



VISION STATEMENT

"I am strong of mind, gentle of heart and loved by God. Inspired by the life and message of Jesus and the example of Mary, I live with courage, simplicity and hope. I belong to a faith and learning community where I am known, cared for and valued.

I will live this by welcoming and accepting the diversity in others, building relationships and making a difference in a complex and changing world. I will be open to learning opportunities that will enrich and enhance my personal journey. I will value and care for the environment, serve the marginalised and positively contribute to my community.

I will strive to be genuine, honest and will embrace the challenge of achieving my full potential."





WELCOME

On behalf of the College Community it is my great pleasure to welcome you to Catholic College Sale. Our College has a long history of assisting young people in developing not only their academic and extra-curricular skills, but also in assisting young people on their journey to adulthood by providing strong values within a supportive and spiritual community.

Always remember you are unique and your skills are a gift that you have been given to grow and develop into the very best person you can be. Each one of you will contribute to our College Identity and our College is a much richer environment for your presence. The on-going development of a positive relationship between staff, students and parents is paramount to the overall success of all students - academically, pastorally and spiritually.

I pray that your time at Catholic College Sale is enjoyable and rewarding. Always take opportunities when they arise, even if you may feel uncertain to begin with, because it is with trying we become familiar, and it is a short step from being familiar to being comfortable. Always remember that when challenges arise, support and assistance are near at hand. You are never alone and always a very important, valued member of our College Community.

Parents, I would like you always to know that Catholic College Sale is your College and our partnership is three way, students, parents and the College. All three need to contribute and work together so that the best results can be achieved for each student.

Welcome and enjoy the journey.

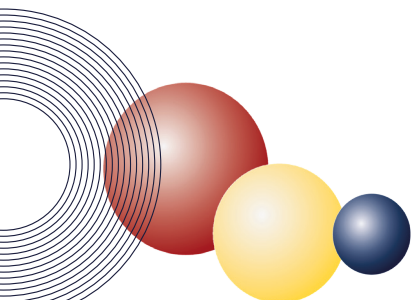
Chris Randell
Principal

"I am strong of mind, gentle of heart and loved by God"



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HISTORY

Catholic College Sale was formed in 1979 with the amalgamation of St. Patrick's College for Year 7 to Year 12 boys and Our Lady of Sion College for Year 7 to Year 12 girls. At that time, a third campus, the John XXIII Campus was established to cater for senior students in Years 11 and 12 in a co-educational environment. Until 1993 the Sion and St. Patrick's campuses accommodated our Year 7 to 10 girls and boys respectively.

Both original campuses have long and fine traditions, with Sion being founded in 1890 by the Sisters of Sion and St. Patrick's was being founded in 1922 by the Marist Brothers.

The Sion Campus was located at the corner of Raglan and York Streets. The Sisters of Our Lady of Sion arrived in Sale in 1890 and began their first school near the Port of Sale. Our Lady of Sion Campus, which catered for our Year 7 and Year 8 students until 2020, was established in 1893.

The St. Patrick's Campus, which catered for our Year 9 to Year 12 students until 2020, is located in Desailly Street and was the former St. Patrick's Boarding College which was founded by Bishop Phelan in 1922 and entrusted to the care of the Marist Brothers.



From the beginning of 1993 until 2020, these traditions have been built upon in completely co-educational settings on the two campuses, with Year 7 and 8 students at Sion and Years 9 to 12 at St. Patrick's.

In 2021 the amalgamation of the Sion and St Pat's campuses into one unified College on one site occurred. The charisms of the Sion Sisters and Marist Brothers continue to be recognised and lived out through our College life.

THE RELIGIOUS ORDER TRADITIONS AT CATHOLIC COLLEGE SALE

The Marist Brothers

The Marist Brothers came to Australia from France in 1872, establishing schools in most Australian States. One hundred and thirty years



HISTORY

later the Brothers continue to work with young people, in schools as teachers and administrators, in retreats and camps for young people, and in many other areas of ministry.

The Marist Brothers, like their Founder, Marcellin Champagnat, are acutely aware of, and care deeply for, those most in need. The spirit and charism of Marcellin continues today, as Brothers and Lay Marist, partners in mission to the Church, strive to make Jesus loved and known to young people in 76 countries around the world. Marist Brothers are called to follow Jesus in a spirit of simplicity and brotherhood, working passionately for young people and bringing a sense of family to all those with whom they live and work, particularly those who are poor and marginalised.

The Sisters Of Our Lady Of Sion

The Sisters of Our Lady of Sion are an international congregation, originally founded in France, called to witness by their lives to a three-fold commitment to the Church, to the Jewish people and to a world of justice, peace and love. The Sion Sisters charism gives them a particular responsibility to promote understanding and justice for the Jewish community and to keep alive in the Church, that Christianity is linked to Judaism from its origin to its final destiny. The events of the world and of their lives urge Sion Sisters to hear the cry of the poor and to respond anew to the call of God to do justice. The Church calls them to take as their own the option for the poor and they strive to look at the world from the point of view of the poor, of their needs and urgencies.



HOUSES

All students are allocated into one of six Houses, which they will be a member of for the duration of their time at the College. Belonging to a House is another important aspect of transition. With new students who have or have had an older sibling attend the College, we endeavour to place them in the same House as the other members of their family. If this is the case for your child, could you please ensure that they are familiar with their brother or sister's House name on Orientation Day so we can make sure that their House allocation is correct.

ALLMAN



Many members of the Allman families have passed through Sion and St. Patrick's Colleges. Sr Ellen Allman and Sr Elizabeth Allman both played important roles in Our Lady of Sion College. Sr Elizabeth became Principal of Our Lady of Sion College in 1971 and on the amalgamation of the Colleges, remained the Head of the Sion campus for another six years. Sr Ellen taught for many years in St. Mary's Parish School. Monsignor Allman was the Administrator of the Cathedral Parish for many years and Vicar-General of the Diocese. He was a great friend of both Colleges and was instrumental in procuring the land where the Sr Elizabeth Allman

building is today. The Allman family were from the farming community in Seaton and Heyfield district and many members have attended the Colleges and have remained loyal supporters over the years.

CHAMPAGNAT

St. Marcellin Champagnat was born in Le Rosey, a country hamlet in Southern France in 1789, the year of the French Revolution. He spent his boyhood years working on the farm with his father and learnt many skills that were to stand him in good stead later on when he founded the Marist Brothers.

He was ordained in 1816 and was appointed to the Parish of La Valla. His first recruits gathered on January 2nd, 1817, the foundation day of the Marist Brothers. At this time, Marcellin was only 27 years old. Marcellin Champagnat loved young people. They, in turn, found his enthusiasm and energy contagious. Three elements fuelled his passion for life and shaped his spirituality; an awareness of God's presence, an unwavering confidence in Mary and her protection, and the two uncomplicated virtues of simplicity and humility.

Marcellin gave his brothers a clear mission, "proclaim the word of God directly to the young", he said. He knew that to teach young people you have to love them first. Marcellin guided his life and work by that principle and expected his Brothers to do the same. He died at the age of 52, twenty three years after starting the Brothers. Yet in this short time he was able to leave behind him three hundred Brothers and fifty schools.



The Daly family has been closely associated with the Colleges, especially St. Patrick's College since it's commencement in 1922. During the time of Brother Paulinus, the first Director of St. Patrick's College, a group of men gave great support, especially in the construction of the oval and the footbridge leading to it. One of these men was Bill Daly. His wife Margaret worked at the College for many years helping both in the kitchen and in the laundry. There were seven children and many took up religious vocations. The youngest, Noel, became a Diocesan Priest and eventually the Bishop of Sandhurst.



In 1953 Br. Geoffrey Daly, one of the four sons to become a Marist Brother became the Director of St. Patrick's College and, in 1959, he was succeeded by Br. Climacus Daly. Both men supervised the renovation of many areas of the College. Br. Geoffrey glazed the front verandah of the College, had the original footbridge over Flooding Creek replaced and had the B field and the island levelled and fenced. Br. Climacus was responsible for the extension of the College along Macalister Street and around into Reeve Street. Both were outstanding teachers, related well to the students and contributed greatly to the success and growth of St. Patrick's College.

RAPHAELA



Reverend Mother Marie Raphaela was born in 1859. She and six other sisters of Sion answered Bishop Corbett's call for a group of religious Sisters to come to Sale. They left England in January 1890. Mother Raphaela was chosen to lead the group of Sisters to start a new boarding school and day school in Sale. Aged 30 years, she had limited knowledge of English and had the responsibility of establishing Sion in a new country. In September 1891 the Sisters bought 'Tracey's Paddock', eight acres for the site of their convent. Mother Raphaela designed the

Gothic building and construction began in November 1892. She felt that her work would not be complete until a Chapel was built. From her armchair, where she remained day and night for five years, she followed the construction with keen interest. She even had herself carried on to the scaffolding to measure the width of the niche for the statue of Our Lady of Sion over the altar. When the builder decided to change its proportions she insisted that the brickwork should be taken out and the original design adhered to. The Chapel, begun in May 1890 was completed in August 1901, just sixteen months before the death of Mother Raphaela in November, 1902.

PAULINUS

John McColl (Br. Paulinus) was born in Wellington, New Zealand in 1878. He entered the training house of the Marist Brothers, three months before he turned 12. He taught at North Sydney and then in 1904, aged 25 years, he became Director of the Marist Brother school in Bendigo. In 1922 he was appointed the first Director of St. Patrick's College Sale. This period clearly proved his ability as an administrator and showcased his flair for public relations. Old Collegians of these days remembered Br. Paulinus for his vigorous exhortations to live their motto, 'Aemulmini Meliora' which means 'strive



for better things'. His own enthusiasm was evident in the classroom and on the sports field. He took a keen interest in athletics and this played no small part in the extraordinary results St. Patrick's had in athletics. He is probably best remembered for being the driving force in obtaining the land and building the College Oval. He was a strong and original type of man, and a leader among men.

THEODORE



Father Theodore Ratisbonne, a distinguished preacher and writer, was born of Jewish parentage at Shasburg in 1802. He was raised in luxury, educated at the Royal College of his native city and was considered a leader among his people. The conversion of his three friends caused him to study the Bible and the history of the Church. He was baptised in 1826. He was ordained as a priest in 1830 and worked in his native diocese till 1840 when he became the sub-director of the Confraternity of Notre Dame des Victoires at Paris.

During the same Summer he went to Rome, where Pope Gregory XVI decorated him a Knight

and granted his request to labour for the conversion of the Jews. Houses were opened under the patronage of 'Our Lady of Sion' for the Christian education of Jewish boys and girls. At his death he received the last sacraments from the Archbishop of Paris, and the final blessing from Leo XIII. He died in Paris in 1884.

NURTURING EVERY STUDENT, EVERY DAY

The Vision for the College is to welcome and accept the diversity in others, build relationships and make a difference in a complex and changing world. Our intent is for students to be open to learning opportunities that will enrich and enhance the learning journey for every student.

The College House system provides an opportunity for every student to be welcomed into Catholic College Sale through developing a sense of belonging to a Pastoral group with other Year 7 students, along with being cared for and supported by members in their Pastoral group.

Pastoral groups will be established throughout the College consisting of students from Years 7- 9 to provide support and guidance to students from Years 10-12 forming Pastoral groups during the senior phase of their learning journey.

This system (a vertical House system) provides opportunity for all students to nurture relationships with their own peers, whilst being supported and mentored by other students. All members of the Pastoral group are supported with their own learning and wellbeing via the students Pastoral Care Teacher, House Leader and the additional support by College Counsellors.

Catholic College Sale staff members are caring and compassionate and take a genuine interest in the lives of their students. The Pastoral teachers have immediate responsibility for monitoring the attendance and general progress for each learner in their care and is the parent's first point of contact with the College.

Catholic College Sale provides a Whole School Positive Behaviour Support (WSPBS) initiative, providing a comprehensive school-wide framework supporting all students learning and wellbeing. The WSPBS program is a proactive, value and moral based framework for creating and sustaining safe, effective and inter-relational personal development programs for all students. The WSPBS program promotes the growth in all areas of a student's life and empowers them with the skills and knowledge to develop as independent, self-managing learners.



HOUSE STRUCTURE AND LEADERSHIP OPPORTUNITIES

The College Student Leadership Team comprises of two Senior College Captains, twelve House Captains and a Student Voice Cabinet comprising of forty-two members representing each and every Pastoral group. The primary role of each leadership position is to ensure they model the way for others and reach out to all student House members to encourage all students to participate in respective House activities, to celebrate learning, spirituality and community activities throughout all areas of College life.

Catholic College Sale provides a variety of student leadership formation programs to support the Student Leadership Team to understand the distinctive differences of leading in a Catholic school, whilst developing a deeper understanding of our College Identity as a Marist and Sion Community.

The College House system comprises of six Houses, each House being led by two Year 12 Senior House Captains. The Student Voice Cabinet member promotes student views within Leadership discussion meetings while the respective House Captains organise and lead a diverse range of College activities and encourage participation and engagement for all House members. This Leadership model gives opportunity to support the Year 12 Student Leadership Team, sharing the responsibilities of encouraging active peer participation and contribution whilst celebrating learning, spirituality and community throughout College life.

CLASS TIMETABLE

The class timetable is as follows:

Period	Start	Finish
Before School *	08:30	08:45
Pastoral	08:45	08:57
Period 1	09:00	10:00
Period 2	10:02	11:02
Recess	11:02	11:25
Period 3	11:25	12:25
Period 4	12:27	1:27
Minute of Thanks	1:27	1.28
Lunch	1.28	2.15
Period 5	2.15	3.15

* Yard supervision commences at 8.30am

ATTENDANCE

Schooling is compulsory from age 6 – 17 years unless an exemption from attendance or enrolment has been granted.

Daily school attendance is important for all young people to succeed in education and to ensure they don't fall behind both socially and developmentally. Children and young people who regularly attend school and complete Year 12 or an equivalent qualification have better health outcomes, better employment outcomes, and achieve their personal goals. It is important that children develop habits of regular attendance at an early age.

School participation is important as it maximises life opportunities for young people by providing them with education and support networks. School helps people to develop important skills, knowledge and values which set them up for further learning and participation in their community.

To allow senior students to demonstrate the outcomes from the Study Designs set by VCAA they must have an attendance rate of 90%.

EVERY DAY COUNTS

In Years 7-10, students miss on average almost **a week every term** - that's **four weeks** of school per year.



Going to school every day is the single most important part of your child's education.

For more information and resources to help address attendance issues, visit: education.vic.gov.au

Department of Education and Training



● MINUTE OF THANKS

Just prior to the lunchtime bell, staff and students at the College observe a minute of thanks. A chime will play and all activity ceases as we each reflect on those things in our lives for which we are grateful.

● STUDENT DIARY

All students are provided with a Student Diary which is designed to assist with their organisational skills and provides information relating to the College History, Student expectations, prayers used during pastoral meetings as well as opportunities to set personal learning goals. The Student Diary is also a useful tool for communication between the College and home.

Students must bring their Student Diary to each lesson to ensure they can record information from their lessons including homework.

● BUS TRAVEL

Students travelling via buses to and from the College are required to comply with the College's Code of Student Behaviour Policy and the Victorian School Bus Travel Code of Conduct. All bus travel is coordinated by the Regional Bus Coordinator, Beth Lanigan through Sale College on 5144 3711. It is the parents' responsibility to arrange bus travel.

● LEARNING RESOURCES

A Learning Resource list that details the required learning tools such as textbooks, workbooks, novels and stationery is sent out to parents in Term 4. The list is also made available on our website - www.ccsale.catholic.edu.au.

● SIMON

SIMON is a web based Learning Management System which is used extensively throughout the College. It provides our staff and students with timetable information, daily messages, class calendars, learning resources and more.

Students are provided with login details for SIMON upon arrival at the school. It is expected they use SIMON on a daily basis to be kept up to date with all activities happening at the College.

PARENT ACCESS MODULE

The Parent Access Module (PAM), allows for real time feedback of student's results and provides greater connection between the College and home.

When a teacher marks an assessment task, they enter the marks onto the SIMON system. These marks are then automatically transferred to the semester report, which is made available via PAM at the end of each semester. Parents can however, access the assessment task marks as soon as they are entered on the system. All teachers provide the student's assessment task, so parents and students are aware of what was completed well, or where improvements could be made. These comments then form the basis of the students' end of semester report. Homework tasks are also uploaded to PAM.

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.

CANTEEN

The College provides a canteen service which operates at recess and lunchtime. As a cash-free solution for our canteens, we use CDFpay. This is an online payment platform offered by the Catholic Development Fund Melbourne (CDF).

This offers the ability for parents to order lunch for students using an online menu. Students are able to use student cards to purchase from the canteen with parents able to load monetary value onto their child/s student card.



Please access via the following link - <https://shop.ccsale.catholic.edu.au>

COMMUNICATION

Communication between home and school is necessary to ensure that the needs of students are being met. A Contacts Guide is distributed at the beginning of each year so that families can best be guided as to how and who to contact regarding their child's needs.

In the same way, the College will not hesitate to contact parents and carers regarding their child's progress, behaviour or health if the need should arise.

The College website is regularly updated with policies. A College newsletter is also made available approximately twice per term. There will be some letters for individual classes or year levels at other times containing information on particular activities. Generally letters will be sent via email. Reminders will be sent via SMS.

PARENT-SCHOOL RELATIONSHIP CODE OF CONDUCT

Introduction

At Catholic College Sale, we are committed to nurturing respectful relationships and active partnerships with you as parents. We believe that our students' learning journeys are enriched through positive and reciprocal home and school relationships.

As parents, you act as one of the most influential role models in your child's life. We therefore seek your support in promoting and upholding the core values of the College community and its culture of respectful relationships.

This Code of Conduct is intended to guide you in your dealings with staff, other parents, students and the wider school community. It articulates the school's key expectations of both staff and parents with regard to respectful relationships and behaviours. It also specifies the school's position with regard to unacceptable behaviours that breach our culture of respect.

This Code of Conduct is to be read in conjunction with the College's:

- Child Protection Policies
- Student Duty of Care Policies
- OH&S Policies

Our Culture of Respectful Relationships

Among students, staff and parents we strive to develop the following:

- a respect for the innate dignity and worth of every person
- an ability to understand the situation of others
- a cooperative attitude in working with others
- open, positive and honest communication
- the ability to work respectfully with other people
- trusting relationships
- responsible actions.

In promoting and upholding this culture, we expect that parents will:

- support the College's Catholic ethos, traditions and practices
- support the College in its efforts to maintain a positive teaching and learning environment
- understand the importance of healthy parent/teacher/child relationships and strive to build the relationships
- adhere to the school's policies, as outlined on the College website
- treat staff and other parents with respect and courtesy.

In promoting and upholding this culture, we expect that staff will:

- communicate with you regularly regarding your child's learning, development and wellbeing
- provide opportunities for involvement in your child's learning
- maintain confidentiality over sensitive issues

- relate with and respond to you in a respectful and professional manner
- ensure a timely response to any concerns raised by you.

Raising Concerns and Resolving Conflict (Refer to College Policies – Complaints Management Policy)

In raising concerns on behalf of your child, or making a complaint about the school's practices or treatment of your child, we expect that you will:

- listen to your child, but remember that a different 'reality' may exist elsewhere;
- observe the College's stated procedures for raising and resolving a grievance/complaint;
- follow specified protocol for communication with staff members, including making appointments at a mutually convenient time and communicating your concerns in a constructive manner;
- refrain from approaching another child while in the care of the College to discuss or chastise them because of actions towards your child. Refer the matter directly to your child's teacher for follow-up and investigation by the College.

In responding to your concerns or a complaint, we expect that staff will:

- observe confidentiality and a respect for sensitive issues
- ensure your views and opinions are heard and understood
- communicate and respond in ways that are constructive, fair and respectful
- ensure a timely response to your concerns/complaint
- strive for resolutions and outcomes that are satisfactory to all parties.

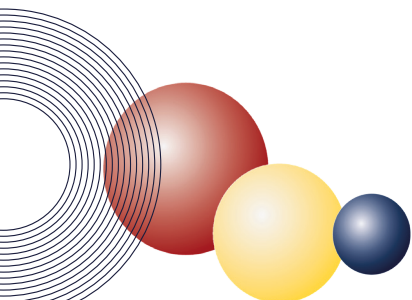
Staff Safety and Wellbeing

The College places high value and priority on maintaining a safe and respectful working environment for our staff. We regard certain behaviours as harmful and unacceptable insofar as they compromise the safety and professional wellbeing of our staff. These behaviours include, but are not limited to:

- shouting or swearing, either in person or on the telephone
- physical or verbal intimidation
- aggressive hand gestures
- writing rude, defamatory, aggressive or abusive comments to/about a staff member (emails/social media)
- racist or sexist comments
- damage or violation of possessions/property.

When a parent behaves in such unacceptable ways, the Principal or Deputy Principal/Assistant Principal will seek to resolve the situation and repair relationships through discussion and/or mediation.

Where a parent's behavior is deemed likely to cause ongoing harm, distress or danger to the staff member and others, the parent may be excluded from entering the College or contact with College staff.



BRING YOUR OWN SPECIFIED DEVICE (BYOSD)

All students in Years 7 and 8 will require a Chromebook. Students in Years 9, 10, 11 and 12 may choose to use a Chromebook, Windows Laptop, or Apple Mac Laptop. All devices must meet the technical specifications required by the College. It is strongly recommended that families purchase anti-virus and malware software as well as insurance in order to protect the device.

The BYOSD Policy and Minimum Specifications are available on the website - <https://www.ccsale.catholic.edu.au/about-catholic-college-sale/college-policies/>

WHAT TO DO IF SOMETHING GOES WRONG WITH MY DEVICE

To support the IT network, the College employs an IT Manager and two technicians. These staff are on hand to assist students and staff with any difficulties. The ICT support is located outside of the library.

Whilst the ICT team will always endeavour to assist students as quickly as possible, sometimes they do get busy and may ask for students to return at a later date.

If a student has become disconnected from the school network for violation of the College's Acceptable Use Policy the student will be informed of this prior to becoming reconnected. Repeated violations may result in consequences determined by the College.

TIPS AND TRICKS FOR TECHNOLOGY AT HOME

- Have an open discussion within your household as to what acceptable use of technology is;
- Set clear boundaries as to where the mobile wireless device can be used;
- Set timeframes for use of the mobile wireless device;
- Become familiar with accessing the internet browser history;
- Visit the government website for information about cybersafety - www.esafety.gov.au;
- Contact the College if you would like more support.

BYOSD DEVICE SPECIFICATIONS AND MINIMUM SYSTEM REQUIREMENTS

Years 7 and 8 provide their own Chromebooks and Years 9 to 12 bring their own device. All devices brought to the College must adhere to the minimum specifications listed below:

Device type	Windows Laptop	Apple Mac Laptop	Google Chromebook
Operating System	Windows 10	OSX 11.X	Google Chrome
Wireless Network *(Wi-Fi)	5Ghz 802.11n	5Ghz 802.11n	5Ghz 802.11n
Screen Size	11 inch	11 inch	11 inch
Storage Capacity	128 Gb Hard disk drive	128 Gb Hard disk drive	16 Gb Flash Storage
RAM (Memory)	4 Gb	4 Gb	2 Gb
Battery Capacity	6 hours minimum	6 hours minimum	6 hours minimum
Anti-Virus & Anti-Malware Protection	Microsoft Security Essentials	ClamXav 2/3 Sentry	N/A
Accessories	Protective case/sleeve	Protective case/sleeve	Protective case/sleeve

LEARNING ADJUSTMENT TEAM

The Learning Adjustment Team is dedicated to providing support for the physical, cognitive and emotional needs of students with learning difficulties and learning differences. We aim to provide inclusive practices within the Catholic College Sale community; thus enabling the diverse range of learners to successfully access the curriculum and participate in the life of the College. The Learning Adjustment Team acts in a consultative and collaborative capacity in addressing the learning needs of all students. Initially, at the enrolment stage, the educational needs of individual students are identified and support processes for accessing learning are implemented where appropriate.

Learning Adjustment can be provided through: in-class support; small group and individual withdrawal; consultancy and liaison with parents, teachers, counsellors and other professionals and referral to outside agencies.

IN-CLASS SUPPORT

The in-class support is provided by Learning Support Officers (LSOs). The role of the LSOs is one of mentoring and supporting students to achieve success by empowering them with strategies to become increasingly independent. LSOs proactively support learning by modelling and prompting the use of strategies, monitoring and clarifying student understanding of instructions, assisting students to begin tasks, scaffolding tasks as much as possible and prompting students to transfer these skills across the curriculum.

LEARNING ENRICHMENT

Students that are identified with specific challenges through testing will be offered a place in Learning Enrichment. Learning Enrichment gives students an opportunity to develop literacy life skills. Emphasis will be placed on:

- understanding and managing their learning
- interpreting, analysing and evaluating texts
- understanding texts in context
- creating texts

LEARNING ENHANCEMENT

Enhancement contributes to the learner's cognitive development. Specific details of different enhancement opportunities will be available throughout the year. At Years 7 and 8 Enhancement Programs are delivered via withdrawal from other subjects on a rotating timetable for a set number of weeks. Lunchtime activities will also be advertised and participation will be voluntary. At Years 9 and 10, students have the opportunity to participate in the Enhancement classes through the elective blocks.

CODE OF STUDENT BEHAVIOUR

Students are accepted into Catholic College Sale on the understanding that they are prepared to become familiar with, and accept and act in accordance with the Gospel values, which are the foundation of the College community and which underpin the following expectations:

Students are expected to:

- Treat all people with the respect and dignity they deserve;
- Behave in a responsible and cooperative manner, enabling all members to feel safe and respected;
- Respect the right of every individual to learn by consistently behaving in a responsible manner in all classes;
- Participate in and support the Religious Education and Liturgy program of the College;
- Cooperate with teachers' instructions and all College policies and procedures;
- Respect the College environment and the property of others;
- Complete College work and homework requirements to the best of their ability;
- Be fully supportive of all College activities and participate as much as possible;
- Be punctual to College and all lessons;
- Wear the correct College uniform as required by the College Uniform Policy;
- Represent the College, when required, in a manner which brings credit to themselves and the College community;
- Abstain from all dangerous, threatening or illegal activities including the possession or use of tobacco, alcohol, illegal drugs and dangerous weapons;
- Adhere to Catholic College Sale Technology Policy.

In the event of students breaching the Code of Conduct, the following consequences may result:

- Detention - including lunchtime and after school;
- Parent/Carer Engagement meetings;
- Suspension - including in school and out of school suspension;
- To support students who display inability or unwillingness to cooperate with the College Code for Student Behaviour and College spirit, a support group consisting of the student's Pastoral Care Teacher and House Leader with supervision from the Deputy Principal Learning and Wellbeing, will devise an intervention program to assist the student's growth and development.

Continuous breaches will be referred to the Principal. If an issue cannot be resolved, a more appropriate learning environment will be explored.



MOBILE PHONE POLICY

All Catholic College Sale policies are compliant with child safe legislation.

The College recognises that mobile phones enrich our lives when used appropriately and that, as a College, we encourage critical and creative use of technological resources. We also acknowledge that when used inappropriately mobile phones can be a distraction to learning and teaching and pose a risk to people's wellbeing. This policy outlines the College's expectations of students and their conduct when using a mobile phone.

It is at the parent/guardian's discretion as to whether their child brings a mobile phone to school. If a student does bring a mobile phone to school they are agreeing to comply with the contents of this policy.

Students who bring a mobile phone to the College do so at their own risk and any loss, damage or theft of mobile phone is their responsibility (each student has a lockable locker).

Catholic College Sale reserves the right to check the content of phones for inappropriate material or evidence of use that is inappropriate and breaches any relevant College policy or contravenes any relevant law.

Catholic College Sale reserves the right to stipulate conditions for use at particular times. Students and parents/guardians will be advised of College expectations and the policy requirements, including use during school excursions, camps and extra-curricular activities.

ACCEPTABLE USE - During school hours

Students:

- Will keep their mobile devices switched off and in their locked locker between 8.45am and 3.15pm
- Can use their mobile phones appropriately before school, briefly at the beginning of recess and lunch breaks at their locker.

(Parents and students will be notified on the permission letter if phones may be used on a school excursion or camp.)

UNACCEPTABLE USE - During school hours

Students must not:

- Have their mobile in class.
- Use non-school wifi to access the mobile network. This includes the use of a smart watch or other device with access to mobile broadband.
- Use mobile phones in banned spaces for example changing rooms, toilets, gyms and swimming pools.
- Take photos, film or stream any individual or group and their activities without their knowledge or permission and the consent of the College.
- Upload or share any photo or video files to social media sites.
- Use mobile phones to send harassing or threatening messages.

- Access inappropriate or illegal materials or bring the College or any member of its community into disrepute.
- Have their phone visible or turned on at any College gatherings and events e.g. assemblies, masses, sports days, performing arts.
- Take their phone into any examination.

CONSEQUENCES

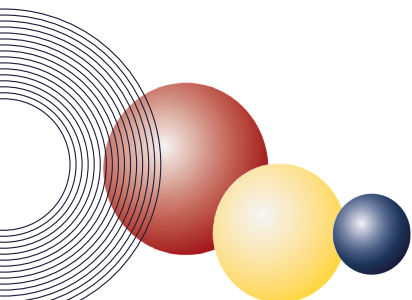
If a student is caught with their phone in class or the yard between 8.45am and 3.15pm, the phone will be confiscated by the teacher and handed to the Student Office. The teacher will record this by making an entry on SIMON.

1. The first time this occurs, the student can collect the phone at the end of the school day.
2. The second time this occurs, the student can collect the phone at the end of the school day and parents will be notified by SMS.
3. The third time this occurs, Parents/Guardians will be notified by the House Leader and a parent/guardian will be required to collect the phone at their earliest convenience.
4. The fourth time this occurs, Parents/Guardians will be notified by the House Leader and a parent/guardian will be required to attend a meeting with the Deputy Principal Student Learning and Wellbeing to discuss their child's breach of the policy and collect the phone. Additional consequences may be discussed at this meeting.

If a student is caught;

- photographing, filming or streaming people without their or the College's consent.
 - sending harassing or threatening messages,
- the student's phone will be confiscated immediately and an investigation will be undertaken by the College. The College will apply appropriate consequences and pass information and the phone over to the police if the nature of the matter is illegal.

NOTE: If, on any occasion a student refuses to hand over their mobile phone when requested by a teacher, the teacher will request assistance from Leadership. If the student still refuses to comply, parents/guardians will be contacted and required to collect their student from the College and make an appointment to resolve the issue.



MUSIC

Learning a musical instrument directly and indirectly enhances the academic achievement of students and their employment opportunities. This is in addition to the enjoyment experienced by being able to play an instrument both as a soloist and as a member of a group.

We offer the following musical opportunities for students:

- Individual and group instrumental tuition on all instruments.
- A highly experienced, enthusiastic and committed instrumental staff.
- An innovative Rock Band Program.
- A String Program.
- A Concert Band Program.
- Choirs - junior and senior, a Guitar Ensemble

and other Ensembles as required.

Instrumental lessons are provided to students on the following instruments:

String Instruments	Violin, Viola, Cello, Double Bass
Concert Band Instruments	Flute, Clarinet, Saxophone (Alto, Tenor, Baritone), Trumpet, Trombone, Tuba, Euphonium
Others	Piano/Keyboard, Voice, Drum Kit/Percussion, Guitar/Bass Guitar

Lessons can be offered as individual or group lessons, with no more than three students per group.

INSTRUMENTAL MUSIC PROGRAM

The Instrumental Music Program involves students in individual or small group lessons with specialists, on instruments of their own choice. All instrumental students are required to also participate in one or more ensembles appropriate to their instrument. Students wishing to learn string instruments have the opportunity to join the Sion Strings or the Senior Strings. Students studying Concert Band instruments can join the Sion Concert Band.

Singers can participate in the Sion Singers, MVC (Male Vocal Crew) and Show Choir. We also provide a Guitar Ensemble and other ensembles such as Jazz Ensembles or String Quartets are formed from time to time according to interest.

Music making is part of our community. It has an important part in our Masses and liturgies as well as our assemblies, Performing Arts days and major events. There are frequent concerts to provide performance practice and our soloists and ensembles participate in the Sale, Yarram and Latrobe Valley Eisteddfods. Our musicians are often to be heard sharing their talents with the wider community at a wide variety of events.

ROCK BAND PROGRAM

The Rock Band Program is an innovative program that operates in the junior years. It is an introductory program for students who have been playing their instrument for a relatively short period of time. It provides an ideal pathway to the VETIS music industry courses offered in the senior years. The program is designed to teach the art of rock performance. Students learn songs and study arrangement, improvisation, and stagecraft. They also learn the basics of music industry requirements including business and promotion skills.

MUSIC EXAMINATIONS

The College participates in AMEB music examinations each year where students are offered the opportunity to complete an exam on their instrument. These are a fantastic opportunity for students to be recognised for their achievement on their instrument. AMEB exams incur a separate fee which will be added to term invoices. Instrumental teachers will distribute further information and permission forms during lessons.

AMEB exams for Brass and Woodwind students require an accompanist for the examination. The College can provide an accompanist; however, the cost for exam accompaniment will be paid by students directly to the accompanist.

MUSIC PROGRAM COSTS INVOLVED

Students who undergo lessons are committed for the semester and asked to adhere to the lessons guidelines, which outline the requirement for DAILY practice and weekly ensemble attendance. Any student not fulfilling the practice or attendance requirements for lessons will not be given the opportunity to continue in the following semester.

Individual lessons are priced at \$24 per week, while group lessons (where available) are \$12. Participating in the Rock Band Program will incur a \$12 fee each week. Fees will not be charged for instances where students are on holidays or excursions that the school has been notified of; however, WILL be charged if the student does not attend a scheduled lesson. Any student who cannot attend a lesson due to tests, exams or off campus sport activities is required to let the teacher know and swap their lesson time with another student.

Additional costs may include Eisteddfod entries, accompaniment fees for Eisteddfods, books and accessories (reeds, strings, straps etc). Students will be provided with an accompanist at no extra cost for school concerts.

HIRE PURCHASE PLAN

The College offers a Hire Purchase Plan for some instruments. The Hire Purchase Plan enables students to pay the Term Hire Fee towards the total cost of their instrument. The following prices are set out below; however, may be subject to change dependent on actual instrument prices.

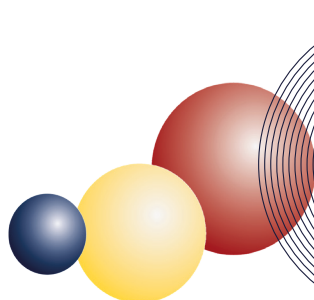
Instrument	Per Term Hire Fee	Additional Payout	Total Cost	Time
Violin	\$75	\$100	\$700	2 years
Viola	\$100	\$0	\$800	2 years
Cello	\$100	\$100	\$900	2 years
Double Bass	\$100	\$200	\$1800	4 years
Flute	\$100	\$0	\$800	2 years
Clarinet	\$90	\$0	\$720	2 years
Alto Saxophone	\$90	\$0	\$1440	4 years
Tenor Saxophone	\$100	\$200	\$1800	4 years
Trumpet	\$75	\$100	\$700	2 years
Trombone	\$100	\$200	\$1000	2 years
Euphonium	\$150	\$100	\$2500	4 years

Students may complete a Hire Purchase Plan in a shorter time than specified, with a larger additional payout (encouraged for students taking up instruments in the senior years).

Other instruments may be available on Hire Purchase but will need to be discussed with the Head of Music.

Any student wishing to withdraw from the instrumental program needs to complete a 'Cessation of Lessons' form which can be found at the Student Office.

For further information please contact the Head of Music.



Catholic College Sale has a long and proud tradition across numerous sporting competitions at local, regional, state and national level. A number of students have continued with their chosen sport to compete at the elite level and we continue to support and encourage a number of young athletes who are currently combining elite sport with their learning goals.

The College is very proud to compete in the various Marist Sporting Carnivals. These are conducted across Australia each year for Netball, Cricket and Basketball. Selection for these teams is rigorous and involves numerous tryouts. It is a great privilege to compete and represent the College at this level.

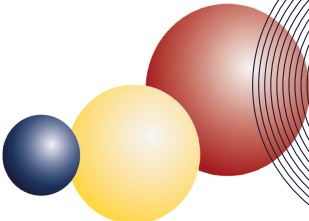
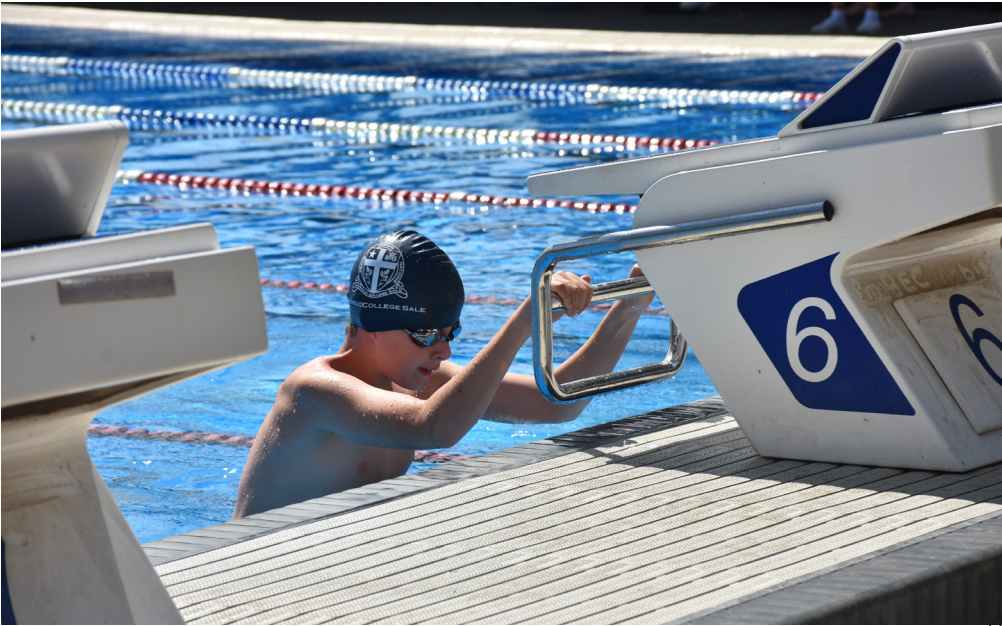
The concept of the Marist Sporting Carnival stretches back many decades and was originally introduced to expose students to the wider Marist community and see there are schools and students just like them with the same ideals and background, steeped in the same Marist spirit and tradition. These Carnivals provide an opportunity for students, staff and families to make lasting friendships across the nation and compete in their chosen sport at a high level. The Marist Carnivals continue to expand each year with the addition of more Marist schools.

Swimming and Athletics Carnivals are conducted annually and these events encourage participation and enjoyment. There is a great show of colour, fun and excitement on these days as all students compete for their allocated House group. The events hold a strong purpose as representative teams are then selected to compete at interschool carnivals across the region, with state finals being held in Melbourne's Albert Park precinct at Lakeside Stadium (Athletics) and the Melbourne Sports and Aquatic Centre (Swimming).

Most of the College's sporting teams compete within the framework of 'School Sport Victoria' (SSV). This network offers students the chance to participate in their chosen sports, with successful teams going on to represent us at regional and state level. School Sport Victoria currently conducts Championships in nineteen sports. Of these, the College has a strong presence in Netball, AFL, Cricket, Basketball, Cross Country, Tennis, Soccer, Athletics and Swimming. Students also have the opportunity to compete in Clay Target Shooting and Gymkhana events.

Catholic College Sale also participates in AFL Victoria's Herald Sun Country Shield. The College has an impressive record in this event, winning the title numerous times since its beginnings almost thirty years ago. The Herald Sun Country Shield involves competing against regional rivals in an attempt to play off against other winning regions for the title.





UNIFORM EXPECTATIONS

SPORTS UNIFORM	
Boys	Girls
College polo shirt (Buxwear)	College polo shirt (Buxwear)
College trackpant (Buxwear)	College trackpant (Buxwear)
College full zip tracksuit jacket	College full zip tracksuit jacket
College sportshort (Buxwear)	College sportshort (Buxwear)
Navy Speedos (Optional)	Any black or navy endurance bather
White sports socks – above ankle height	White sports socks – above ankle height
College bucket hat - navy	College bucket hat - navy
Recognised lace up cross trainer or runner shoe.	Recognised lace up cross trainer or runner shoe.

SPORTS UNIFORM

Students are to arrive at school in full, regular uniform at the beginning of the day. Students are to change for other approved, relevant classes. Any alteration to this situation may only take place, if agreed upon, after consultation with the Deputy Principal. In addition, the sports uniform is required for all House and Interschool sporting activities.

ON CAMPUS VET UNIFORM

There is a cost associated with the OH&S compliant uniform that is required for some on campus subjects. These are to be purchased from SWF Group and must have the Catholic College Sale logo on them.

BUILDING AND CONSTRUCTION	HOSPITALITY	AUTOMOTIVE/ENGINEERING/ ELECTRO TECHNOLOGY
Orange Hi Vis Shirt. Blue Work Shorts or Pants. Orange Hi Vis Windcheater Steel Capped Boots.	Black Skull Cap. Black Neck Tie. Chef White Long Sleeve Shirt. Chef Pants. Black Closed Shoes. Black Bib Apron	Blue Long or Short Sleeve Work Shirt. (Auto/Eng) Blue Work Pants or Shorts. Steel Capped Boots. Navy Blue Windcheater For OH&S purposes Electrotechnology students must wear the long sleeved shirt and long pants. The shirt will be supplied by TAFE Gippsland.

● COLLEGE BLAZER

The College Blazer is compulsory for all year levels during Terms 2 and 3 and optional during Terms 1 and 4. It is to be worn to and from school and to be the outer garment for warmth when one is required.

Blazers are to be worn for all College assemblies and functions both in and outside of Catholic College. They are to be worn whenever students are representing the College at school and community events.

● HAIR

Hair must be neat and clean. Some subtle natural colouring is permitted. Extreme and/or unnatural colouring and hairstyles are not permitted. What constitutes an extreme or unnatural hairstyle will be determined by a member of the College Leadership team. Hair is to be tied back if shoulder length or longer, using a plain navy or white ribbon or elasticised hair tie.

Students must be clean-shaven and hair must be cut no shorter than a 'number 2'.

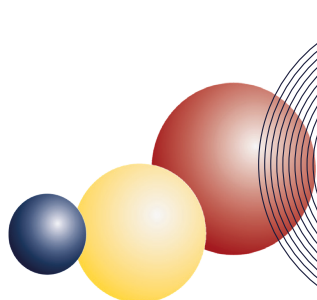
● JEWELLERY & BODY ART

Two studs or hoop earrings may be worn in one or each ear. Sleepers are to be no larger than 10mm in diameter and studs no larger than 3mm. Apart from ear piercing, a small discrete nose piercing (nostril or nose ring) is also permitted. Students are not to have other visible forms of body piercing (eyebrows, lips, tongue etc.) showing. Spacers are not permitted under any circumstances.

When wearing the College uniform, students may wear a necklace of religious significance, but it must not be visible. Students are not to wear bracelets, rings or other chains other than those specified above. Parents or Carers must inform the House Leader via an email if a student is required to wear a medic alert bracelet, necklace or therapeutic piercings.

Permanent body art (tattoo) is not permitted by law for minors under 18 years of age in Victoria. If a student has a tattoo, this must be covered at all times by clothing items or a skin coloured sleeve, including whilst at sporting fixtures where the student is representing the College.

Obvious use of cosmetics (including nail polish) is not permitted.



HATS

During Terms 1 and 4, the regulation College hat is a compulsory part of the uniform as a SunSmart school.

SCARVES/GLOVES

Only plain navy scarves and gloves are permitted to be worn.

UNDERGARMENTS

Any garments worn underneath the College uniform are not to be visible.

DRESS LENGTH

The girls' Summer dress length should be no higher than approximately 2cm above the knee.

BREACHES OF THE UNIFORM POLICY

There is a process for dealing with breaches of the uniform policy and a set of consequences for repeated non-conformity. The Deputy Principal, together with the Student Learning and Wellbeing Team, determines the process and the consequences. Rather than being seen as a method of punishment, the uniform is a dress code, and the College ultimately aims at assisting students to be able to adhere to it. The Uniform Shop has a large range of quality second-hand uniform items at very reasonable prices that may be accessed should this be the reason for non-compliance.

In cases of extreme breaches of the uniform and personal presentation regulations, parents will be notified. The student will be removed from class and the parent may be asked to collect or make arrangements for the student to go home.

Students who are wearing items not in accord with the approved accessories will have them confiscated. Students may be sent home if they refuse to comply with this request. Confiscated items will be taken by the House Leader to Student Service

Signed:..... Date:.....

SUMMER AND WINTER UNIFORM

Time of year	Boys	Girls
All year	<ul style="list-style-type: none"> • Regulation navy College pullover (Comfort Uniforms) • Black leather lace-up school shoes • Grey College socks with navy/maroon/navy stripe • Chiropractic or Litepak College school bag with College logo (Spartan) 	<ul style="list-style-type: none"> • Regulation navy College pullover (Comfort Uniforms) • Black leather lace-up or T-bar school shoes • Chiropractic or Litepak College school bag with College logo (Spartan)
Summer	<ul style="list-style-type: none"> • White, short-sleeved Summer shirt, squared bottom with logo (Buxwear) • Regulation grey school shorts • College bucket hat - navy 	<ul style="list-style-type: none"> • College blue check school dress (Buxwear) • Regulation plain white school socks, above ankle height • College bucket hat - navy • Navy pleated shorts (Buxwear) • Short sleeve white shirt (Buxwear)
Winter	<ul style="list-style-type: none"> • Pin-head grey school trousers • White long sleeved shirt (Buxwear) • Plaid College tie • College navy blazer (Noone) 	<ul style="list-style-type: none"> • Navy pleated plaid skirt (Buxwear) • White long sleeved shirt (Buxwear) • Navy tights, navy knee high socks or standard navy socks (when wearing the pants option) • Plaid College tie • College navy blazer (Noone) • Navy pleated pants (Buxwear)



Approved Catholic College Sale school shoes

SPORTS UNIFORM

Boys

- College polo shirt (Buxwear)
- College trackpant (Buxwear)
- College full zip tracksuit jacket
- College sportshort (Buxwear)
- Navy Speedos (Optional)
- White sports socks – above ankle height
- College bucket hat - navy
- Recognised lace up cross trainer or runner shoe.

Girls

- College polo shirt (Buxwear)
- College trackpant (Buxwear)
- College full zip tracksuit jacket
- College sportshort (Buxwear)
- Any black or navy endurance bather
- White sports socks – above ankle height
- College bucket hat - navy
- Recognised lace up cross trainer or runner shoe.

VET ON CAMPUS UNIFORM

There is a cost associated with the OH&S compliant uniform that is required for some on campus subjects. These are to be purchased from SWF Group and must have the Catholic College Sale logo on them.

BUILDING AND CONSTRUCTION

- Orange Hi Vis Shirt.
- Blue Work Shorts or Pants.
- Orange Hi Vis Windcheater
- Steel Capped Boots.



HOSPITALITY

- Black Skull Cap.
- Black Neck Tie.
- Chef White Long Sleeve Shirt.
- Chef Pants.
- Black Closed Shoes.
- Black Bib Apron



AUTOMOTIVE/ENGINEERING/ELECTRO TECHNOLOGY

- Blue Long or Short Sleeve Work Shirt. (Auto/Eng)
- Blue Work Pants or Shorts.
- Steel Capped Boots.
- Navy Blue Windcheater



For OH&S purposes Electrotechnology students must wear the long sleeved shirt and long pants. The shirt will be supplied by TAFE Gippsland.



FREQUENTLY ASKED QUESTIONS

- What do I do to get my child on a school bus?

It is the parent's responsibility to arrange bus travel. Forms to apply for this are available from the Student Office.

- What do I do if my child is late to school?

Parents can either call the Student Office or send a note with the student.

- What if my child will be absent?

Ring the College in the morning and follow the prompts or register absence via PAM prior to 9.30am. If the College is not notified parents will receive an SMS from the College.

- What if my child has an appointment throughout the day?

Send a note with the child that must be presented to their Pastoral teacher in the morning. The student must sign out at the Student Office.

- What if my child becomes unwell whilst at school?

The student goes to the Student Office. If required the parents will be notified by staff. Students are not to text parents directly as the College has a duty of care to be aware of all medical concerns.

- What if my child needs to travel on a school bus temporarily?

Forms are available from the Student Office. Please allow at least two days notice.

- What if I need to get a message to my child?

Telephone the Student Office.

- What if my child needs an appointment with the Student Counsellor?

The child makes an appointment via the Student Office. Appointments can also be made via SIMON.

- How do I access the second hand uniform shop?

The Uniform shop is accessible via a link on our website - www.ccsale.catholic.edu.au/college-uniform-uniform-shop/