



Catholic College Sale

CONTACTS GUIDE

2023





Welcome to the 2023 school year. On the following pages, please find valuable information regarding Catholic College Sale in 2023. As always, you can contact the College directly at any time via any method below:

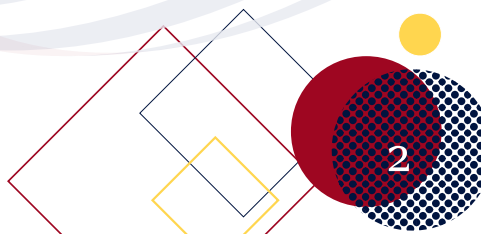
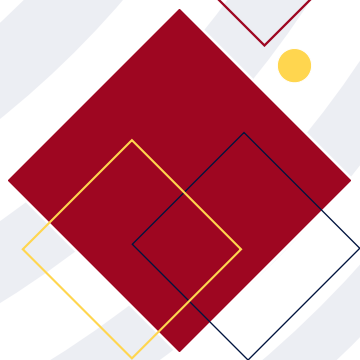
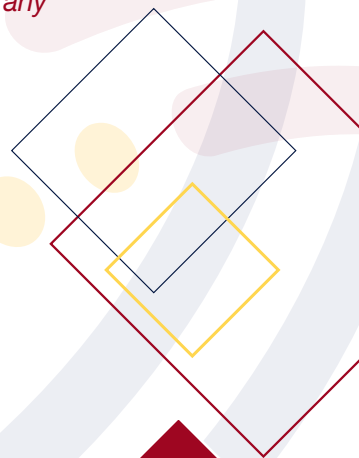
03 5143 9700

contactus@ccsale.catholic.edu.au

www.ccsale.catholic.edu.au

CONTENTS

2023 Leadership	3
Who to Contact	4
Student's Leaving Campus Process	10
Parent Access Module	11
Website	12
Quick Reference Guide - Who to Contact	12
Quick Reference Guide - Specific Enquiries	13
Staff Email Directory	14
Study Times	16



2023 Leadership



THE PRINCIPAL **MR CHRIS RANDELL**

Chris is the Principal of Catholic College Sale. Chris acts on behalf of the Governors of the College and is responsible for all aspects of the College including faith development, learning, wellbeing, financial, compliance and strategic development. These responsibilities are achieved through a team approach to College operations.



DEPUTY PRINCIPAL - LEARNING AND TEACHING **MS CINDY FOAT**

Cindy is the Assistant Principal of Learning and Teaching. Cindy can be contacted regarding curriculum, subject matters or learning and teaching methods after contact has been made with the subject teachers.



ASSISTANT PRINCIPAL - STUDENT LEARNING AND WELLBEING **MR ANTHONY ROBBINS**

Anthony is the Acting Assistant Principal of Student Learning and Wellbeing. Anthony oversees the organisational structures that support the wellbeing of students and families including the development of a wellbeing program that is contemporary and flexible and allows all students to flourish in their learning.

Who to Contact



DIRECTOR OF SENIOR STUDIES

MR KEN HOLMES

kholmes@ccsale.catholic.edu.au

Ken is the Director of Senior Studies and is the first point of contact with any VCE or VET queries. He can also be contacted regarding change of subject preferences from Years 10 - 12 or with timetable queries for senior students. Ken also monitors the progress of each student in VCE/VCE VM and ensures that each child is engaged in their learning.



DIRECTOR OF ENGAGEMENT YEARS 7 - 10

MRS RACHAEL BOWN

rbown@ccsale.catholic.edu.au

Rachael is the Director of Engagement Years 7 - 10. Rachael monitors the progress of each student and ensures that each child is engaged in their learning.



DIRECTOR OF RELIGIOUS EDUCATION

MR JEFF HOBBS

jhobbs@ccsale.catholic.edu.au

Jeff is the Director of Religious Education and can be contacted regarding masses, liturgies or retreats and spirituality days.

Who to Contact



LEADER OF INNOVATION COACH

MR JASON GOUDIE

jgoudie@ccsale.catholic.edu.au

Jason is the Leader of Innovation Coach and can be contacted with queries about the Learning Management System (SIMON), the Parent Access Module (PAM) and the Student Device Policy.



COLLEGE TIMETABLER

MR JIM KELLIHER

jkelliher@ccsale.catholic.edu.au

Jim is the College Timetabler and can be contacted regarding change of subject preferences from Years 7 - 9 or with timetable queries for junior students.



LEARNING ADJUSTMENT LEADER

MRS KATE DONALD

kdonald@ccsale.catholic.edu.au

Kate is the Learning Adjustment Leader and is the first point of contact for any Learning Adjustment queries. Kate helps to identify students who need extra support in their learning, physically, intellectually or emotionally.

Who to Contact



APPLIED LEARNING COORDINATOR

MS KRISTEN ROBBINS

kmrobbins@ccsale.catholic.edu.au

Kristen is the Applied Learning Coordinator and is the first point of contact for any VCE/ VM queries. Kristen can discuss the VCE/ VM program for potential students or the progress of any current student.



PATHWAYS COORDINATOR

MS JOHANNA CLANCY

jclancy@ccsale.catholic.edu.au

Johanna is the Pathways Coordinator and is the first point of contact for any Careers or Pathways questions. Any student seeking advice regarding work experience, school based apprenticeships or transition into further education or the workforce can contact Johanna.



HEAD OF MUSIC

MS ANN ROFFE

aroffe@ccsale.catholic.edu.au

Ann is the Head of Music and is the first point of contact for any questions relating to music lessons or musical groups.

Who to Contact



ALLMAN HOUSE LEADER

MRS KELLY BURGIEL

kburgiel@ccsale.catholic.edu.au

Kelly is the Allman House Leader and is the second point of contact if your child is in an Allman Pastoral group. The first point of contact is always your child's Pastoral Teacher.



CHAMPAGNAT HOUSE LEADER

MS JULIA MOULTON

jmoulton@ccsale.catholic.edu.au

Julia is the Champagnat House Leader and is the second point of contact if your child is in a Champagnat Pastoral group. The first point of contact is always your child's Pastoral Teacher.



DALY HOUSE LEADER

MR JOSHUA STUBBE

jstubbe@ccsale.catholic.edu.au

Joshua is the Daly House Leader and is the second point of contact if your child is in a Daly Pastoral group. The first point of contact is always your child's Pastoral Teacher.

Who to Contact



PAULINUS HOUSE LEADER

MR LUKE DRUMMOND

ldrummond@ccsale.catholic.edu.au

Luke is the Paulinus House Leader and is the second point of contact if your child is in a Paulinus Pastoral group. The first point of contact is always your child's Pastoral Teacher.



RAPHAELA HOUSE LEADER

MS TAHNEE CASHMAN

tcashman@ccsale.catholic.edu.au

Tahnee is the Raphaella House Leader and is the second point of contact if your child is in a Raphaella Pastoral group. The first point of contact is always your child's Pastoral Teacher.



THEODORE HOUSE LEADER

MRS CATHERINE SANDEMAN

csandeman@ccsale.catholic.edu.au

Catherine is the Theodore House Leader and is the second point of contact if your child is in a Theodore Pastoral group. The first point of contact is always your child's Pastoral Teacher.

Who to Contact



COUNSELLOR
MRS MARY MCNALLY

Mary is available to support students' wellbeing needs. Appointments can be made Monday to Friday, via the Learning Management System (SIMON).



COUNSELLOR
MRS MEGAN STANBRIDGE

Megan is available to support students' wellbeing needs. Appointments can be made Monday to Friday, via the Learning Management System (SIMON).



COUNSELLOR
MS LATESHIA LOCKER

Lateshia is available to support students' wellbeing needs. Appointments can be made Monday to Friday, via the Learning Management System (SIMON).

Students Leaving Campus

External Appointments/ Street Leave All students with direct permission from parents have the ability to leave the College to attend appointments.

Bring written permission from home, including time of appointment to HL. HL signs note.

Visit the Student Office to obtain an official 'leave pass' prior to leaving. No leave pass will be granted without a HL signature.

Upon return to the College, sign in at Student Services

Acceptable forms of permission

Legible signed note
Parental phone call (in emergency circumstances)

Unacceptable forms of permission

Text Message
Email
Phone call from school/student mobile

Parent Access Module (PAM)

The Parent Access Module (PAM), allows for real-time feedback on students' results and provides a greater connection between the College and home.

When a teacher marks an assessment task, they enter the marks into the SIMON system. With PAM, parents can access the assessment task marks as soon as they are entered into the system, without having to wait until the end of the semester.

Parents will also have access to 3 cycles of formative feedback during a semester. These formative reports will provide feedback on student engagement and participation along with 3 simple actions that the student can take to further their learning in each subject.

PAM also allows access to the school calendar as well as each student's school profile which includes timetable, attendance data, commendations, and historical reports. If you have lost your PAM username or password please use the forgot password option or contact the College directly.

The screenshot displays the PAM web interface for Catholic College Sale. The header includes the college logo and name. The main content area is divided into several sections:

- Students:** Lists two students with their IDs and names. The first student, Year 7/7 Charitas, has 'No Current Tasks'. The second student, Year 10/Raphaela LAZ, has '17 Active Tasks'.
- Knowledge Bank:** A section for 'Parent Documents and Forms'.
- School Links:** A list of links including 'School Happenings', 'Parent Links', '2020 Stationery and Resource Lists', 'CEO Child Safety', 'Child Safe Standards: Parent Information', 'College News', 'Compulsory', 'Elevate website', 'Google Drive', 'Staff Email List', and 'VCAA Exam Timetable'.
- Parent Notified Absences:** A section with a calendar icon and a link to 'Click here to enter'.
- Daily Messages:** A section titled 'WORK EXPERIENCE - CENTRAL GIPPSLAND HEALTH' with information about applications for work experience placements, including dates and submission requirements.
- Calendar:** A section showing a calendar for February 3-9, 2020, with events listed for Monday, Tuesday, and Wednesday.

Website

The Catholic College Sale website can be accessed at:

www.ccsale.catholic.edu.au.

This website is an important resource for up to date information about the College and is regularly updated.



Quick Reference Guide General Student Enquiries

YEARS 7 - 12

PASTORAL
TEACHER

HOUSE
LEADER

Quick Reference Guide

Specific Enquiries

Class Content
Enquiries



Subject
Teachers

VCE VM
Enquiries



Kristen
Robbins

VCE/VET
Enquiries



Ken
Holmes

Pathways/
Careers
Enquiries



Johanna
Clancy

Learning
Adjustment
Enquiries



Kate
Donald

PAM/
BYOSD
Enquiries



Jason
Goudie

Subject
Preferences/
Timetble
Enquiries
Year 7-9



Jim
Kelliher

Subject
Preferences/
Timetble
Enquiries
Year 10-12



Ken
Holmes

Staff Email List

Barnsley Ursula	ubarnsley@ccsale.catholic.edu.au
Berns Tegan	tberns@ccsale.catholic.edu.au
Bown Rachael	rbown@ccsale.catholic.edu.au
Bride Jamie	jbride@ccsale.catholic.edu.au
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Burgiel Kelly	kburgiel@ccsale.catholic.edu.au
Butcher Danny	dbutcher@ccsale.catholic.edu.au
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Considine Laura	lconsidine@ccsale.catholic.edu.au
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Davis Josh	jdavis@ccsale.catholic.edu.au
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Higgins Sally	shiggins@ccsale.catholic.edu.au



Hobbs Jeff
Holmes Ken
Kapoor Mahendra
Kelliher James
Lappin Marian
Latta Cameron
Lee Paul
Marshall Diedre
Mawhinney Michelle
McBean Luke
McPadden Niall
Metcalf Lee
Moulton Julia
Nash Shannon
Peatling Marie
Richard Beverley
Robbins Anthony
Robbins Jane
Robbins Kristen
Robinson Tye
Roffe Ann
Sandeman Catherine
Scholtes Corey
Simm Andrea
Slattery Denise
Smith Maree
Smith Nathan
Stubbe Josh
Sutton Nicole
Toma Rocky
Turner Ben
Viljoen Ineke
Werner Jacinta
Wheeler Tom
Wright Anita

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awright@ccsale.catholic.edu.au



Study Options and Homework Help

The Ratisbonne Centre, located in the St. Patrick's building, is available to our senior students as a study space. Supervised study times are as follows:

Monday, Tuesday, Thursday - 8.30am - 6.00pm

Wednesday - Sustained Silent Study - 3.45pm - 7.00pm

Friday - 8.30am - 4.30pm

On Wednesday after school, the Ratisbonne Centre hosts Sustained Silent Study. A supervised study session where only individual silent study is permitted. There is no talking, food or drink or collaborative learning during this time. Sessions are as follows:

Session One - 3.45pm - 5.15pm

Break - 5.15pm - 5.30pm

Session Two - 5.30pm - 7.00pm

The Notre Dame De Sion (Library) hosts homework help during the following times:

Monday to Friday 3.15pm - 4.30pm

A Years 7 - 12 Mathematics teacher is available during this time on Monday, Wednesday and Thursday.







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