



P A R E N T H A N D B O O K
2020

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WELCOME

FROM THE
PRINCIPAL



Dear Parents

Welcome to Cardijn!

Welcome to another year at Cardijn College. For some of you 2020 will mark the beginning of your association with our school and for others it will be another year of your journey with Cardijn.

Cardijn College is named after Cardinal Joseph Cardijn, the Founder of the world wide Young Christian Workers Movement. We believe that the Christian formation of young people guided by faith is critical in the development of the whole person.

This Parent Handbook contains a wealth of information about our school community and how we operate. It highlights important information that you will need to know and acts as a guide to help you understand the school, its processes and policies as well as the subjects Cardijn offers students.

Cardijn College is a Catholic School and our faith is grounded in the Gospel of Jesus Christ. We believe that life is sacred and that each person is made in the image of God.

At Cardijn College we inspire students to be at their best. Our focus is on the pursuit of excellence and based on the aspirations, talents and gifts of each student. Cardijn College officially recognises student achievement each term.

The College has enjoyed a long tradition of academic excellence and today has a strong and central focus on teaching and learning. At the College, the preparation of each student involves meeting the challenges of the future.

Whilst the focus is on striving for success, students will also need to be involved in a range of co-curricular activities which may include camps, retreats, work experience, Australian Business Week and special subject activities such as Performing Arts productions.

Curriculum extension activities are important features of educating the whole person. The College offers an extensive sport program which is based on House competitions and interschool/club competitions.

In addition it offers other activities such as Leadership programs, Outreach and Ministry, International Pedal Prix and the Duke of Edinburgh scheme. Students can also join the extensive Music, Drama and Art groups.

At Cardijn we seek to create a spirit of hospitality which respects and rejoices in the uniqueness of each member of the community. What makes Cardijn special is a culture of respect, an understanding of diversity, a focus on active learning in the pursuit of excellence, trust and communication and a commitment to act for a just society.

I commend our Parent Handbook as an excellent guide for the 2020 academic year.

Dr Paul Rijken
Principal

2 CARDIJN COLLEGE A Catholic School

Cardijn is a Catholic School and as such, its goal is the integration of our Catholic faith with the lives of our students, staff and parent body. We are called to be witnesses to our society of the presence of Christ in our world.

Cardijn is committed to providing a quality education, which embraces the full human growth and development of youth. The school commits itself to nourishing the faith of its students, imparting a deep and systematic knowledge of Christ and giving the opportunity of communion with Christ through the Sacramental life of the Christian community.

2.1 Vision Statement

In the spirit and tradition of Joseph Cardijn, we are committed to the development of a school that witnesses to the collaborative ministry of families, teachers and parishes in the co-creation of God's kingdom in our world today.

As a school, we believe we are called to participate in the task of building authentic experiences of community within the school, the parish and wider society. We do this through the process developed by Joseph Cardijn: reading the signs of the times, judging this reality in the light of our faith and reclaiming our fullness of being in Jesus Christ through action.

- Cardijn is a Catholic school which recognises the responsibility that parents have as the prime educators of their children and supports, complements and involves them in that process.
- Cardijn will challenge families to grow in their faith commitment and develop with each other their Christian leadership through service to school, church and society.
- Cardijn will encourage the recognition of the individual's dignity and self-esteem, a respect for their heritage and culture and a sense of hope and confidence in the future.
- Cardijn will facilitate the pursuit of excellence and skill according to the aspirations, talents and gifts of each student.
- Cardijn will encourage a life-long searching for truth, drawing on the wisdom of the Church and the collective wisdom of humanity.

2.2 The School Environment

We understand that the environment of the school plays a very important part in transmitting and living out the Christian message and that all members of this community, staff, students and parents, have a role to play in this. We, therefore, see that:

- the environment is characterised by respect for the dignity of each person, by justice and forgiveness and by the acceptance of differences, so that the unique value of each person before God is a lived reality
- the Catholic and Christian identity of Cardijn is clearly proclaimed and promoted by the whole community
- a priority is placed on prayer, liturgy and service
- Cardijn strives to maintain a Religious Education program of high quality
- the Catechetical ministry of Cardijn belongs to the whole community and, in particular, all the staff have an important function in this work
- Cardijn gives to the parents whatever help it can to enable them to carry out their task as Catholic parents.

2.3 Our Parishes

Cardijn College was established as a joint venture of the SA Commission for Catholic Schools and the local parishes of Morphett Vale, Willunga and Noarlunga Downs.

As a Regional Catholic Secondary School, it is meeting the needs of families who seek an education for their children that is imbued with the Christian spirit and has religious education in the Catholic faith as one of its integral components.

Cardijn College works in partnership with parents, who are recognised as the first educators in the faith of their children and with the local Catholic parishes, which through the Sunday Eucharist draw our communities together in faith and service.

Cardijn College, with the parishes, plays its role in the overall pastoral care of the students and their families. This pastoral care strives to be sensitive to the many pressures that are on family life today and the individual needs and hopes of the students. The Christian spirit at Cardijn helps to foster good attitudes towards learning, co-operation at every level within the school community, mutual care among students and staff, respect for the dignity of every individual, fairness in competition, a genuine love of God, the integration of the message of Jesus into personal values and a sense of responsibility, trust and justice.

2.4 Our Parish Community

The College has a valuable resource in the priests and religious who serve in the three parishes of Morphett Vale, Willunga and Noarlunga/Seaford.

The priests are directly involved in the Sacramental life of the College, celebrating the Eucharist and Reconciliation. They work with staff on specific projects and are involved with teachers in the classroom.

The Religious are playing an important role in the pastoral care of families of students - especially in times of crisis or worry.

In case you would like to contact any of the Parishes we have included the following information:

Noarlunga/Seaford

(St Luke's Parish)

Ph: 8382 1717

Fr Josy Sebastian (Parish Priest)

Fr Selva Raj (Assistant Priest)

Fr Jack Otto SJ (Assistant Priest)

Other contacts

Sisters of the Good Samaritan (A/H)

Ph: 8386 0402

Toni Fishlock (Parish Manager)

Ph: 0417 801 241

Jan Hicks (Seaford Ecumenical Mission)

Ph: 8392 4522

Morphett Vale

(Mary Help of Christians Parish)

Ph: 8326 1555

Fr Roman Palma (Parish Priest)

Fr Marian Szablewski (Assistant Priest)

Mrs Amanda Whiffen (Faith Formation Coordinator)

Mrs Kathleen Gaffney (Office Manager & Pastoral Associate)

Willunga

(St Joseph's Parish)

Ph: 8556 2132

Fr Josy Sebastian (Parish Priest)

Fr Roy John (Assistant Priest)

Ms Gael Moloney (Secretary)

Mr John McPhail (Treasurer)

Mr John Hounslow (Office Manager)

Fr Tom Gleeson (Resident Priest)

Ph: 8557 1072

Sr Margaret Ann (Parish worker)

Ph: 0488 287 552

3

JOSEPH CARDIJN & ST MARCELLIN CHAMPAGNAT

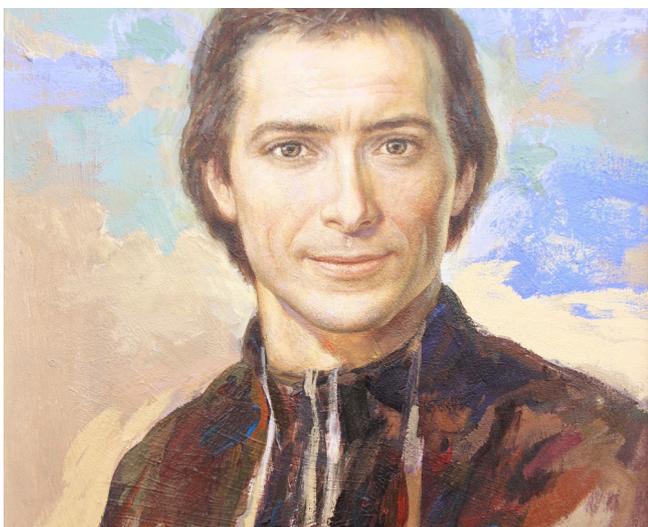


In a century presenting us with many great Christian men and women, including Martin Luther King and Nelson Mandela who have done much to further the progress of people on this earth, the name JOSEPH CARDIJN will stand high. At a time when Australia was isolated from the rest of the world, Joseph Cardijn's influence was still evident and effective to others. There were and still are many priests and other religious leaders, as well as Catholics, who owe their renewed vision of Christian life and of the dignity of human beings to this priest.

His life spanned much of the last century: he is a man for our times. He was born in 1882 into a Flemish working family and from his earliest years he grew in his love for, and appreciation of, the working class, particularly the working youth. He understood the effect on the lives of men and women of the growing industrialisation so evident around his own district and further afield. He saw clearly from a young age that it would be through life as a priest that he could bring about the greatest good for those he wished to help.

It was in 1912, while he was a curate in a suburb of Brussels, that he formed his first group of young workers in a movement which, in his lifetime, developed into a world-wide organisation. He was completely devoted to arresting the de-humanising influences going on in his own country and throughout Europe. His idea was to put Christianity into the whole of life. On the one hand he devoted himself fully to overcoming the social injustices and poverty so many young people faced. On the other hand, he worked ceaselessly to promote the spiritual and temporal welfare of young workers. Joseph Cardijn was particularly keen about developing leaders from the ranks of the youth, realising that it was from among these that the transformation of the world must come. Cardijn's method of evangelisation, often described simply as a discovery of the truth of faith, the truth of life and the truth of transformation, provides a means for Christians to: See, Judge & Act according to the mind of Christ in the light of the Gospels.

It would be true to say that this influence was eventually realised in the Second Vatican Council. In one of the great Documents of this Council, "The Church in the Modern World", is an inspiring statement of what the Church is today and it is a living monument to Cardijn's teaching philosophy - "We must, therefore, recognise the world in which we live, its expectations, its longings and its often dramatic characteristics". The Document, both in the introduction and elsewhere, speaks about the dignity of every person, of humankind's desires to improve the world in which we live and of the duty of Christians to be active in the quest for social justice.



St Marcellin Champagnat, the founder of the Marist Brothers, is the patron and namesake of Cardijn College, Marcellin Campus. St Marcellin was known for his understanding of young people, and although he was not academic, his love of work and industry inspired a generation of working-class people.

Marcellin Campus is committed to the five Marist teaching characteristics of Presence, Simplicity, Family Spirit, Love of Work and in the Way of Mary. Marcellin Campus is an affiliated member of the Association of Marist Schools of Australia (MSA).

We are one of just three schools in Marist Schools Australia to carry the name of our patron and together with Cardijn College, we are proud to be immersed in the spirituality of Marcellin Champagnat.

4 CARDIJN COLLEGE / MARCELLIN CAMPUS BOARD

5 PARENTS AND FRIENDS

The Cardijn College / Marcellin Campus Board is a part of this Community, so we take this opportunity to introduce the current Board members to you and inform you of the Board's activities.

BOARD MEMBERS 2020

President	Fr Josy Sebastian, Parish Priest
Principal	Dr Paul Rijken
Deputy Principal	Mr Patrick Harmer
Chair	Mr Wayne Copley
Deputy Chair	Mr Dale Sutton
Marist Schools Australia Representative	Mr Paul Herrick
Chair of Finance	Mr Peter McCabe
Industry Representative	Mr Tim Ryan
Industry/Education Representative	Ms Jen Rodger
School Community Representative	Mr Paul Roberts
Minute Secretary	Mrs Anita Patton

The Board's responsibilities include policy direction, financial management, pastoral care, maintenance and planning.

There are many other ways you can be directly and indirectly involved with our school; many ways of showing your children that you care and are interested in their education and development. No matter how you choose to become involved at Cardijn we hope your experience is rewarding and fulfilling for you and for the Cardijn Community.

A Parents and Friends Association was established in 1984 and is managed by an Executive of the College. The Parents and Friends assist the school in whatever way it can, particularly in developing connections between families and the School.

The Parents and Friends traditionally sponsor a number of school fundraising activities with the primary aim of building community. The Parents and Friends also sponsor a number of parent meetings which are primarily organised to support families in understanding the learning process and socio-emotional wellbeing of teenagers.

COMMITMENT TO PARTICIPATION

Cardijn College grew out of, and was established to serve, the faith communities of the local parishes of Morphett Vale, Willunga and Noarlunga Downs. It has its roots therefore firmly implanted in the lives, hopes, love and faith of a vast number of people. We include those of other denominations who are faithfully serving our school.

The South Australian Commission for Catholic Schools Vision Statement states that: "Catholic schools in partnership with parents, in union with Christ's saving mission and school communities, educate young people for participation in the Church and world communities today." Parents/Guardians are encouraged to share their time and talents in a tangible way with the school community.

Once students are enrolled at Cardijn parents automatically become a member of the Parents and Friends Association. Many groups and activities come under this Association's umbrella.

Because of this partnership between parents and the College, your commitment to participation is requested in one or more of the following activities: School Board; School Canteen; sporting activities; Annual Sports Day; supporting the Arts Learning Area (Drama, Music, Art, etc) within the College or in any other way through your special talents, trade or professional skills.

It is an understanding of all parents that they would complete a Catholic Police Check before involving themselves in the life of the school. This is required child protection practice for all Catholic Schools.



STAFF MEMBERS FOR 2020

We have included a list of current staff members and our contact number for your use. Please feel free to contact staff during school terms between 8.30am and 4pm on 8392 9500.

Leadership

Principal	Dr Paul Rijken
Deputy Principal	Mr Patrick Harmer
APRIM	Mr Joseph Catania
Assistant Principal	Mr Chris Burrows
Assistant Principal, Pastoral Care	Ms Danielle Greig
Director of Students	Mr Ben Dray
Director of Staff	Ms Mel Bratovic
Director of Teaching & Learning	Mrs Charlotte Hejka
Director of Technology, Innovation & Partnerships	Mr Rob Dvorak
Business Manager	Mr Johnny Ioannou
Director of HR	Mr Kevin McCarthy
Director of ICT Services	Mr Tony Sayce

Administration

Executive Assistant	Ms Anita Patton
Registrar	Mrs Michelle Gaffney
Administration - Academic	Ms Kirsty Finch
Daily Organiser & WHS Coordinator	Mrs Debbie Williams
HR Officer	Mrs Kelly Sardelis
Administrator, Executive	Mrs Nicky Rawlings
Front Office	Mrs Helen Fuller Mrs Michaela Watson
Finance Officers	Ms Maria Spano Ms Sue Turner Mrs Cheryl Spark Mrs Kate Howard
College Accountant	
Marketing, Publications & Communications	Mrs Connie Dutton Miss Jess McGinity Mr Elliot Vagner Mrs Emma-May Palmer
Alumni Officer	
Administration – Pastoral Care	Mrs Sarah Vujicic
Coordinator of RE Coordinator of Service Learning Mission Engagement Officer	Mr Adrian Hunt Ms Amelia Cooper Ms Nicola Randall
Student Counsellors	Mr Michael Herbert Mrs Liliانا Thom Miss Emily Chapman Mr Anthony Simons Mrs Aleksandra Cabot
Pathways Coordinator Careers Education Coordinator	Mr Matt Kempson Mrs Susan Watt
Sports Coordinator Sports Assistant Sports Assistant (Academies)	Mr Anthony Martin Mr Tyler Marsland Miss Tyler Orr
Music Co-curricular Coordinator Music Assistant	Mr David Gauci Mrs Cassandra Douglas
Resource Centre Manager Resource Centre Assistant	Ms Sandie McCarthy Mrs Pat Manhood Mrs Linda Kemp Ms Catherine Warburton

Maintenance	Mr Jason Allan Mr Chad Baker Mr Michael Balas Mr Jake Wethers Mr Nick Mitchell
Arts Assistant	Mrs Irene Humeniuk
Science Lab Technician	Dr Katy Goodwin
Special Education Support	Mrs Marie Rismondo Mrs Margaret Harding Miss Amey Lekkas Mr Liam Brown
Information Technology	Mr Nathan Adsett Mr Michael Vorster Mr Petros Vlachos Mr Hayden Keough
Canteen	Mrs Shirley Parfitt Mrs Tania Bailey Ms Jane Painter
Cadet Program Support Officer	Emily McCarthy
Home Economics Assistant / Library	Kylie Johnson

Year Level Coordinators

Year 7 Coordinator	Ms Kate Thompson
Year 8/9 Coordinator (Acting)	Miss Nadia Porter
Year 10/11 Coordinator	Mr Damien Lambert
Year 12 Coordinator	Mr Michael Herbert

Teaching Staff

Mrs Melissa Alexander	Ms Rebecca Maio
Mrs Kristen Altmann	Mr Anthony Martin
Ms Brenna Andrews	Ms Marianna
Mrs Sarah Ayton	Mastrapasqua
Mr Vic Bandiera	Mr Robert McCrackan
Ms Caitlin Batty	Mr Jaqui Moroney
Ms Leah Bellifemini	Mr Tom Morris
Ms Belinda Berry	Mr Du Nguyen
Mrs Judith Botha	Mrs Sarah O'Neill
Mr Liam Brooks	Mr Jeff Podger
Mrs Michelle Burt	Miss Nadia Porter
Mrs Brenda Byrne	Miss Hannah Priest
Ms Kim Calderbank	Mr Andrew Puccio
Mr Shane Carter	Mr Daniel Rabbett
Mr Huw Channing	Mr Tarak Redigolo
Ms Caroline Cienciala	Mrs Renee Rees
Ms Amelia Cooper	Mr Steve Rhodes
Ms Lesia Cousins	Mrs Lauren Rowe
Mr Leon Deng	Ms Carlie Sherwood
Ms Sophia Dimitropoulos	Mr David Smith
Ms Natalie Emberton	Ms Meredith Smith
Mr Kenneth Fay	Mrs Tess Snape
Ms Anna Florian	Ms Sue Stenson
Mr Colin Ginn	Mr Jarrad Strain
Mr Michael Goode	Miss Eleni Takianos
Mr Stephen Hards	Mrs Leona Tane
Ms Kara Hargreaves	Ms Amanda Taverna
Mrs Charlotte Hejka	Mrs Anne-Marie Taylor
Mr Michael Herbert	Miss Ashleigh Taylor
Mr Dylan Hicks	Mr Michael Taylor
Ms Leah Hooper	Mrs Liliانا Thom
Mr Adrian Hunt	Mr Graham Thomas
Mrs Belinda Hurcombe	Ms Kate Thompson
Ms Zue Kowalski	Ms Monica Tolcvay
Mr Damien Lambert	Mrs Jan Wallage
Ms Carrie Lamming	Miss Katrina Wallis
Mr Christopher Lamont	Mrs Susan Watt
Mr Sean Lang	Mr Chris Weber
Ms Amey Lekkas	Mr Michael Wells
Mr Chris Linford	Mrs Kath Welsh
Ms Alexia Little	Mrs Debbie Williams
Mr Brady Lloyd	Mrs Shirley Yeo
Mrs Eve Lovett	Ms Georgia Zientara

7 STUDENT DEVELOPMENT

7.1 Student Development and Pastoral Care

Student Development at Cardijn College is committed to the holistic development of all students to ensure that their physical, social and emotional well-being is fostered and nurtured. This development takes place by focussing on a student's strengths and allowing them the opportunity to flourish and achieve to their full potential. Cardijn teachers inspire, engage and promote life-long and life-wide learning so that students are developed into well-rounded graduates who are active and informed citizens to the communities in which they live.

Cardijn implements a House system to assist in the Pastoral Care of students. This allows students to develop a sense of belonging and build relationships outside of their regular classroom. Students are grouped by year level and this allows Homeroom Teachers to focus on the distinct developmental needs of the students in their care. Homeroom Teachers mentor students to assist in their holistic development, their relationship with their faith, their social skills and their involvement in the community. Homeroom teachers are supported by House Leaders who are driven, committed and passionate towards the development of every student.

7.2 House Leaders

- **Chisholm House Leader**, Mr Liam Brooks
- **Faulkner House Leader**, Mrs Judith Botha
- **Kolbe House Leader**, Ms Anne-Marie Taylor
- **Lombard House Leader**, Mr Sean Lang
- **MacKillop House Leader**, Mrs Brenda Byrne
- **Mitchell House Leader**, Ms Eleni Takianos
- **Romero House Leader**, Mr Brady Lloyd

7.3 Student Leadership

Student Leadership is an important facet of College life at Cardijn. Students are given the opportunity to lead their peers and be of service to the school and wider community. Student Leaders are ambassadors for the College and use Joseph Cardijn's '**See, Judge, Act**' to act justly and lead positive change within our College community whilst living out the Marxist characteristics in all that they do.

COLLEGE CAPTAINS 2020

In 2020, we are delighted to have Tully Best and Jaya Darmadi lead our student body in their role as College Captains.



MISSION CAPTAINS 2020

Elijah Barrott-Walsh and Gabrielle Connolly



8

TEACHING AND LEARNING



Should you have any questions or concerns regarding any aspect of your child's learning please contact

Charlotte Hejka,
Director of Teaching and Learning

Charlotte.Hejka@cardijn.catholic.edu.au

8.1 Year 7 & 8 Program

The Cardijn College Year 7 & 8 program provides an integrated approach to learning, with a capability-based curriculum, which underpins student interaction with subject content.

In an increasingly complex world, there is an ever-growing need for students to develop skills and capabilities that will allow them to thrive in the world of tomorrow. For this reason, the Year 7 & 8 Program aims to promote independence and autonomy in learning, allowing students the freedom to think critically and creatively about their world in a dynamic and challenging learning environment.

All students will undertake a core curriculum based on four integrated subjects:

- Cultural Perspectives
- Future Thinking
- Healthy Lifestyles
- Languages

The students also have the choice of four 1 Term elective subjects which include:

- School of Rock
- Stomp!
- The Great Masters!
- Sustainable Sculpture
- Design Entrepreneurs
- Theatre Sports
- Play Building
- Lights, Camera, Action!
- Digital Essentials
- Digital Advanced
- Artificial Intelligence
- Techy Tinkering

8.2 Year 9 Program

Cardijn College offers a broad and comprehensive curriculum that provides our students with the skills and knowledge required to become lifelong learners in a rapidly changing world.

The Year 9 Program uses the Australian Curriculum Framework developed by the Australian Curriculum, Assessing and Reporting Authority (ACARA). Cardijn College is committed to

best-practice middle schooling through an approach to teaching and learning that is student centred, authentic, collaborative, developmental and challenging.

Cardijn College is a leader in the delivery of STEM (Science, Technology, Engineering and Mathematics) and has been at the forefront in developing programs that provide STEM pathways. As well as STEM, the College offers a range of electives and specialised programs that meet the needs of our diverse range of students.

Literacy and numeracy are embedded into every learning area and are a focus in all that we do. Cardijn College is committed to supporting students to improve their literacy and numeracy. Obtaining good levels of literacy and numeracy allows students to communicate effectively, make sense of the world and improves employability. The College engages the students at Years 8 and 9 with the Pat M and Pat R tests as well as the NAPLAN. The data obtained allows for the development of more individualised programs that support the development of literacy and numeracy.

All students will do a core course, which includes formal studies in the following subjects:

- Religious Education
- English
- Italian or Indonesian (compulsory up to Year 8)
- Mathematics
- Physical Education
- Science
- Humanities and Social Sciences

They will also make a choice of four additional elective subjects from:

- Drama
- Home Economics
- Information Technology
- Inspire Program
- Music
- Robotics
- Tech Studies
- Textiles
- Visual Arts
- Football, Netball or Soccer Academy

Specialised music and sports programs are available at Years 8 and 9. The sports program has a focus on elite sports skills development.

Year 9 students will also involve themselves in life at the College through assemblies, liturgies, retreats, camps and whole school special events.

Information and Communications Technologies are embedded throughout the learning areas.

8.3 Years 10, 11 and 12 Program

The Year 10, 11 and 12 Program builds on the foundations established in Years 7, 8 and 9. The curriculum endeavours to provide every child with every destination and as a consequence is broad and diverse in offerings allowing for a variety of pathways to be taken. Our aim is to provide a rigorous curriculum that prepares students for both employment and tertiary study.

Cardijn College delivers the South Australian Certificate of Education (SACE), an internationally recognised qualification. As our students develop into young adults, we need to provide them with the skills to transition into an adult learning and working environment. Our students learn how to negotiate, collaborate, become more independent and self-directed while developing their ability to problem solve, present, research and communicate. These skills are often referred to as "Soft Skills" and are highly valued by both employers and tertiary institutions.

Students at Cardijn College are also offered Vocational Education and Training (VET) pathways. This is a significant curriculum area and Cardijn College offers a diverse range of courses for students who are looking to enter the workforce or transition to TAFE. Students at Cardijn College may choose Certificate II and III options as well as transitioning over to Marcellin Technical Campus.

Year 10 Program

Year 10 students are now enrolled in the South Australian Certificate of Education (SACE). The students begin a subject called the Personal Learning Plan (PLP). The PLP will run over the whole year and will help prepare the students for Year 11 and Year 12.

Subjects are organised into Semesters and the students will, apart from their involvement in the Religious Education Program, also participate in a program of study which takes into account a balance between the major curriculum areas.

Core Subjects

- Religious Education
- English
- Mathematics
- Personal Learning Plan
- Science
- Humanities and Social Sciences (Geography, History and Humanities)

Elective Subjects

- Expressive Arts (Design, Art, Drama and Music)
- Languages (Italian/ Indonesian)
- Physical Education
- Technology (Electronics, Computer-aided Design, Pathways for Construction, Robotics, Wood, Metal and Multimedia)
- Home Economics
- Netball, Soccer or Football Academy

Years 11 and 12 Program

Please refer to the Curriculum Handbook for information about Year 11 and 12 subjects.

8.4 Vocational Education and Training

Vocational Education and Training (VET) is a significant curriculum area in the SACE. Cardijn College supports families who want their child to prepare for a trade whilst at the same time being educated in the College environment.



For further information please contact,

**Mr Rob Dvorak - Director of
Technology, Innovation & Partnerships**
rob.dvorak@cardijn.catholic.edu.au

8.5 Additional Needs

Cardijn College provides for the learning needs of all students. Students with additional needs are supported through the provision of inclusive education and sound teaching pedagogy. Specialist settings for students with disabilities or specific learning difficulties are available.

Marist Centre

The Marist Centre is a specialist education facility supporting students with a disability in accessing an inclusive mainstream curriculum.

A specialist curriculum is delivered in the Marist Centre which includes:

- Literacy
- Numeracy
- Health & Personal Development

The curriculum is also taught implicitly through real life educational experiences such as excursions and camps.

In the senior years, career/post school pathways are developed and students focus on completing the South Australian Certificate of Education (SACE).

The Marist Centre provides a nurturing environment for students with disabilities.

Lavalla Centre

Students with specific learning difficulties and learning disabilities are catered for in the regular classroom and in the Lavalla Centre. The Lavalla Centre provides a quiet and removed learning environment for individuals and small groups.

Identified students receive individual case management. Students access interactive software programs, resources and support.

- Middle School students access programmed literacy and numeracy support and an opportunity for support with mainstream subjects.
- In the senior years assistance is provided with mainstream subjects, subject selection and post school pathways planning.

Indigenous Students

Indigenous students are able to access learning support and are given opportunities to access activities supported by Indigenous agencies and the Catholic Education Office.

ESL – English as a Second or Additional Language

Students for whom English is a second or additional language, are able to access EAL support.

This is delivered in the mainstream classroom or through individual or group withdrawal for parallel or tailored learning sessions.

For further information please contact
**Mr Tom Morris, Mrs Jaqui Moroney or
Mrs Kath Welsh - Additional Needs Coordinators**

Student Wellbeing

The College has a wellbeing service with two social workers and two teacher counsellors. The service is voluntary and confidential with the aim of empowering students to take responsibility for their personal wellbeing.

Forms of support that can be offered include:

- Support groups
- One on one counselling
- In class workshops
- Awareness days
- Referral and liaison with external support

Students are able to self-refer to the counselling service or seek support through a College staff member.

Families are also welcome to contact a counsellor to arrange an appointment. For more information, please visit the Cardijn [website](#).

9

EXTRA CURRICULAR ACTIVITIES

9.1 Representative Sport

Cardijn College fields representative sporting teams in a variety of competitions. These include interschool athletics and swimming carnivals, knockout and zone sports competitions Intercol with Cabra Dominican College and the Tenison Woods Exchange. More recently, Cardijn College has competed in Marist Netball and Basketball carnivals, in addition to some National School Basketball Championships.

Prior to participating in Cardijn College's representative sporting teams, students as a matter of courtesy, are required to complete an Extra Curricular Activities Approval Form available from the Sports Coordinator or from student reception. See Extra Curricular Activities Guidelines on page 21.

After School Sport

Cardijn College is a place where healthy lifestyles and the overall well-being of all students are a high priority. A key aspect to this is regular physical activity. Students are encouraged to participate in at least one season of after school sport.

The After School Sports Program is a flexible program that offers sports upon the demand of students. They rely on the support of students and their families in order to run. Students are expected to demonstrate a commitment to their chosen sports by attending training sessions as organised by coaches.

Cardijn College competes in the Sports Association for Adelaide Schools (SAAS) and the South Australian Catholic Secondary School Girls Sports Association.

Matches are played on the weekend and also after school. As a member of these associations, Cardijn will be offering a wide range of sports for our students to participate in throughout the year.

9.2 Extra-Curricular

Cardijn College offers a range of extra-curricular activities including:

- Music groups: concert band, stage band, ensembles and choir
- College musical
- Drama productions
- Drama Club, Art Club, Computer Club, Chess Club
- F1 in Schools
- Drone / UAV
- Tournament of Minds
- Debating
- Duke of Edinburgh Awards
- International Pedal Prix
- Social Justice Group
- YCS
- Arch D Radio
- Work experience
- Science and Engineering Challenge
- Maths competition
- Australian Music Examination Board exams
- After school sport
- Tenison Woods exchange
- Catholic co-ed swimming / athletics carnivals



10 SCHOOL PROCEDURES & GUIDELINES

10.1 Assessment Deadlines Procedure

Cardijn believes in developing student skills in organisation as a means to promote healthy learning habits through life. For this reason, teachers provide ample resources for learning activities and assessments in order to teach students how to manage and complete goals within a reasonable period of time.

Due Dates are predominantly in place to support the student, and to teach them the importance of managing goals. For this reason, we encourage students to make effective use of class resources (time, teacher, peers) in order to achieve tasks and assessments.

Teachers and students should have regular discussion about upcoming assessments and due dates. Teachers are free to grant extensions to student deadlines based on reasonable requests and compassionate grounds. In some circumstances, it may be prudent for staff to require a sick certificate to substantiate an illness.

Due Date Procedure

- The Teacher sets a clear due date when work is expected to be submitted.
- Students are to use the resources provided to achieve required outcomes by the expected date.
- Missed due dates will result in parent communication, and an adjustment to the endeavour grade on the school report.
- Non-submitted work is indicated in the academic school report grade.

10.2 Independent Learning at Cardijn

Cardijn College recognises the importance of students developing the ability to learn independent of a classroom and teacher setting. The learning partnership between parents (as the primary educators of their children), students and teachers is most important, and therefore learning within the home context is essential in enabling the students to achieve their full potential.

Independent learning opportunities aim to prepare students to connect with the main concepts and themes of the course, reinforce these concepts and provide the opportunity to progress and complete set assignments in a setting other than the classroom, be this the library, home or outdoors.

The College provides a space (Library) where students can undertake further learning that is also supported by College staff.

Guidelines in approaching Independent Learning

- The purpose of Independent Learning is to allow students to develop life skills outside of a classroom setting. For this reason, teachers may choose to set tasks or activities to be completed outside of the regular timetable.
- Independent Learning activities can be used as a form of feedback in regard to student progress and understanding prior to formal assessment
- At Cardijn College, we recognise that in some cases, students participate in activities or undergo circumstances that make the completion of tasks outside of school difficult. In these instances, the College encourages positive communication between students and teachers in order to find effective solutions.
- In the case that Independent Learning requirements are not met, teachers will make contact with parents to communicate concerns.



TIPS FOR SUPPORTING LEARNING IN THE HOME

Parents can assist in the homework process by taking the following action:

- Ask about current assignments, and assist your child in making a plan for completion over the week.
- Test any work which your son/daughter has revised for an assessment.
- Save a box of old/current newspapers and magazines for assignment work.
- Have a good dictionary, atlas and bible at home.
- Make some rules about TV viewing, IT games or internet access during the week. Allowing TV/ computer access once school work is finished usually ensures poor effort. No TV or specified programs only during the week seems to work best.
- Have a quiet, well-lit, comfortable place for homework to be done.
- Take continuing interest in your child's learning. If work set on a particular night takes too long, decide when enough has been done and write a note in the diary; such should not apply to longer assignments that have been left to the last night.
- If your child is unable to do the work, make sure he/ she asks for help the next day, ie check it again the next night.
- A balance of study time and regular breaks is important to ensure concentration and to minimise fatigue.
- The use of computers at home is encouraged where appropriate, but technical difficulties should not be used as an excuse for not completing work on time.
- Discourage students from working independently in bedrooms or out of sight. This can result in distraction and procrastination. Setting up a positive study environment in the family areas encourages concentration and accountability.

If you have any concerns please contact your Homeroom Teacher or the House Leader.

10 SCHOOL PROCEDURES & GUIDELINES

10.3 Privacy

Cardijn College respects the privacy of personal and sensitive information regarding your family. The College is committed to ensuring that it complies at all times with its obligations under the Commonwealth Privacy Act.

10.4 Extra-Curricular Activities Guidelines

These guidelines do not apply to whole-class excursions, but rather to activities which would take an individual or a number of students out of lessons (eg knock-out sport, etc).

The guidelines limit students to two such activities per semester, in sport. However, Year 12 students are restricted to no more than two activities in all areas for Semester 1 only.

The following governing principles also apply:

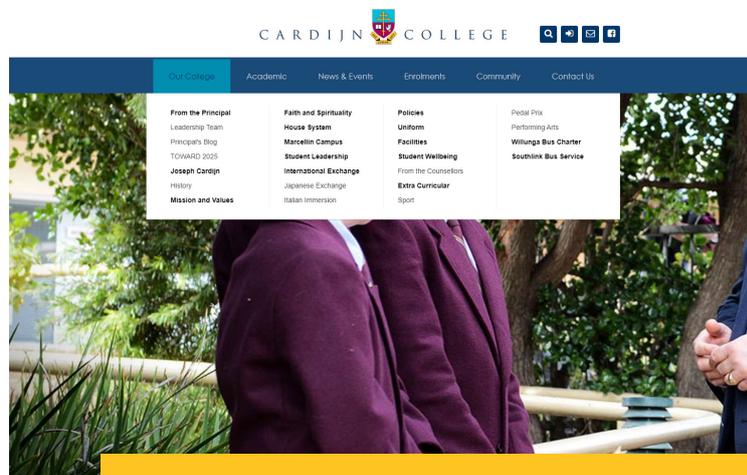
- Involvement in extra-curricular activities is a privilege and not a right.
- Students should be able to have a say on the extent of their involvement.
- Parents should be asked to approve the level of their child's involvement.
- Staff should be able to recommend or not recommend a student's involvement (especially at Year 11 and 12) on the strength of the student's performance/effort in that subject.
- A list of students involved in the activity is posted and announced as early as possible, ideally at least two weeks' notice, so that subject teachers have time in which to respond if so desired.
- It is the student's responsibility to enquire about and catch up on work missed.
- Students are responsible for having the appropriate form completed by all subject teachers then signed by parents.
- Students are asked to demonstrate a commitment to their chosen sports by attending training sessions as organised by coaches.

If you have any concerns regarding this policy please contact the Deputy Principal.

10.5 Policies

The following procedures and policies are a reflection of the College commitment to student care and development:

- **Attendance**
- **Camp / Excursion**
- **Child Protection**
- **Critical Incident**
- **Duty of Care**
- **Email**
- **Enrolment**
- **Extreme Weather**
- **First Aid & Health Management**
- **Grievance**
- **Homework**
- **ICT**
- **Illegal Drugs**
- **MITIOG**
- **Pastoral Care**
- **Social Media**
- **Student Behaviour Management**
- **Student Harassment**



Details of each policy are found on the College Website:
www.cardijn.catholic.edu.au/our-college/

11

EXPECTATIONS OF STUDENTS

11.1 Basic Principle

The respect that we should have for ourselves and that we owe to one another is the foundation of the College regulations: respect for myself as an individual made in the image of God; respect for my fellow students as people whom God loves and in whom God's Spirit resides; respect for our school community through which God's Spirit works in a powerful way; respect for God's creation leads us closer to God's presence.

11.2 General Conduct Around the School

- All recreation is to be taken outside except when inclement weather makes this impossible. Hence, at the morning recess and during the lunch break the classrooms should be vacated.
- A warning bell is rung at the end of recess and lunchtime to promote punctuality to the next class.
- It follows that there should be no eating or drinking in the classrooms or corridors. This will help to ensure the cleanliness of rooms and corridors.
- Food and drink should be consumed in the central area and is not permitted on the oval and courts.
- It is the responsibility of all to see that the school and its surroundings are kept as clean and tidy as possible. The bins are provided for waste material.
- All bags are to be stored in the student's locker. Students are to collect their equipment for each lesson from their locker either before school, at recess or at lunchtime only.
- The car park and the front area of the College in front of general reception are out of bounds areas for students except when entering or leaving the College.
- The areas behind Science, Administration, Art and Tech Studies rooms and around the Presbytery, Priests' houses and Church and the car parks are out of bounds. At times, certain other areas will be placed out of bounds and students are expected to follow these directions fully.

- Food and drink are not to be taken into the toilets and change rooms.
- Students are not to smoke or consume alcohol when in school uniform, whether it be at school or going to and from school. Penalties will apply for breaches. They will also apply to students who are "in the presence of users".
- St Luke's Church: Students should not be in the foyer or the verandah of St Luke's. Students are not to use the Church toilets.
- Goldsmith Drive is a 60km speed zone. When Cardijn was built it was agreed that students would not cross this road. The Council built the underpass for this purpose. Parents are advised not to pick up or drop off students on Goldsmith Drive, but to use the Colonnades car park or the College car parks.
- Mobile phones must not disrupt the learning environment and students will not be permitted to use their phones during class time.
- Mobile phones which have the capacity to take photographs must never be used to photograph another person without their explicit consent.

At Cardijn College, we see students:

- Following the 5Cs - *Cooperation, Commitment, Community, Courtesy, Care*.
- Focused and on task.
- At school and lessons on time.
- Respecting the right of your peers to learn.
- Respecting the right of your teachers to teach their class.
- Following instructions, and not arguing or answering back.
- Not using mobile phones, iPods, headphones etc. unless instructed to do so by their teacher.
- Respecting school property and the property of others.
- Addressing their teachers formally by title, i.e. Mr, Mrs, Miss etc.
- At the start and conclusion of each lesson, standing behind their chair to greet or farewell their teacher.
- Wearing their uniform correctly.
- Wearing their PE uniform only on days when it is required.
- Providing written notes for absences or uniform issues.

11.3 In the Classroom

- Care should always be taken in the use of furniture and equipment supplied for the benefit of all. Rooms should be suitably decorated and provide pleasant surroundings for learning.
- Teachers and students should be greeted with courtesy at the beginning of lessons and when met in the yard.
- At the beginning of each teaching session (usually two periods) books and other requirements for that session should be collected from the lockers. Students are asked not to go to lockers during lessons.
- At the end of each lesson, before leaving the classroom, students are to see that chairs are pushed in under the desks and that the room is left tidy.
- Students must not interfere in any way with the possessions of others, particularly when they move into classrooms other than their own.
- Whenever a student needs to leave a classroom during a lesson, he/she must have a note signed, indicating the reason and showing that permission has been given by a teacher.
- Punctuality to lessons is essential. This applies particularly at the start of the day.
- School bags are not to be carried over the shoulder and must not have any graffiti on them.
- Books and pencil cases should also be free of graffiti.

11.4 College Gates

The entrance to the College from the Colonnades side will be via the underpass and through the gates near the MacKillop Building. These gates will be opened before school and locked at about 9.00am. They will be opened again at about 3.00pm.

The Goldsmith Drive gates will remain locked until the end of the day, when the school bus arrives for student pickup.

11.5 Entering and Leaving the College

- Students entering and leaving the College on the Honeypot Road side are to use the path between the car park and the Music Centre. They must also use the Pedestrian Crossing to cross Honeypot Road.
- Students are to observe any directions given by the staff on duty at these entrances. This is particularly important at the entrance on Honeypot Road for those students waiting for buses or cars.

11.6 Use of Public Transport

Students using public transport or waiting for public transport should behave in an appropriate manner, that is, being polite and courteous at all times. Serious breaches of this behaviour will result in the student being asked to find alternative transport to and from school.

11.7 Supervision of the College Grounds

The school grounds are supervised from 8.15am until 3.45pm. Students on the premises outside of these times are present at their own risk, unless they are involved in a supervised school activity.

Students coming before supervised time are to gather in the amphitheatre. Student's studying after supervised time are to remain in the amphitheatre or near the reception area until collected by parents, unless they are attending Homework Club or extra-curricular activities.

Those students waiting in the car park will be asked to wait at the roundabout if they have not been collected by 3.45pm.

11.8 Mobile Phone

- Students may bring a mobile phone to school.
- The phone must not be used during any lessons, Masses, Liturgies and assemblies, as well as any other large or small group activities.
- Any phone that distracts or disturbs the work of the student or the learning of the group of students be removed from the student & placed at the front of the classroom. Consequences apply for students who do not abide by this process.

EXPECTATIONS OF STUDENTS

- The Cardijn College Harassment Policy and ICT Policy is to be enforced where a phone is used to harass any other member of the College community.
- Mobile phones are brought to school entirely at the risk of the owner.

11.9 Colonnades Shopping Centre

Conduct by Cardijn students passing through the Colonnades area should be of the highest standard. The same applies to students waiting for buses and trains. There should be no unnecessary loud talk, bad language or smoking, nor should there be any interference with the property of others.

Students may use the Colonnades Shopping Centre as a thoroughfare to catch buses for up to 20 minutes before and after school.

When moving through the Colonnades grounds, care should be taken not to walk over gardens or areas not intended for pedestrian traffic.

11.10 Permission to drive to school

Students may apply for permission to drive themselves and approved passengers to and from school. Application forms are available from student reception. Parental permission for both drivers and passengers is needed before approval will be given.

The College provides limited car parking spaces for students. An application for a car park must be submitted to the Assistant Principal Pastoral Care. Only approved passengers are allowed in student vehicles. Permission to drive will be withdrawn by the Principal at any time and in particular for any breach of principles of safety and consideration for others.

Students are prohibited from parking their cars in the roundabout area. This area is designated as a car park for visitors.

Students are prohibited from parking in the Church car park.

While the school will do its best to ensure the safety of student vehicles it does not accept liability for any damage or loss.

11.11 Student Drop Off Zone

The College entrance is designed to allow up to 20 cars to set down or pick up students. Please pull into the kerb before allowing students to either enter or leave the car. Students should not cross the roadway but should use the paths provided.

11.12 School Uniform

Basic Principles

The school has a school uniform policy, which has always been supported by the total school community. We believe school uniforms enable students to:

- feel part of a highly regarded school community and share in this high regard
- feel included, protected and valued
- develop a sense of pride in themselves and the school
- enhance the reputation of the school and ultimately their own reputations
- cooperate, instead of compete, in matters of what to wear and to dress appropriately for the work of school
- distinguish themselves from outsiders who may come on the school premises
- project an image of being cared for
- receive assistance with clothing when needed, in confidence and without embarrassment.

EXPECTATIONS OF STUDENTS

In Terms 1 and 4 the Summer Uniform is to be worn and in Terms 2 and 3 the Winter Uniform is to be worn. Change over period is at the Principal's discretion. Enclosed shoes must be worn in Technology Studies, Home Economics and Science areas (ie on casual clothes days).

Summer: Girls

Dress:	Button Front Dress. Cleolene (No 8125). Blue/maroon on white background with white piping.
Length:	To the back of the knee when kneeling (minimum).
Shoes:	Black leather dress shoes.
Socks:	Plain white ankle socks – not low cut anklets or sport socks.
Jumper / Vest:	Plain maroon jumper or vest with College crest.
Blazer:	Maroon doctor flannel blazer with College crest. (Optional with summer uniform)

Winter: Girls

Skirt:	Cardijn College check skirt.
Length:	Minimum as for dress, but no longer than mid calf length.
Trousers:	Mid-grey pleat-fronted melange trousers.
Shirt:	Short or long sleeved blue chambray shirt with Cardijn College embroidered over the pocket.
Tie:	To be worn with chambray shirt in winter.
Jumper / Vest:	Plain maroon jumper or vest with College crest.
Blazer:	Maroon doctor flannel blazer with College crest. (Blazers are compulsory for all students with winter uniform.)
Shoes:	Black leather dress shoes.
Socks/Pantyhose:	Plain grey ankle socks (not low cut anklets) with trousers, black opaque pantyhose with skirt.

Summer: Boys

Shirt:	Short sleeved blue chambray shirt with Cardijn College embroidered over the pocket.
Tie:	Optional in Summer.
Shorts:	Mycron brand mid grey melange shorts (elastic backed or belt looped). Plain black leather belt with a small gold or silver buckle must be worn with the belt looped shorts.
Trousers:	Mid grey melange trousers.
Jumper / Vest:	Plain maroon jumper or vest with College crest.
Shoes:	Black leather dress shoes.
Socks:	Short plain grey socks (not low cut anklets).
Blazer:	Maroon doctor flannel blazer with College crest. (Optional with summer uniform)

Winter: Boys

Trousers:	Mid-grey melange trousers.
Shirt:	Short or long sleeved blue chambray shirt with Cardijn College embroidered over the pocket.
Tie:	To be worn with chambray shirt in winter.
Jumper / Vest:	Plain maroon jumper or vest with College crest.
Blazer:	Maroon doctor flannel blazer with College crest. (Blazers are compulsory for all students with winter uniform.)
Shoes:	Black leather dress shoes.
Socks:	Short plain grey socks (not low cut anklets).

PE and sport uniform: Boys & Girls

Shorts: Plain navy shorts with Cardijn College in gold on bottom hem, elastic waist. Male or female options with Kea brand.

Shirt: Blue polo shirt with Cardijn College in gold.

Shoes: Cross trainers.

Socks: Cardijn sports socks, or plain white socks.

Sports top: Striped rugby top with Cardijn College in gold.

Sports Jacket: Navy spray jacket OR Navy fleece-lined, water-proof sports jacket.

Tracksuit pants: Plain navy Microfibre track suit pants with Cardijn College in gold below pocket line.

Other attire

Year 12 Jumper Navy blue with College crest.

Year 12 Tie Available from the College.

Hats: Navy blue cap with Cardijn logo to be worn with PE uniform when outdoors. A hat is compulsory in all PE lessons.

Bags: Navy backpack with Cardijn Logo, available from the College.

Winter Scarf: Navy only.

Supplier

All items (except shoes and bag) supplied by:

LOWES

Colonnades Shopping Centre

Noarlunga Centre SA 5168

(08) 8326 2528

School uniforms are available through Lowes in-store or online by clicking the link below:

www.lowes.com.au/CampusCategories.aspx?depid=146

Summer: Girls and Boys



Winter: Girls and Boys



Sports: Girls and Boys



EXPECTATIONS OF STUDENTS

Secondhand Uniforms

The Secondhand Uniform Shop is operated by volunteers to provide a service to those who wish to obtain secondhand uniforms. Visit the website for opening hours.

Any clothing left at the shop will only be kept for two years. After that time it may be collected by the owner or will be passed on to those in need.

For enquiries please contact the College.

11.13 School uniform expectations

Name tags

Name tags are available from most department stores and their use on all items of school clothing is highly recommended.

Hair

Hair must be neat, clean and tidy at all times at school. Hair colour must be within the natural range of colour for people. Students can expect that they will have to correct any issue with their hair as required by the College, and as a consequence, may miss time from school to have this done. All hair longer than shoulder length should be tied back. Students cannot shave their head and hair length should not be shorter than a hairdresser's Number 2 cut. We recommend seeking advice from the College before undertaking a radical hair change as any hairstyle classified as 'extreme' is not permitted.

All students are expected to be clean-shaven.

Standard of uniforms

Please note the following concerning the wearing of uniform.

- School uniform should be worn correctly at all times going to and from school and on other occasions when students are asked to wear it.
- If a student is unable to wear correct uniform, they must have a note signed by a parent explaining the problem.
- The student must present the note to the Homeroom Teacher during morning homeroom.

The uniform should be kept clean and students should take care at all times to see that they present well.

In particular the correct footwear should be worn. Sneakers are not a part of the school uniform and must not be worn to and from school except on days when PE is scheduled.

Students should wear sports shoes that appropriately support running and general activity as well as prevent injury. Only on the days students have practical PE are they permitted to wear the full sports uniform of the school both to and from school.

Students must wear the sports uniform for PE lessons. Those failing to do so will not be allowed to participate in that lesson unless they have an explanatory note from parents.

Length of dress: the acceptable length of the dress (summer uniform) is to the back of the knee when kneeling. Winter skirts should be no longer than mid calf.

Jewellery:

- A necklace and/or chain will be permitted only when they are part of a cross, or other religious symbolic jewellery.
- Students may wear a stud or a small sleeper on their ear lobe only. **There is to be no other ornamentation.**
- One simple ring, eg signet ring, may be worn.

Make up:

- Make-up should be minimal and only a subtle amount of foundation is permitted.
- Nail polish of any type or colour must not be worn.

Tattoos:

- Tattoos are not permitted.
- If a student has obtained a tattoo prior to enrolling at Cardijn, it must be covered at all times.

12 ADMINISTRATIVE PROCEDURES

12.1 Daily College Times

Lesson	Monday - Friday
Homeroom	8.40 - 8.50
Lesson 1	8.50 - 9.35
Lesson 2	9.35 - 10.20
RECESS	10.20 - 10.45
Lesson 3	10.45 - 11.30
Lesson 4	11.30 - 12.15
Lesson 5	12.15 - 1.00
LUNCH	1.00 - 1.45
Lesson 6	1.45 - 2.30
Lesson 7	2.30 - 3.15
Homeroom	3.15 - 3.23 (Years 7, 8, 9 only)

A warning bell is rung 5 minutes before the start of homeroom in the morning and before the end of each break.

12.2 2020 Term Dates for Students

Term 1	28 January - 9 April
Term 2	28 April - 3 July
Term 3	22 July - 25 September
Term 4	12 October - 4 December

Other important dates can be found in the school calendar distributed at the beginning of the school year or you can view Cardijn's calendar on our website at: www.cardijn.catholic.edu.au.

12.3 Absent from school

If a student is unable to attend school, parents are required to follow the Absence procedure by either sending a message via

SMS 0438 631 312

or email, absentees@cardijn.catholic.edu.au

or leave a message on the 24-hour Absentee Line, **8392 9505**

to notify the Front Office of the student's absence.

If we have no notification of the absence, then parents are sent a notification SMS that day.

(If parents know in advance that their child will be absent on a particular day, then a preceding note or phone call will be sufficient).

Parents are requested to inform the school in writing prior to a planned extended absence, eg family holiday, medical procedure etc.

12.4 Late to school

Students who arrive late to school are to report to Student Reception to sign in. For late arrivals, parents are asked to follow the Absence procedure as mentioned in 12.3 or write a signed & dated note.

Students who are recorded as 'Late Unexcused' three times in one term will receive an after school detention.

12.5 Leaving early from school

The Front Office needs to be notified of any student leaving early. Parents are asked to follow the Absence procedure as mentioned, or write a signed and dated note to show their Homeroom teacher followed by Student Reception.

12.6 Dealing with unsatisfactory behaviour

Students who behave inappropriately or in an unsatisfactory manner will be dealt with by either the class teacher or yard duty teacher, depending on where the incident occurs.

Teachers use a variety of strategies to enable students to develop personal responsibility for their learning. These may be individual counselling or community service. In some circumstances students will be detained at lunch time or after school. Detentions after school are held from 3.30 to 4.15pm on Fridays. Parents will be notified of the detention by the relevant College staff member.

In more serious situations students will be required to attend Saturday detention from 9am to 11.00am in full uniform. These are held regularly during the term.

12.7 Bringing money to school

All money should be paid at Student Reception in an envelope clearly marked with student name, homeroom and reason for payment.

12.8 Withdrawing from Cardijn

Parents are requested to contact the Principal in writing at least one term before the student's last day to finalise administrative details. The student should then see the Registrar to obtain a Clearance Form to help finalise all outstanding arrangements with the Resource Centre and book hire.

A term's fee will be charged if a child is withdrawn without one term's notice.

12.9 Visitors to the school

All visitors to the school are asked to report to General Reception as soon as possible after entering the property.

This is due to our duty of care responsibilities and our need to ensure a safe school environment.

All visitors must report to General Reception and sign in. They will then be issued with a visitor's pass, which must be worn and visible while they are on the school property.

Former student visitors are allowed to visit the school at the discretion of the Principal or Deputy Principal.

We would ask for your support in safeguarding the members of our community while at school.

12.10 College counsellors

From time to time situations arise where professional counselling services are necessary.

Both students and/or parents are able to make appointments with a Counsellor by contacting either Student Reception or General Reception.

12.11 Student identification cards

Early in the year each student will be issued with a Student Identification Card that is to be used on public transport to enable students to access concession fares. Students must also present this card when borrowing books through the Resource Centre and book hire.

The initial cost of this card is covered by the College. However if the card is lost or stolen students will be required to pay for a replacement card. As well it will take two days for a new card to be issued.

It is important to note that without a valid student identification card students are required to pay adult fare if over 15 years old. Current STA cards expire on 28 February each year. Photos for Cardijn student identification cards are taken in November each year so that students can be issued with their student identification card for the current year on the first day of classes.

Year 7 students and other new students are issued with a temporary card until their photo is taken and a College student identification card is issued. This is usually completed within the first two weeks of classes.

12.12 Lockers and locks

All students are required to have a combination lock (see book list) at the beginning of the year. These locks provide security for the student's possessions as long as students do not disclose their combination to other students. No two locks have the same combination. Students should keep their locker locked at all times and students are responsible for their lock. If you have any questions about locks and lockers please contact your child's House Leader.



13 COMMUNICATIONS BETWEEN SCHOOL & HOME

13.1 School Office hours

The School Office

The School Office is open between 8am and 4.30pm during school terms. Restricted hours apply during school holiday periods.

The Teaching Staff

Teaching Staff may be contacted between 8.30am and 4.00pm during school terms only.

13.2 Reports

Through the use of our online platform SEQTA, live reporting will occur throughout the year. At the conclusion of each semester, a report will be issued providing a summary of student academic endeavour and achievement.

13.3 Parent/Teacher interviews

There will be two interview opportunities for all students. One will be held early in Term 2 and the other in early Term 3.

13.4 Personal appointments

Parents are encouraged to make appointments to see their student's subject or homeroom teachers at any mutually convenient times throughout the year. It is not reasonable to expect staff to be available without notice. Parents are encouraged to make such arrangements by ringing the school.

13.5 Principal's blog

The Principal's blog is updated regularly with news and announcements from the College. It is considered an important and vital means of communication with our school community. Families are encouraged to refer to the blog as it is the school's regular, official means of communicating with our families. Subscribe at: www.principal.cardijn.catholic.edu.au

13.6 Telephone

The school will use the phone to make contact with parents when necessary. We will also send a text message if we are unsure of your child's whereabouts, ie he/she is not at school and we have had no prior notification of this absence.

Students who become unwell during the school day are not permitted to contact parents directly. Students will be assessed by First Aid staff and parents will be contacted if appropriate.



14 FINANCE AND SCHOOL FEES

Financial Information 2020

Cardijn College has an inclusive fee structure for students attending both campuses. Fee income is essential to providing the best education for your children and the operation of the College.

The billing system for 2020 will be as follows.

The entire year's fee will be billed in February 2020. Payment in full is required by 31 December 2020 using one of the following two payment methods:

- 1 Pay in full by 28 February 2020 to receive 5% discount on the tuition portion of the fees.
- 2 Direct debit

For all families who do not elect to pay in full by 28 February 2020 a Direct Debit form will need to be completed. Direct debit payments can be made weekly, fortnightly or monthly. All direct debits will be administered through PaySmart and a direct debit form is enclosed for you to complete and return to the College.

The College fee structure comprises:

- Tuition Fee
- Composite Fee (covers all compulsory fees not covered in the Tuition Fee) This fee includes a 24 hour basic insurance cover for each student and will cover the students whilst on Work Experience.

The fees for 2020 are listed below:

Year Level	Tuition Fee	Composite	Fee Total
Year 7	\$2740	\$1340	\$4080
Year 8	\$4450	\$1340	\$5790
Year 9	\$4450	\$1340	\$5790
Year 10	\$5080	\$1340	\$6420
Year 11	\$5320	\$1340	\$6660
Year 12	\$5320	\$1340	\$6660



Sibling Discounts

The following discount is given to families with more than one student at either Cardijn College Campus or Marcellin Campus:

2 Students | \$1100
3 Students | \$2895
4 Students | \$5790

A further \$280 reduction will be offered for each sibling attending one of our 5 Catholic primary schools in the Southern Vales upon application and confirmation of enrolment.

Advance Payment

If the entire annual fee is paid in full by 28 February 2020, there will be a 5% discount available on the Tuition Fee component. This is in recognition of the assistance advance payment gives to the College's cash flow. The discount is unavailable for fees which are already receiving discounts other than Sibling Discount.

School Bus

Should your child require the use of the Willunga Bus Service to enable them to get to and from school, an additional amount of \$27 per week will be payable. Willunga Bus Charter fees will be charged at the beginning of each term. These charges are payable within 14 days or can be incorporated into your regular direct debit payments.

Families in Financial Difficulties (including School Card eligibility)

The College's fee policy ensures that all students are given the opportunity to succeed by offering:

- Family Discounts
- Significant fee remissions for families on low income

Families Eligible for School Card

All families eligible for school card are entitled to a 50% reduction in their Fees. Forms are available from the Finance Office or online at www.sa.gov.au

All School Card remissions will be applied on fee accounts once approval has been received from the Department for Education.

Families who are receiving a scholarship are encouraged to make application for school card where applicable.

Absence

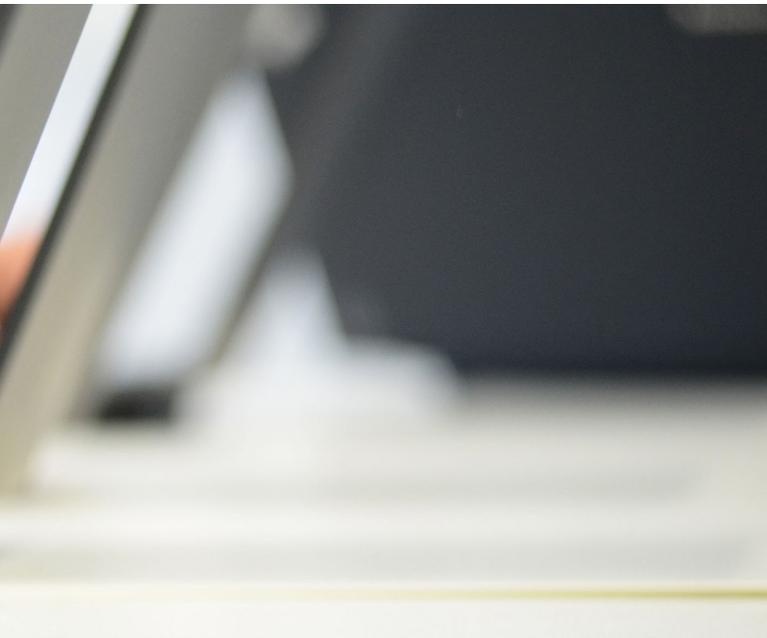
Students who are absent from school for extended periods of time due to illness, injury or other reasons (eg travel or family commitments) are still liable for payment of full fees for the period of their absence.

Withdrawing from Cardijn College

A notification period of one term must be given prior to a family withdrawing a child from the College. A term's fee will be charged if a child is withdrawn without the required notification. From time to time there are circumstances which prevent a family from giving adequate notification. The Principal or Business Manager, at their discretion, may waive the one term notification period. However your request must be presented in writing.

Further Enquiries

Please ring the Finance Office (located at Cardijn College Campus) on 8392 9500.



15 HEALTH & INFECTIOUS DISEASE



Health Management

A Medical Action Plan from your Doctor must be lodged at the College for all students with medical conditions of which First Aid Staff need to be aware, eg asthma, diabetes, epilepsy and any other conditions. Please contact the front office if you would like further information regarding Medical Action Plans.

Administering Medication

If your child requires medication during school hours, parents must provide in writing full instructions of dosage to the front office. Any change in instructions or dosage must be in writing, signed and dated by the parent. Please contact the Front Office for further information.

Infectious Diseases

Children suffering from infectious diseases are required to stay away from school until a medical certificate is produced, or the periods stated below are observed:

Whooping Cough	5 days after beginning of antibiotic treatment or 3 weeks if not treated.
Measles and German Measles	7 days after the beginning of the rash.
Mumps	14 days, at least 9 days after onset of symptoms.

Infectious Hepatitis	Doctor's certificate must be produced.
Conjunctivitis	Not until all discharge has ceased after using eye treatment.
Ring Worms (Tinea)	Must stay away from school until the day after treatment has commenced.
Head Lice	Must stay away from school until hair is treated and free from nits (eggs).
School Sores (Impetigo)	Must stay away from school until treatment has begun, sores are covered and doctor has been advised.

All these precautions are designed to reduce the frequency of infectious diseases at school.

Viruses, etc shall also be treated as potentially infectious diseases and a doctor's advice should be sought and adhered to.

16 GENERAL MATTERS



16.1 School Dental Service

The School Dental Service offers expert oral health care to eligible children at clinics throughout South Australia. The care is provided by teams of dentists, dental therapists and dental assistants.

All preschool, primary and secondary school students aged under 18 years, are eligible for oral health care with the school dental service.

Dental treatment is free at School Dental Service clinics if:

- Family Tax Benefit Part A is paid for your child; or
- Your child is covered by a School Card, Health Care Card or Pensioner Concession Card.

The School Dental Service will bulk-bill Medicare for dental services provided to eligible children. You will not have to pay for dental care.

Most children aged between 2-17 years will be eligible to claim up to \$1,000 for dental services over 2 years.

If you would like to make an appointment for your child, you can contact a School Dental Clinic in your area:

SA Dental Service Noarlunga

2 Alexander Kelly Drive, Noarlunga Centre.
PH: (08) 8384 9244

16.2 School Buses

Currently for areas not covered by Transport SA there are two buses provided by the College: one beginning at Willunga via McLaren Flat and McLaren Vale to Cardijn, while the other travels from Sellicks Beach via Aldinga to Cardijn College. To partially cover the cost of these services an amount is charged per student. Willunga Bus Charter fees will be charged at the beginning of each term. These charges are payable within 14 days or can be incorporated into your regular direct debit payments. Families wanting to use one of the school buses need to request an application from the finance office for a bus pass. Please be aware that seats on both buses are limited. The service is regularly reviewed to ensure its viability. Consequently there may be some minor alterations to the operation of this service from year to year.

The students using the buses are expected to comply with bus rules and non-compliance with these will lead to contact with the parents.

16.3 Insurance

The College has taken out insurance coverage which gives all students a basic cover 24 hours per day. This also covers students whilst on work experience programs.

This insurance would replace the cover traditionally taken out by parents with Catholic Church Insurance on an individual student basis. However, parents should check with the College as to the level of coverage to ensure adequate coverage for their own individual circumstances.



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