE WEBSITE FOR VISUAL REPRESENTATION OF UNIFORM.**

## COLLEGE HAIR POLICY

### Hair Style of Girls

Hair must be of a conservative style and should be clean, tidy and tied back if touching the collar.

#### Definition of Conservative style for girls:

- ➔ The fringe is not to fall over the eyebrows.
- ➔ Hair at the side of the face must be tied or pinned back at all times.
- ➔ Hair that touches the collar must be tied back.
- ➔ Hair must only be tied back with the official College hair ties required and plain bobby pins.
- ➔ Hair must be one natural colour. If the hair has been dyed (not a natural colour) the student must return the hair back to a natural colour before returning to school.

### Hair Style of Boys

Hair should be clean, tidy, combed and of a conservative style.

#### Definition of Conservative style for boys:

- ➔ The fringe is not to fall over the eyebrows.
- ➔ Hair should be of consistent length (graduated in) all over – no undercuts, long sweeps and no Mohawk cuts.
- ➔ Hair must be of blade length number 3 or longer.
- ➔ Hair should be short, clean and neat.
- ➔ If hair is curly/frizzy it needs to be cut in a short style.
- ➔ Hair should not touch the shirt collar at the back and is **not to be worn tied up**.
- ➔ Hair accessories are not to be worn.
- ➔ Hair must be one natural colour. If the hair has been dyed (not a natural colour) the student must return the hair back to a natural colour before returning to school.
- ➔ Students are not to have facial hair.

## COLLEGE MAKE-UP POLICY

Make-up is not permitted and this includes foundation, face powder and mascara. Eyebrows are not to be drawn or tattooed on and must appear natural. Eyelashes tinted in a natural colour are allowed. Eyelash extensions/false eyelashes are not permitted. Only clear nail polish is permitted. Acrylic and gel nails are not allowed.

## COLLEGE JEWELLERY POLICY

Jewellery is restricted to a wrist-watch, a Medic-Alert bracelet, a single pair of small gold or silver studs (no coloured stones) or sleepers (no larger diameter than 15mm) in pierced earlobes (for girls only) and a single Christian religious symbol or small cross to be worn around the neck on a gold or silver chain. No spacers may be worn. Apple iWatches are **not** allowed.

# Assessment Policy

At Mother Teresa Catholic College we ensure that all students complete work in a timely manner in order to develop and demonstrate the skills that are required for their success, now and in the future. We will work with students and parents to ensure work is completed and endeavour to assist students in managing their time, thus preventing them from becoming overloaded by missed or late assessment tasks.

We ensure that assessments are valid, explicit and fair for the target group. The classroom teacher is responsible for guiding students through the process of task development, supporting the student to improve their skills. This will involve good communication between the class teacher, student and parent. Assessment is not just about measuring achievement but also about developing skills for life.

It is expected that through the Assessment Policy that students will be accountable and responsible for the completion of their best standard of work, which is presented in a timely manner. In doing this we help develop a strong sense of achievement and pride in their work and themselves. All work presented by students must be their own and not copied from other students or sources such as internet.

Our philosophy is consistent with that of the School Curriculum and Standards Authority and is in line with its grading procedures. The number one priority of the College is clearly educational.

## Assessment not Submitted on Due Date

A day is referred to as a calendar day.

Day 1                    10% off student result

Day 2                    20% off student result

Teacher or Homeroom Teacher to speak to student

Day 3                    30% off student result

Teacher or Homeroom Teacher to speak to student

Day4                    40% off student result

Teacher or Homeroom Teacher to contact parents

Day 5/beyond        The failure to produce the assessment piece within a stated due date (after Day 5), without a negotiated Extension, will result in a failed assessment piece.

## Late Submission of Assessed Work with Extension

Students need to ensure that all tasks are submitted on time to their teacher.

If a student is unable to meet the assessment deadline s/he must apply to the teacher, prior to the due date for an extension using the extension form. The student and teacher in consultation with the Homeroom Teacher (where applicable) will negotiate a revised submission date. This extension form must be attached to the front of the assignment and must be signed by the parent at the time of submission.

# Assessment Policy

## **EXTENSIONS FOR IN CLASS ASSESSMENT/TESTS**

Students will not be given extensions for in-class assessments/tests unless the teacher feels that the student has been severely disadvantaged through no fault of his/her own.

Work that is submitted electronically will be marked as per the date received in the school email system.

## **STUDENT ABSENCE ON DUE DATE**

If a student is absent from school on the day an assessment is due to be handed in, a parent or guardian must supply a signed note explaining absence to the class teacher ASAP. If this is not done then normal process for assessment not submitted will apply.

## **STUDENT ABSENCE ON DUE DATE DUE TO SCHOOL EVENT**

Students who are at school before attending a special school event (e.g. sports carnival, excursion) must submit all assessments due that day prior to attending the event. Failure to do this will mean that normal late assessment procedures will apply.

## **MISSED IN-CLASS ASSESSMENT**

Students are expected to be in attendance for all in-class assessments.

If a student is absent for an assessment they should be prepared to complete the assessment immediately upon their return to school. Teachers can use their professional judgment if the student cannot complete the in-class assessment.

If a student is absent from school for an assessment a parent or guardian must supply a letter to the classroom teacher explaining their absence or they must produce a doctor's certificate.

## **MISSED IN-CLASS AND EXTERNAL ASSESSMENTS DUE TO EXTENDED ABSENCE**

If the assessment is missed due to long term absence then the class teacher is to communicate with the teacher to discuss how the assessment program will be managed for this student.

## **RE-SUBMISSION OF WORK**

When a student submits an assessment that does not meet the requirements of the task and a grade cannot be awarded, they are required to re-submit that assessment.

When this occurs the students will be given one week to re-submit. A letter of concern will be sent to parents by the teacher advising of the situation. The student will receive no higher than a C grade or pass mark for the re-submitted work. If students fail to re-submit within the allocated time, or submits work deemed to be substandard by the teacher, then Day 5 of the Assessment Not Submitted process will apply. Students will not be able to re-submit an assessment merely because they are not satisfied with the mark or grade awarded.

## **CHEATING/PLAGIARISM**

If cheating or plagiarism occurs in any assessment then the Year Learning Administrator will be informed and a decision will be made by the teacher in negotiation with the teacher. Students who allow their work to be copied will receive the same penalty.