

PARENT HANDBOOK 2022



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WELCOME FROM THE PRINCIPAL

DEAR PARENTS WELCOME TO CARDIJN!

Welcome to another year at Cardijn College. For some of you 2022 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 2022 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 Dominick Okwadha (Assistant Priest)
Toni Fishlock (Parish Manager) Ph: 0417 801 241

SEAFORD CHRISTIAN CHURCHES
Sr Bernie Sontrop
(Catholic Community Coordinator) Ph: 0400 035 462

MORPHETT VALE

MARY HELP OF CHRISTIANS PARISH Ph: 8326 1555
Fr Roman Palma (Parish Priest)
Fr Marian Szablewski (Assistant Priest)
Mrs Kathleen Gaffney (Office Manager & Pastoral Associate)

WILLUNGA

ST JOSEPH'S PARISH Ph: 8556 2132
Fr Josy Sebastian (Parish Priest)
Fr Dominick Okwadha (Assistant Priest)
Fr Tom Gleeson (Resident Priest) Ph: 8557 1072
Ms Gael Moloney (Secretary/Office Manager)
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 BOARD

The Cardijn College 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.

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.

BOARD MEMBERS 2022

President	Fr Josy Sebastian, Parish Priest
Principal	Dr Paul Rijken
Deputy Principal	Mr Patrick Harmer
Chair	Mr Tim Ryan
Deputy Chair	Ms Melissa Clarke
Marist Schools Australia Representative	Mr Jim Jolley
Chair of Finance	Mr Peter McCabe
Industry/Education Representative	Ms Jen Rodger
College Community Representatives	Ms Kate Alldritt
	Ms Melissa Clarke
	Mr Darryl Hill
	Ms Monique Russell
Minutes Secretary	Mrs Anita Patton



5 STAFF MEMBERS FOR 2022

LEADERSHIP

Principal	Dr Paul Rijken
Executive Deputy Principal	Mr Patrick Harmer
Deputy Principal	Ms Danielle Greig
Deputy Head of Campus	Mr Wade Champion
AP School Quality Performance	Mr Chris Burrows
AP Religious Identity & Mission	Mr Joseph Catania
AP School & Staff Development	Ms Mel Bratovic
Business Manager	Mr Johnny Ioannou
Director of Students (Acting)	Mr Brady Lloyd
Director of Teaching & Learning	Mrs Charlotte Hejka
Director of Learning Enrichment	Ms Kate Thompson
Director of Technology, Innovation & Partnerships	Mr Rob Dvorak
Director of ICT Services	Mr Tony Sayce
Director of Advancement	Mrs Connie Dutton
Executive Assistant to the Principal	Mrs Anita Patton
Daily Organiser	Mrs Debbie Williams

ADMINISTRATION

PA to Exec DP & DP	
Head of Campus	Ms Catherine Ewen
Registrar	Mrs Michelle Gaffney
Asst. Registrar & Learning Enrichment	Ms Lee-Anne Barnard
Administration – Academic	Ms Kirsty Finch
Administration – School Attendance	Ms Melissa Flynn
Administration – Pastoral Care	Mrs Sarah Vujcic
Administration – RE	Ms Angeline D’Cruz
Front Office	Mrs Michaela Watson
Student Reception	Mrs Kylie Gautam
HR Officer	Mrs Kelly Sardelis

Finance Officers	Ms Sue Turner Mrs Cheryl Spark Ms Maria Spano Mrs Kate Howard
College Accountant	Mrs Connie Dutton
Advancement Team	Miss Jess McGinity Mr Ben Rijken Ms Monica Bruinsma Mrs Emma-May Palmer
Engagement Officer	Sister Jasmine CP
Mission Engagement Officer	Tahlia Sully
Faith & Mission Community Liaison	Mr Michael Herbert Ms Tina Hards Ms Courtney Olley Mr Anthony Simons
Coordinator of Counselling Student Counsellors	Ms Tina Kavanagh Mr Matt Kempson
Careers & Pathway Coordinator	Mr Anthony Martin Miss Celeste Ryan Miss Tyler Orr
Sports Coordinator	Mr David Gauci
Sports Assistant	Ms Cassandra Douglas
Sports Assistant (Academies)	Mrs Linda Kemp Ms Sharyn Walkley Ms Catherine Warburton
Music Co-Curricular Coordinator	Mr Jason Allan
Music Assistant	Mr Chad Baker Mr Harry Caught Mr Nick Mitchell Mr Jake Wethers
Resource Centre Assistants	Mrs Irene Humeniuk
Maintenance Manager	Dr Katy Goodwin
Maintenance Officers	Ms Rachael Bridgman Mr Liam Brown Mr Daniel Byrne Ms Kerry Fernandez Mrs Margaret Harding Ms Carolyn Nichols Ms Jade Pilkington Ms Maggie Stanway
Arts Assistant	
Laboratory Assistant	
LaValla/Marist Support	

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.

ATSI Coordinator	Mr Tom Morris
Information Technology	Mr Nathan Adsett Mr Jack Brown Mr Brendan Harris Mr Hayden Keough Mr Tony Sayce Mr Petros Vlachos
Home Economics/Library Assistant	Ms Kylie Johnson

YEAR LEVEL COORDINATORS

Year 7 Coordinator	Mr Andrew Puccio
Year 8/9 Coordinator	Ms Nicole Brown
Year 10/11 Coordinator (Acting)	Ms Natalie Krause
Year 12 Coordinator	Mr Michael Herbert

TEACHING STAFF

Mrs Sarah Ayton	Mr Kenneth Fay	Ms Rebecca Maio	Mr William Seddon-Quigley
Ms Sarah Barrett	Ms Kate Ferguson	Mr Anthony Martin	Mr Chris Skull
Ms Caitlin Batty	Ms Anna Florian	Ms Marianna Mastrapasqua	Mr David Smith
Ms Belinda Berry	Mr Corey Franklin	Ms Demi McCarthy	Ms Sue Stenson
Ms Tanya Bode	Ms Amy Gabbert	Mr Kevin McCarthy	Mr Jarrad Strain
Ms Sandra Bony	Mr Colin Ginn	Ms Abbey Miller	Ms Eleni Takianos
Mrs Judith Botha	Mr Dylan Hayes	Mrs Jaqui Moroney	Mrs Leona Tane
Ms Heather Bradley	Mr Stephen Hards	Mr Tom Morris	Ms Amanda Taverna
Mr Liam Brooks	Mr Michael Herbert	Ms Chelsea Muscat	Mrs Anne-Marie Taylor
Ms Nicole Brown	Mr Dylan Hicks	Mrs Sarah O’Neill	Miss Ashleigh Taylor
Mrs Michelle Burt	Ms Leah Hooper	Mr Wes Parker	Mr Michael Taylor
Ms Kim Calderbank	Mr Adrian Hunt	Mr Josh Partridge	Ms Mimi Thorpe
Miss Brianna Cameron	Mrs Belinda Hurcombe	Mr Max Peters	Mr Graham Thomas
Ms Caroline Cienciala	Ms Cate Jacka	Ms Ruby Pinkerton	Dr Monica Tolcvay
Ms Grace Cook	Mr Matt Kempson	Mr Jeff Podger	Mr Pasquale Vita
Ms Amelia Cooper	Ms Zue Kowalski	Ms Anita Priadko	Mrs Jan Wallage
Ms Lesia Cousins	Ms Natalie Krause	Mr Andrew Puccio	Miss Chelsea Webb
Mr Travis Cragg	Mr Sean Lang	Mr Daniel Rabbett	Mr Chris Weber
Ms Gemma Currie	Ms Amey Lekkas	Mr Tarak Redigolo	Ms Emily Whish
Ms Janette Darling	Ms Alexia Little	Mrs Renee Rees	Mrs Debbie Williams
Mr Leon Deng	Mrs Eve Lovett	Ms Jess Reilly	Ms Kate Wormald
Ms Sophia Dimitropoulos	Mr Sam Low	Mr Steve Rhodes	Ms Georgia Zientara
Ms Fiona Donagh	Mr Chris MacDonald	Ms Brooke Rollings	



6 STUDENT DEVELOPMENT

6.1 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

CHAVOIN	Mr Liam Brooks
CHISHOLM	Mr Kenneth Fay
FAULKNER	Mrs Judith Botha
KOLBE	Ms Anne-Marie Taylor
LOMBARD	Mr Sean Lang
MACKILLOP	Ms Michelle Burt
MITCHELL	Ms Eleni Takianos
ROMERO	(Acting), Ms Caitlin Batty

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 Marist characteristics in all that they do.

COLLEGE CAPTAINS 2022

In 2022, we are delighted to have Imogen Brown and Liam Kay lead our student body in their role as College Captains.



MISSION CAPTAINS 2022

Callum Barrott-Walsh and Brooke Lovett



7 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

7.1 YEAR 7 & 8 PROGRAM

The Cardijn College Year 7 & 8 program provides an integrated approach to learning, supporting students to develop key capabilities as they interact with subject content.

To thrive in an increasingly unpredictable world, there is an ever-growing need to provide students with the tools to navigate a world of possible futures and to be comfortable and confident in who they are. For this reason, the Year 7 & 8 Program aims to promote co-construction and independence 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

7.2 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.

In addition to core and elective subjects, Literacy, Numeracy and Information and Communications Technologies are embedded into every learning area and are a key feature of the Year 9 program. Cardijn College is committed to supporting students to improve these skills, enabling them to communicate effectively, make sense of the world and secure future pathways to learning and employment. Through the collection of data from standardised testing such as the NAPLAN and the ACER PAT M and PAT R tests, the College provides a more individualised programs to support every student.

All students at Year 9 will study a core course, which includes the following subjects:

- Religious Education
- English
- Mathematics
- Science
- Physical Education
- Humanities and Social Sciences

They will also make a choice of six additional elective subjects which include:

- Academy Sports*
- Australian Army Cadets
- Aerospace
- Broadcast Media
- Communications Boost
- Change Makers
- Dance
- Design
- Drama
- F.I.T. - Fit Intense Training

- Forensics - Who Done It?
- Home Economics
- Italian
- Indonesian
- Information Technology
- Inspire Program (STEM)
- Investigate, Create!
- Language of Champions
- Language for Life
- Leadership Development
- Marine Science & Environmental Warriors
- Maths & Enterprise
- Maths for Humanity
- Maths in STEM
- Music (+ advanced option)
- Music Media
- Musical Theatre
- Myth Busters
- Photography
- Robotics
- Tech Studies
- Textiles
- The Science of Sports
- Visual Arts

*Specialised music and sports programs available. The Academy Sport programs focus on elite sports skills development with a choice of Football, Netball or Soccer.

Year 7 to 9 students will also involve themselves in life at the College through assemblies, liturgies, retreats, camps and whole school special events.

7.3 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 provides every student with a range of possible future pathways and as a consequence is broad and diverse in offerings. Our aim is to provide a rigorous curriculum that prepares students for both employment and tertiary study, including Vocational Education and Training options.

Cardijn College delivers the South Australian Certificate of Education (SACE), an internationally recognised qualification. As our students develop into young adults, we seek 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 to the Marcellin Technical Campus.

YEAR 10 PROGRAM

At Year 10, students are formally enrolled in the South Australian Certificate of Education (SACE). All students undertake a subject called the Personal Learning Plan (PLP). The PLP will run over the year and will help prepare students for further study in Year 11 and Year 12.

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

Core Subjects

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

Elective Subjects

- Expressive Arts Subjects: Design, Art, Drama and Music
- Language Subjects: Italian and Indonesian
- Health and Physical Education
- Technology Subjects: Electronics, Computer-aided Design, Food, Pathways for Construction, Robotics, Wood, Metal and Multimedia
- Sport Academy Subjects: Netball, Soccer or Football

YEARS 11 AND 12 PROGRAM

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

7 TEACHING AND LEARNING

7.4 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

7.5 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

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.

8 EXTRA CURRICULAR ACTIVITIES

8.1 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 16.

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.

8.2 EXTRA-CURRICULAR

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

Sport:

- Athletics
- Basketball
- Football
- Netball
- Soccer
- Volleyball

The Arts:

- Anime Club
- Arch D Radio
- Art Club
- Cardijn Drum Line
- Drama Club
- Guitar Ensemble
- Middle School Vocal Ensemble
- REALMS
- Rock Band
- String Ensemble
- Wind Orchestra

Other:

- Computer Club
- F1 in Schools
- Fred's Van Pages
- Pedal Prix
- YCS (Young Christian Students)
- Duke of Edinburgh Awards
- Work experience
- After school sport
- Tenison Woods exchange
- Catholic co-ed swimming / athletics carnivals



9

SCHOOL PROCEDURES & GUIDELINES

9.1 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.

9.2 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 and recycled materials 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 the Subject Teacher, Homeroom Teacher or the House Leader.

9 SCHOOL PROCEDURES & GUIDELINES

9.3 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.

9.4 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.

9.5 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
- Homework
- ICT
- ICT - Laptop Program Terms of Use
- Alcohol and Illegal Substances
- 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/policies

10 EXPECTATIONS OF STUDENTS

10.1 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.

10.2 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.
- 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.
- The Church and the College car parks are out of bounds except when students are entering or leaving the grounds.
- 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 their peers to learn.
- Respecting the right of their teachers to teach their class.
- Following instructions, and not arguing or answering back.
- Not using mobile phones, headphones or other electronic devices 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.

10 EXPECTATIONS OF STUDENTS

10.3 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.
- Students should bring all of their learning equipment (laptops, books etc.) to class. There should be no reason for students to leave the learning environment to collect their materials.
- 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.
- Punctuality to all lessons is essential.

10.4 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.

10.5 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.

10.6 USE OF PUBLIC TRANSPORT

Students using public transport or waiting for public transport should behave in an appropriate manner, ensuring they are 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.

10.7 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.

After supervised hours, students will be asked to wait at the roundabout if they have not been collected by 3.45pm.

10.8 MOBILE PHONES

- Students may bring a mobile phone to school however this phone should not be visible in the learning environment unless approved by a teacher.
- 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 will be removed and kept at Student Reception until the end of the day. Consequences apply for students who do not abide by this process.
- Mobile phones are brought to school entirely at the risk of the owner.
- The Cardijn College Bullying and Harassment Policy and ICT Policy is to be enforced where a phone is used to harass any other member of the College community.

10.9 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.

10.10 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 Deputy Head of Campus. 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.

10.11 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.

10.12 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 and 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.

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.

10 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). Throughout the year, there are a number of days where students are permitted to wear casual clothing. Please refer to page 24 for more information regarding casual days.

SUMMER:

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:

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:

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:

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:

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/schools-online/cardijn-college

SUMMER:



WINTER:



SPORTS:



10 EXPECTATIONS OF STUDENTS

10.13 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. 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. Mulletts are 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.

CASUAL DAYS:

Throughout the year, there are a number of days where students are permitted to wear casual clothing. This might be for a fundraising day, camp, reflection day or other specific school activity. On such days, students are expected to dress in casual attire that is appropriate for a school environment and which represents the values of the College in a positive manner. This means that outfits should include suitable enclosed footwear for practical subjects, such as Physical Education, Home Economics, Science and Technology. The clothing should not contain any offensive language or symbols and should not expose the student's midriff. Students should ensure they wear sun-safe attire where appropriate for the activities they are engaging in on the specific day.

11 ADMINISTRATIVE PROCEDURES

11.1 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.

11.2 2022 TERM DATES FOR STUDENTS

Term 1	2 February - 14 April
Term 2	2 May - 8 July
Term 3	25 July - 30 September
Term 4	17 October - 9 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

11.3 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.

11.4 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.

11.5 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.

11.6 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.

11 ADMINISTRATIVE PROCEDURES

11.7 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.

11.8 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.

11.9 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.

11.10 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.

11.11 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.

12 COMMUNICATIONS BETWEEN SCHOOL & HOME

12.1 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.

12.2 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.

12.3 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.

12.4 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.

12.5 NEWS AND EVENTS

The College uses a variety of methods to share news with families, primarily email, text message and our official social media channels. The College does not publish a newsletter however families are kept informed via regular updates from the Principal and Head of Campus. Information relating to events can also be found on the College website and SEQTA notices.

Families are encouraged to refer to the Principal's blog for other news and reflections from the Principal. Subscribe at:
www.principal.cardijn.catholic.edu.au

12.6 TELEPHONE

The school will use the phone to make contact with parents when necessary. We will also send a text message if your child has been marked absent from 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 by the College if appropriate.



13 FINANCE AND SCHOOL FEES

FINANCIAL INFORMATION 2022

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

The billing system for 2022 will be as follows:

Annual fees are billed in February 2022. Payment in full is required by the 31 December 2022 using one of the following two payment methods:

1. Pay in full by 12th March to receive a 5% discount on the tuition component of the fees.
2. Direct debit.

Fees paid in full by the 12 March 2022 will receive a 5% discount applicable to the Tuition component of the fees. The discount is unavailable for mid-year enrolments and fees which are receiving other discounts other than Southern Regional Sibling Discount.

For all parents/caregivers who do not elect to pay in full by 12 March 2022 a Direct Debit form will need to be completed using the Cardijn College Direct Debit provider, PaySmart. Direct debit payments can be made weekly, fortnightly or monthly. A Direct Debit form is enclosed for you to complete and return to the College.

PAYSMART DIRECT DEBIT REQUEST FORM

https://www.cardijn.catholic.edu.au/_files/d/17638/%20PaySmart_Cardijn_DDR_Form_2022.pdf

THE FEES FOR 2022 ARE LISTED BELOW:

Year Level	Tuition Fee	Composite	Fee Total
Year 7	\$2890	\$1340	\$4230
Year 8	\$4350	\$1340	\$5690
Year 9	\$4350	\$1340	\$5690
Year 10	\$4980	\$1340	\$6320
Year 11	\$5220	\$1340	\$6560
Year 12	\$5220	\$1340	\$6560

The College free 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.

SIBLING DISCOUNTS

The following discount is given to families with more than one student at any of our three schools:

- Two students: 11% (applies to Tuition only)
- Three students: 20% (applies to Tuition only)
- Four students or more: 33% (applies to Tuition only)

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

ADVANCE PAYMENT

If the entire annual fee is paid in full by the 12th March 2022, there is a 5% discount available on the Tuition Fee element. 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.

Fees are reviewed annually so please use the 2022 College fees as a guide.

SCHOOL BUS

For all families living in the Sellicks Beach, Aldinga, Willunga, McLaren Flat and McLaren Vale areas, Cardijn College, in conjunction with Willunga Charter, offers a bus service which assists families in transporting their children to and from school. Please refer to page 32 for more information regarding the school bus service.

VOCATIONAL EDUCATION AND TRAINING (VET) FEES

The cost of VET courses is charged on an individual basis. Please refer to your child's individual agreement.

SPLIT FAMILY ACCOUNTS

Unless there is a legal requirement to do so, accounts will not be split. Parents are requested to make their own arrangements regarding payment of accounts. It is the legal responsibility of each signatory on the enrolment contract to pay all tuition fees. Dual statements can be arranged for enrolling parents on request.

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. Families eligible for School Card or believing they may be eligible are asked to contact the College to check on the criteria. If eligible, please arrange an appointment. Appropriate proof of eligibility will need to be provided.

FAMILIES NOT ELIGIBLE FOR SCHOOL CARD

Families who do not qualify for School Card, but who feel they would have difficulty in meeting the fee payment requirements due to their circumstances, may qualify for partial fee remission.

Please contact the Finance Office on 8392 9500 to arrange an appointment with the Business Manager, to discuss your situation. All discussions and arrangements are in the strictest of confidence.

COLLEGE LAPTOP PROGRAM

There is an annual fee for families who elect to join the College Laptop Program. For further enquiries please contact the Finance Office.

ABSENCE

Students who are absent from school for extended periods 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.



14 HEALTH & INFECTIOUS DISEASE

14.1 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.

14.2 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.

14.3 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	Must stay away from (Impetigo) school until treatment has begun, sores are covered and doctor has been advised.
COVID-19	Observe the mandated isolation or quarantine requirements as dictated by SA Health

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.



15 GENERAL MATTERS

15.1 SCHOOL BUSES

For all families living in the Sellicks Beach, Aldinga, Willunga, McLaren Flat and McLaren Vale areas, Cardijn College, in conjunction with Willunga Charter, offers a bus service which assists families in transporting their children to and from school. The cost for this service is \$975.00 (which equates to \$25 per week) on a full-time basis only will be invoiced in Term 1 and can be incorporated into regular direct debit payments. Early application is advised as there may be a waiting list. If you require any information regarding the bus routes please contact Willunga Charter on 8556 2557.

PLEASE NOTE:

Availability and bookings for bus services are handled through the College bus co-ordinator.

All students must be at their designated stop at least 5 minutes prior to the scheduled time.

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

15.2 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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COLLEGE

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