

# 2018



MaristCollege  
Canberra

TOGETHER. WE CREATE FINE YOUNG MEN

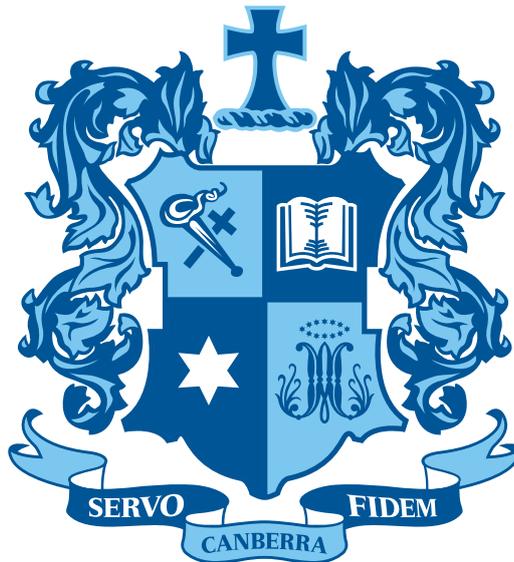
## SENIOR SCHOOL

### Parent Information Handbook

## Senior School Parent Handbook Contents

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# Servo Fidem

## *MOTTO*

I Keep the Faith.

## *CROSS AND TORCH*

Symbols for religion and learning inseparably linked in this Catholic School.

## *OPEN BOOK*

Book of the Gospels - a reminder of the central place the Word of God has in our lives.

## *SIX POINTED STAR*

Commonwealth Star - symbolises Australia and reminds us of our love for our country and our duty towards all Australians and others.

## *INTERWOVEN A AND M CROWNED WITH STARS*

Marist Symbol - Ave Maria, crowned with twelve stars (cf Rev. 12.1). Highlights the place Mary, the mother of Jesus, has in the life of this College.

## College Motto – Servo Fidem

2 Timothy 4, 7

The second letter of Paul to Timothy is a presentation of the apostle's teaching to his friend and companion, and so to all Christians.

From it we derive our motto, **I Keep the Faith.**

*Bonum certamen certavi, cursum consummavi, fidem servavi.*

**I have fought a good fight, I have finished my course,  
I have kept the faith.**

## From the Headmaster

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I welcome you and your family to our school and trust that our association will be happy and that we can cooperate in helping to make your son the best young man he can be.

Schools today, particularly high schools, are large and complex organisations and may look intimidating to an outsider or to a family becoming involved with the school for the first time. This information booklet is intended as a guide to Marist College Canberra and in particular to its Catholic and Marist ethos. It also introduces the structures and procedures that are in place to ensure that it operates efficiently.

Please take time to read through the booklet and use it as a reference as the need arises. The College website [www.maristc.act.edu.au](http://www.maristc.act.edu.au) is another source of information you may wish to explore. It includes an extensive range of documentation, and I draw your attention in particular to the following documents: Core Values Statement and Charter of Learning and Teaching.

This booklet will be reprinted annually as are the school calendar, the student diary, the Junior and Senior handbooks, and the annual report. All of these contain valuable information and I encourage you to become familiar with them.

If you require any further information, please do not hesitate to contact the College on 6298 7200, where Front Office staff will be only too pleased to help.

God bless you and your family.

## Mission Statement

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*Our mission is simple: to run an exceptional Catholic school for boys, in the Marist tradition, where the Good News of Jesus Christ is proclaimed and where faith, educational excellence and the call to justice are reconciled and lived. Marist College, in partnership with the families of its students, aims to build on the initial formative influence of the family, in the lifelong process of Christian education.*

### **Core Values Statement - Our College**

Marist College Canberra is a Catholic learning community illuminated by the gospel of Jesus Christ and founded in the Marist tradition of St Marcellin Champagnat. Our core values derive from our understanding of the Gospels and Marist characteristics as modelled by Jesus Christ and Marcellin Champagnat.



# Mission Statement *continued...*

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## The Heart of Our College

### Our core values

Our response to the Gospel message is to make Jesus Christ known and loved. We seek joyful witness through our motto *Servo Fidem*, by passing on our faith in God to others and living in a way that is faithful to the Gospel call to love our neighbor, especially the most neglected. We offer an opportunity to listen to the gospel message of Jesus Christ, to embrace these values and to accept the challenge of living them out through the witness of faithful Christian service.

Informed by both the values inherent in the Gospels and in these Marist characteristics of education, Marist College Canberra upholds the core values of faith, love, justice, compassion and hospitality.

### Faith

As we follow in the footsteps of Saint Marcellin, we strive to give practical expression to our Catholic faith in evangelisation of young people.

### Love

We acknowledge that our love of God calls us to love of self, love of neighbour, love of work, love of learning, and love of our College in the way we take pride in all that we do.

### Justice

We strive to see each person as equal in dignity and worthy of respect. We are honest in our relationships with one another, remembering always to act with a spirit of forgiveness and listen carefully to all voices before making decisions. This attitude leads us to reach out to the wider community to those who suffer injustice.

### Compassion

We seek to live in solidarity with others, letting our presence be a good example to our students and those with whom we work. We strive to be aware of the suffering of others and respond with sensitivity and respect in times of need. Compassion is a sign of our mateship with those in need.

### Hospitality

We seek to be a welcoming school community which is open to others and embraces diversity. Our service to others is an expression of this hospitality.

## Vision

We want to create a school that nurtures and strengthens our students as they are transformed into better and more compassionate people. We invite young people to engage in an education that sets high expectations and uncompromising standards. In the process, we give them a chance to test themselves against the best they think they can be, to grow in the knowledge of the Catholic faith, to develop a loving relationship with Jesus Christ and to build a Christian community.

## Values

Marist College is first and foremost a Catholic school in the Marist tradition where education in the faith is given a privileged place. We live by a set of values that we think should influence every aspect of the life and work of the school.

- Every boy at the College is treated as an individual and given the opportunity to excel.
- We support and complement parents in their responsibilities as the principal and first educators of their children.
- We believe that teenagers have an enormous capacity to absorb new experiences and that as a staff we have a duty to harness this facility so that they can grow spiritually, intellectually, morally and socially.
- We want the boys to be engaged with, and by, a spirit of learning that will last well beyond their time at the school.
- The school ought to be always receptive to change and open to the future. It should be a place where people take risks, try new ideas and test their limits.

## Commitment by Parents/Guardians

By enrolling your sons at Marist College Canberra, you have agreed that your son will participate in various College events. These include liturgical events, the College outdoor education and retreat programs, sporting carnivals and the annual walkathon. You have also agreed that your son will involve himself in co-curricular activities at the College during the year and if he plays Rugby, Football, Australian Football, Cricket, Basketball or Hockey, he does so for the corresponding Marist Club.

It is in making this commitment that we as a Marist community can endeavour to encourage and develop the Marist spirit and camaraderie in our boys. We often hear ex-students speak of how proud they are 'to be Marist' and it is in supporting our ethos that the Marist charism can become real for our boys.



“we must love them all;  
 we must love them equally”  
 – *Marcellin Champagnat*

## Brief History of the College

The origins of Marist College Canberra are found in the first school established by the Marist Brothers in Australia, St Patrick’s in Harrington Street, in The Rocks area of Sydney. At the request of Archbishop Polding, the first archbishop of Sydney, four young Brothers had arrived in the colony of New South Wales in 1872: a Frenchman, two Irishmen and a Scot. Within six weeks they had opened a school and, in 1875 a separate ‘high school’ on the same site.

Demographic and educational changes forced the difficult decision to close the High School at Darlinghurst at the end of 1968 and to transfer its badge, colours and motto to Canberra.

In the previous year, the Marist Brothers had responded to an invitation from the Archbishop of Canberra to start a school in the Woden Valley. On 30 January 1968, the first 97 pupils were accepted by Brother Crispin. For the first term, classes were conducted in the old Forestry School at Yarralumla before the boys and four Brothers transferred to partially completed buildings in Melrose Drive, Pearce on 28 May 1968. Brother Crispin was succeeded as Headmaster by Brother Mark May who oversaw the introduction of the first secondary classes in 1970.

In 2008, the College proudly celebrated its 40th year of creating fine young men.



# Pastoral Care

At Marist College Canberra we believe that best practice pastoral care supports each individual's wellbeing.

Among the characteristics identified as contributing to good pastoral care are fostering a sense of belonging and connectedness and providing a safe and secure environment. Contemporary literature in the area of student wellbeing and resilience identifies a strong link between emotional wellbeing and educational outcomes.

Resilience is '...the capacity to cope with change and challenge and to bounce back during difficult times' (Mind Matters). A number of protective factors are identified as promoting resilience. These include:

- Sense of belonging
- Sense of security
- Social connectedness, and
- Communication

At Marist College, good pastoral care underpins everything we do as teachers: our classroom preparation and practice, our supervision, our co-curricular activities and our tutoring. Our House system, and in particular our House Groups, provide an excellent forum for promoting the wellbeing of our boys.

House Group Leaders work with the boys' classroom teachers, co-curricula leaders, parents and other members of the College community using the Four Pillars of Care, outlined below.

## Four Pillars of Care

House Group Leaders work together with each boy's classroom teachers, co-curricula leaders, parents and other members of College community to create fine young men. They do this by fulfilling and employing the Four Pillars of care within their own House Groups. Upon becoming a House Group Leader, staff pledge to:

<p><b>Be a caring presence to each boy in my group and mentor him on his journey through Marist</b></p> <p>Listen to my boys and have one on one conversations with them.</p> <p>Talk with them about sport, music, weekends, hobbies and family events, know who their friends are</p> <p>Support them in their spiritual journey.</p> <p>Read the signs – be aware how my boys are behaving in House Group. Recognise if they seem withdrawn or stressed.</p> <p>Be a 'day-to-day' mentor and guide to my boys - help them develop resilience and independence.</p> <p>Follow up issues when they arise. Advise and follow up uniform, discipline and attendance matters with the particular boy as soon as possible</p> <p>Maintain contact with my boys' parents/families</p>	<p><b>Provide academic care to each of the boys in my group and be a role model as a <i>lifelong</i> learner</b></p> <p>Provide a framework and atmosphere in which successes are celebrated and assistance and encouragement is readily available.</p> <p>Encourage 'Personal Best'</p> <p>Assist my boys with reflection and goal setting.</p> <p>Provide opportunities for my boys to discuss current workloads and assessments and facilitate peer tutoring.</p> <p>Provide an opportunity each week for boys to have some school work "catch up" time.</p> <p>Assist my boys with subject selections.</p> <p>Provide organisational assistance – Diary checking, assessment planning, study skills.</p> <p>Follow up Oral &amp; Semester reporting.</p>	<p><b>Build a sense of belonging and community within my House Group and beyond</b></p> <p>Develop positive relationships within my group through social interaction, games and helping each other with school work.</p> <p>Integrate my group from Yr 7 – 12</p> <p>Use ice-breakers and games.</p> <p>Promote involvement in co-curricular activities</p> <ul style="list-style-type: none"> <li>• <i>Lenten collection</i></li> <li>• <i>Champagnat Day</i></li> <li>• <i>Walkathon</i></li> </ul> <p>Facilitate team building activities.</p> <p>Support House activities.</p> <p>Plan and implement some community outreach work.</p>	<p><b>Encourage and provide opportunities for involvement for the boys in my group</b></p> <p>Encourage involvement by all Year groups by giving boys opportunity to:</p> <ul style="list-style-type: none"> <li>• <i>mentor other students</i></li> <li>• <i>work with other boys in HG as a peer or cross age tutor</i></li> <li>• <i>carry out 'chores' within the group.</i></li> </ul> <p>Provide opportunities for my boys to:</p> <ul style="list-style-type: none"> <li>• <i>lead House Group activities - e.g. in pairs or individually</i></li> <li>• <i>assist other boys with diaries and organisation</i></li> <li>• <i>plan and organise activities for each week of term</i></li> <li>• <i>plan, organise and lead House meetings and other presentations</i></li> </ul>
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## Pastoral Care *continued...*

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### What happens in House Group time?

The House Group Leader is the first point of contact between parents and the school.

Each House Group Leader aims to get to know each individual boy in his/her group well and to create an atmosphere in the group where the boys feel safe and connected. Twenty five minutes is set aside from Monday - Thursday as a House Group period. Some of the activities that may take place in House Group time include diary checking, roll marking and follow-up of absences. There will also be individual conversations between the House Group Leader and boys, sporting or cultural activities and talks from the House Group Leader, the House Dean, senior students or other staff.

### Mission Team

The Mission structure encompasses all areas of Religious Education and Faith Formation opportunities within the College. It is supported by a Mission Team, led by the Assistant Head of School – Mission, and consists of the Director of Faith Formation, Liturgy Coordinator, Junior School Religious Education Coordinator and an administrative assistant.

The team is responsible for the provision and co-ordination of faith formation opportunities to students, staff, parents and friends of the College. This includes Friday Morning Mass, prayer throughout the College, whole school liturgies such as Commencement Mass and Champagnat Day, the delivery of the Year 4 – 12 Faith Formation program, *Brothers Together*, and the coordination of service groups and activities.

### Counselling Services

The School Counsellor has a role that is situated within the pastoral care commitment of Marist College to students and their families. It flows from Marcellin's call 'to love the boys and love them all equally,' which calls for a resolve to encourage, care for and educate those young people whose lives are made especially vulnerable by circumstances which are often beyond their control.

Marist College focusses on providing an environment, in collaboration with families, where each young man can develop spiritually, morally, intellectually, physically, socially and emotionally. The Counsellor's role in this context is to offer a safe environment where students have the opportunity to explore questions and difficulties. The goal is to provide an atmosphere where students can make meaningful and informed choices that are appropriate to their situation and stage of development.

It is important that the Counsellor, recognising his/her own professional and personal limitations, be ready to refer to other specialist professionals when it is appropriate to do so.

### Referral process to School Counsellor

Referrals can be made directly to the School Counsellor by the student himself or by any member of staff, parent, or outside agency.



# Curriculum, Learning and Teaching

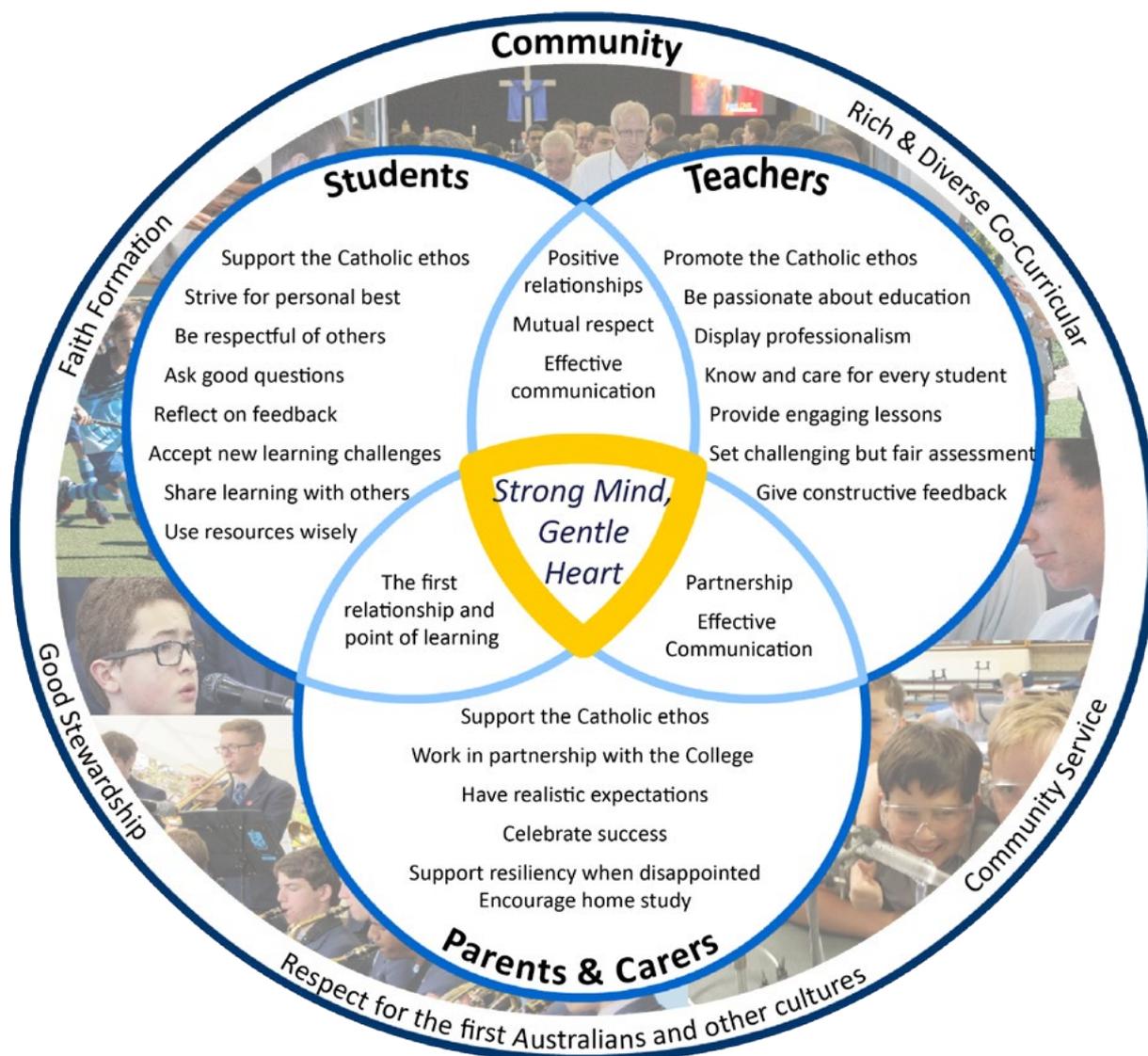
Curriculum at Marist College has been shaped by the requirements of the ACT Government's Department of Education and Training, the ACT Board of Senior Secondary Studies, the Canberra-Goulburn Archdiocesan Religious Education guidelines. At the heart of learning and teaching at Marist is our commitment to our core educational values – Catholic Education in the tradition of Marcellin Champagnat.

Marist College offers an educational package that is rich in opportunities for learning in the classroom and through a diverse range of experiences. Our teachers are passionate about learning and enthused with a deep knowledge of their subject area. They are professional and committed to excellence, as well as their own journey of life-long learning and improvement through the annual Quality Marist Teacher Process. We recognise that positive

relationships are crucial for learning and every teacher is also a leader of pastoral care and Marist values.

We have high academic standards and our goal for each student is that they engage with their learning, accept challenges and always do their best. Students are supported in this by their teachers, pastoral care leaders and also through the availability of regular tutorial sessions.

Marist teachers are keenly aware of the partnership between parents/carers and the College, as stated in our logo, 'Together we create fine young men'. Our teachers share with families the privilege of passing on the faith and the task of the holistic formation of each boy. To this end, teachers maintain, respond to and initiate communication with families as appropriate.



## Curriculum, Learning and Teaching *continued...*

### Learning Technology

Marist College Canberra values the new learning opportunities that are afforded by technology in the classroom and recognises the increasing importance of technology in students' lives and the workplace. We offer a balanced approach to the use of technology in school that includes a mix of computer work, the use of other technologies, bookwork and handwriting. Our intention is for students to not only develop computer skills, but to also learn to use the appropriate technology in ways that are effective and respectful of others.

To this end, we offer a voluntary Bring Your Own Device (BYOD) program where students may bring their own computing device, which can be a laptop or tablet with a screen at least as big as an iPad mini. Student computers connect to the Internet and the College portal through the College wireless system. Sim cards or devices that access other networks, such as phones, are not acceptable for the purpose of BYOD. Students who BYOD must continue to bring writing tools to classes and may not use their device at recess or lunchtime to encourage social and physical activity. BYOD is not a compulsory program and students who do not bring a device will not be disadvantaged. The College is equipped with trolleys of laptops and computer labs that will continue to be available for student use.

Whilst student devices do not need to be new, it is essential that they meet the minimum specifications to connect to the College wireless. The specifications and other important information about the BYOD program are available on the BYOD page of the Marist website.

### Footsteps

The Footsteps program at Marist College Canberra aims to bring a sense of enthusiasm for learning – within the curriculum and in life – to all students in Year 9. Footsteps provides each student with a unique opportunity to engage in his learning in a very different way as he begins the latter part of his secondary school studies.

The Footsteps program will be a significant and positive experience catering for the particular needs of these adolescents as they journey through the year. We will strive to provide opportunities for the boys to become managers of their own learning and to set realistic and demanding goals through a rich and innovative curriculum that awakens, stimulates and challenges their intelligence.

Footsteps is aimed at maintaining and enhancing an enthusiasm for learning. We will foster the concept of a mental and physical new start and will encourage student involvement. This is to be a year filled with positive experiences.

The overall aim is to engage each boy to realise his academic potential. Each boy will develop a willingness to take up intellectual, physical and social challenges with a sense of purpose and responsibility.





# Code of Conduct

## At Marist College we always

### Respect ourselves

By seeking to be our best in all that we do and by presenting ourselves with pride.

### Respect each other

By embracing our differences, treating others the way we wish to be treated and by valuing the wellbeing of all in our community.

### Respect learning & teaching

By making our learning environments spaces where teachers can teach effectively and students can achieve their best.

### Respect our college

By following all school rules and taking pride in, and care of, the Marist name, reputation and facilities.

### Respect our faith

By acknowledging the faith journeys of all in our community, especially through adherence to our motto **Servo Fidem**.

— I K E E P T H E F A I T H —

## Expectations

### Courtesy and Respect

Relationships among all members of the Marist community should be characterised by courtesy and concern for each other. Students should show this by always being ready with a friendly greeting when passing a member of staff and visitors to the College. Movement in buildings, games in the grounds, lining up and purchasing at the canteen should be marked by politeness and respect. At all times, a hand's off rule applies.

Respect for property is also regarded as very important. Theft, vandalism or graffiti should be unknown in the College.

### Dress and Appearance

#### Uniform

The uniform should be neat, clean, complete and worn with pride before and after school as well as during the day.

The basic uniform consists of the blue College blazer, mid-grey crested shirt (tucked in and with top button done up), **dark** grey trousers (Terms 2 and 3), clean plain black leather shoes (traditional style – track shoes and boots are not acceptable), College tie, plain black leather belt, black or dark grey socks without motif. Blazers are worn to and from school in Term 2 and Term 3 and on other special occasions or formal College functions. The summer uniform in Terms 1 and 4, boys wear a crested shirt without a tie, grey shorts with a belt and short Marist socks. College scarves and beanies may be worn during cold weather. Year 11 and 12 have a special tie (to be worn year round), jumper and blue shirt. Jumpers are not worn around the waist. Jewellery is not part of the uniform. This includes clear studs and any jewellery covered by medical strips. All students should have the PE uniform, a House t-shirt and a College tracksuit.

Boys who ride bikes to and from school are expected to arrive at and leave the College in full uniform. Boys who have sports training at the College may change into their sports uniform after they have been dismissed at the end of the day.

#### College Bag

Each boy will have a College bag, in good repair. Boys are required to have their name and house written in the space provided on the bag. There is nothing else to be written or stuck on the bag. Bags are not to be carried from periods 1 to 6 or at recess and lunchtime (except PE bags which may be carried directly to and from a PE class). Lockers are provided for the boys' school bags.

#### Hair

Hair is to be kept neat, tidy, above the collar, of natural colour, out of eyes, **of even grade, no shorter than a hairdresser's No. 3 comb and all extremes avoided. College authorities have the final say as to what is, or is not, an acceptable College haircut.**

#### Uniform Shop

Most items of uniform, both new and clothing pool items, are available from the College shop which is open:

<b>Mondays</b>	8.00am - 1.30pm
<b>Tuesdays</b>	12.30pm - 5.30pm
<b>Wednesdays</b>	8.00am - 1.30pm (First and last week of Term only)
<b>Thursday</b>	12.30pm - 5.30pm
<b>Every second Saturday</b>	9.00am - 12 noon
<b>Phone:</b>	6298 7263

### PROHIBITED ITEMS AT SCHOOL

For practical, health and safety reasons, and in some cases for legal reasons, the following substances or articles are not to be in the possession of students: chewing gum, whiteout liquid, matches, lighters, laser lights, firecrackers, spray paint or aerosols, weapons, pipes and other instruments. Smoking, vaping, drinking alcohol, possessing marijuana or illegal or dangerous drugs are regarded as extremely serious, whether it be while travelling to and from the College, while in College uniform, at school or while engaged in any activity organised or sponsored by the College. **It should be noted that for the more serious of these offences, the penalty could be termination of enrolment.**

### Mobile Phones and Other Electronic Equipment

The College recognises that mobile phones are a useful tool for communication and that most students in the Senior School regularly use one. Many of these phones provide similar capabilities to a tablet computer; however, the use of phones and other small electronic devices are not part of BYOD and are not permitted during school hours except with the permission and supervision of a teacher.

There are occasions when a phone is the best technology for learning, such as photographing the progress of a wood technology project, recording a music performance, or the measurement of motion in science. In such cases, teachers may give permission for students to use their phone under supervision for the lesson.

## Expectations *continued...*

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No responsibility is accepted by the College for the security of student phones, laptops, tablets or other small electronic devices and students should secure these in their lockers when not in use.

Students may not make or receive calls, or check and send SMS messages during class hours, and we ask for parents' support in this matter. If you need to contact your son at school, this can be done through the College office. If a student uses his phone without permission or disrupts a class by the presence of his phone, it will be confiscated and stored in the Head of Senior School/ Deputy Headmaster's office. For a first offence, the equipment is generally returned on the same day. For subsequent offences, the equipment is held for longer, parents are notified and detentions issued.

Students may not have in their possession a phone or other computing device during tests or exams. The penalty is a mark of zero for that test or exam.

### *How can parents assist?*

- Reinforce the policy with your son
- Don't call or message him during the school day or ask him to call or message you
- Support the College in the enforcement of this policy

## Cybersafety

The College's computer network, facilities and equipment, as well as the BYOD program, bring great benefits to the teaching and learning programs at Marist. To ensure the responsible and safe use of these resources, the College has rigorous cybersafety practices in place, which include cybersafety agreements for all College staff and students. The overall goal is to create and maintain a cybersafety culture which is in keeping with the values of the College and legislative and professional obligations. A complete version of the Student ICT Use Agreement is available on the College Portal and is signed annually.

Students are responsible for any actions that occur while their account is used. They must keep their login information and passwords secret. Marist College Canberra expects all students to adhere to this policy. Violations of the policy may result in disciplinary action which may include computer network access being revoked.

## Valuables

It is each boy's responsibility to keep valuable items such as wallets and calculators secure at all times. Such items should be stored in lockers. Valuables should not be taken to PE classes or left in unattended bags. The College will feel under no obligation to investigate the loss of items where these conditions are not met.

## Electronic Communications with Parents

The College's bi-weekly *Enews* forms an integral part of our communication with parents. If you have a change of email address, could you please contact us to ensure that this is updated in our records. If you do not have an email address and do not have access to a computer at all, we would appreciate you letting the College know so we can organise to send you hard copies of the *Enews* and forward any important correspondence via your son.

## Travelling

When coming to and from school boys should be aware of the uniform they wear and behave accordingly. In the first instance, school uniform should be worn correctly. Whether at the College or public bus-stops, students line up to get on their bus and do so in an orderly fashion.

Boys travelling on buses remain in their seats, avoiding all loud and rowdy behaviour. When travelling on public route buses, seating preference is given to members of the public. Senior students have a particular responsibility to monitor the conduct of all Marist students.

Normally, boys travel directly to and from school. They are not to be waiting at places such as the Woden or Tuggeranong Interchanges, Woden Plaza or the Hyperdome unless they have particular business there and have organised prior permission with their House Dean.

## Expectations *continued...*

### Absences, Leave and Lateness

Absence from school should be only for sickness or other serious reasons. Medical and other appointments should be made outside school hours. The dates for the beginning and end of semester are to be observed by all. Please note approval must be sought for extended holidays by writing to the Headmaster at least a month in advance.

### Procedures for notifying absences or late attendance

**To Report an  
Absence / Late**

**SMS 0428 262 674**

**PH 6298 7266**

*Please include: Boy's name, Year and House,  
reason and date of absence or late arrival.*

If there is prior knowledge of an absence, parents should write to their son's House Group Leader. For any unanticipated student absence or lateness, parents should:

1. **Text/SMS** the College before 9.30am on **0428 262 674**. Text messages should state the date(s), boys name, Year, House and reason for absence. Once the text is received you do not need to follow up with a written note.
2. **Alternatively, telephone** the College before 9.30 am on **6298 7266** (and follow up with a note on return to school). If a call is not received, an SMS message will be sent to your nominated mobile telephone. You are asked to reply to the message by return text.

If a student arrives at school late or has to leave during the day, he is required to check in and/or out with the Attendance Office with a written explanation. For an 'unexplained' late arrival, a 'late slip' is issued which should be returned on the following day signed by a parent.

**It is a legal requirement that the College have a written or SMS record of absences and lates.**

### Lockers

Each boy is issued with a locker by his House Dean. It is his responsibility to keep it clean, secure, tidy and in good repair. Nothing is to be stuck to or written on lockers. All boys are required to have a secure padlock on their locker at all times ensuring the House Dean is also given a key or the combination. House Deans have a master key for padlocks purchased through the College Uniform Shop, our preferred provider.

### Book Hire

The College provides an efficient and generous book hire service for all subjects. When issued with books, a boy should make a special note of the number of each, in the place provided in his diary and put his name in the place provided in each textbook. Each boy is responsible for the care of the books issued to him. If a book is lost, damaged or graffitied he will be expected to meet the cost of a replacement or fined (as appropriate). A boy may not be permitted to sit for his semester examinations or receive the College annual magazine until all book hire texts are returned or their replacement cost met.



# Expectations *continued...*

## First Week of School

On day 1 of the new school year, Year 7 students, Year 11 students, Student Leaders and all new students from Years 8-12 attend school for orientation and induction. Classes for all students begin on Day 2.

The purpose of Day 1 for Year 7 students is to assist with their transition into Senior School and allow the opportunity for students to orient and familiarise themselves with both the school, their House Groups and their timetabled classes. To further assist with this transition, during Week 1 all Year 7 students will be collected by class teachers and taken to their next class. New students from Years 8-12 are typically assigned a buddy from their House Group to assist with their transition into the College.

*An information pack including dates, times and activities is sent to all new and existing parents at the end of the previous school year.*

## Parent/HGL meeting

On day 1, Year 7 parents are invited to meet with their son's House Group Leader. Details about this are included in the information pack sent to parents.

## Induction program

Throughout Term 1, Year 7 students participate in an induction program. The program aims to nurture the social and emotional wellbeing of Year 7 students as they navigate their transition into the Senior School.

## Homework

The average minimum expectations for homework are as follows:

Years 7 and 8:	1.0 - 1.5 hours each night
Years 9 and 10:	1.5 - 2.0 hours each night
Years 11 and 12:	2.0 - 3.0 hours each night

Homework may take a variety of forms: work set in class, assignments, planned study, revision, etc. To be effective a student needs to be organised: a set study / homework timetable, a regular time and an appropriate place. All students should read carefully the *ADVICE ON EFFECTIVE STUDY* section on page 20 of the diary.

## Class Attendance

Students are expected to attend all scheduled classes, to be on time and to have the appropriate materials needed for their classes.

## Completion of course work

Students are required to complete all work set by their teachers. This includes class work, homework and assessment tasks.

## Assignments and other assessment tasks

Assignments form an important part of the learning and assessment in most courses taught at Marist. It is College policy that if a student does not submit an assignment by the due date he will be penalised. If a student knows that they will be away when there is a test or an assignment due, they should talk to their teacher as soon as possible to make an alternate arrangement. Students who are sick or absent for some other reason on the day an assignment is due should organise for it to be handed in early or handed in by someone else. If a student misses a test because they are sick on the day, they need to get a parent's note and see their teacher immediately when they return to school, even if they don't have that class on that day.

## Late submission of work

For all students it is an expectation that assignment and other assessment tasks must be submitted (even if late) in order to fulfil course requirements. For late work the following policy will apply:

1. Except in exceptional circumstances, students must apply for an extension in advance, providing due cause and adequate documentary evidence for late submission. Boys in Years 7-10 should initially discuss their request for an extension with their class teacher.
2. A late penalty will apply unless an extension is granted. The penalty for late submission is 5% of the possible mark, per calendar day late (including weekends and public holidays). If work is more than 7 days late, the following maximum penalties will apply:
  - Years 7-8 will be penalised a maximum of 30%
  - Years 9-10 will be given a mark of zero
  - Years 11-12 will be given a notional zero (statistically lower than the lowest mark in the class)
3. It may not be possible to grade or mark work submitted late after corrected work in a unit has been returned to other students.
4. Students should be aware that failures of computer equipment or printing problems are not necessarily valid reasons for late submission of work without penalty. Students should keep a permanent copy of all completed assessment tasks. This material should be kept until the end of the semester.

## Expectations *continued...*

### Homework and Assignment Help

Support is available to all students to help them with homework and assignments. This is particularly useful for those students who may experience difficulties completing their school work. Support sessions are offered several times a time with teachers of different subjects. A schedule of tutorials and Assignment Help afternoons is available on the College Portal.

### 10 Day cyclical timetable

The College timetable runs over a 10-day cycle with six periods each day. This means that there are 60 timetabled periods for each student during a cycle. The number of periods devoted to each discipline varies as shown below:

#### Year 7 and 8

Religious Education	Core units (6)
English	Core units (8 in Year 7, 8 in Year 8)
Mathematics	Core units (8 in Year 7, 8 in Year 8)
Science	Core units (8 in Year 7, 8 in Year 8)
Social Science	Core units (6 in Year 7, 6 in Year 8)
Language <i>(French/Italian/Japanese)</i>	Core units (6 in Year 7, 6 in Year 8)
Technical & Applied Studies / Art	Core units (6 in Year 7, 6 in Year 8) <i>(One semester of each per year)</i>
Performing Arts	Core units (6) <i>(Music or Drama - one semester each)</i>
Health & Physical Education	Core units (6)
Communication Skills	<i>(By arrangement with the Enrichment &amp; Learning Support Dept)</i>

### Plagiarism and other forms of cheating in academic work

Cheating can take many forms, including, but not limited to:

- copying during a test or other assessment work;
- submitting an assignment which has been largely copied from a book, article, from the internet or from another student – this is called plagiarism;
- getting another person (parents or a tutor for example) to do most of an assignment.

In general, any work submitted should be original, using original words and the student's own understanding of the material. If quoting from a source, that source must be acknowledged. The honest way of using the words of someone else is to cite references



and provide a bibliography. For examples of how this can be done, refer to the College Portal.

In Years 11 and 12, completed assessment items require a title page containing a signed statement from the student, authenticating the work as his own.

Students in Years 10, 11 and 12 must submit some assessment tasks to the *TurnItIn* website before handing their completed work to their teacher. Assessment task information sheets will indicate which tasks must be submitted to *TurnItIn*.

If material is handed in which is greatly different from a student's usual standard of class work and homework, the teacher may ask for an explanation or question the student closely on his understanding of the work. In exceptional cases, an amended or abridged version may be required of that particular piece of work under test conditions. Such a decision to do this would be taken in consultation with the Dean of Studies and the Head of Department.

Because Marist College takes seriously its responsibility to deal justly and equitably with all students, we deal severely with any form of plagiarism or cheating. A student found guilty of a first offence will lose all marks for that particular item and may lose all marks for the unit or course. The student's parents/guardians will be notified and the possible penalties for a second offence will be outlined. For a second offence, even in a different course, a student in Years 7 – 10 may lose all marks for the unit, while a student in Years 11 or 12 will lose all marks for the unit or course and may face the cancellation of all assessment results for Years 11 and 12.

In addition, a student and his parents may be required to justify his continuing enrolment at the College.

# Expectations *continued...*

## Appeals

A student may seek a review of any mark or grade obtained. In the first instance he should seek clarification from his teacher; most misunderstandings can be cleared up at this point. If the student is still unhappy he should speak with the Head of Department of that subject area. If this is unsuccessful he may submit a written appeal to the Dean of Studies. This should be done as soon as possible, at least within one week of becoming aware of the mark or grade. The Dean of Studies will provide a brochure explaining appeal procedures to any student who requests it.



## Reporting

### Achievement

Student achievement and progress is communicated in a variety of ways including:

- An interim report at the end of Term One
- A written report at the end of each semester
- Parent Teacher meetings each semester.

Reports give information on achievement, effort and application.

For each unit of study one of the following Achievement, Effort and Application levels is indicated for each outcome:

*Excellent    Good    Satisfactory    Fair    Limited*

### Grades

In most units students are graded in the range A – E. The criteria for the award of these grades are:

**A** - Awarded to students who have demonstrated a very high level of knowledge and understanding of the full range of concepts and principles of the unit. They have shown evidence of a very high level of cognitive and practical skill in a wide range of assessment situations.

**B** - Awarded to students who have demonstrated a high level of knowledge and understanding of the concepts and principles of the unit. They have shown evidence of a high level of cognitive and practical skill in a range of assessment situations.

**C** - Awarded to students who have demonstrated a sound level of knowledge and understanding of the basic concepts and principles of the unit. They have shown evidence of a sound level of cognitive and practical skill in most assessment situations.

**D** - Awarded to students who have demonstrated a limited knowledge and understanding of the basic concepts and principles of the unit. They have shown evidence of a limited cognitive and practical skill in assessment situations.

**E** - Awarded to students who have demonstrated a very limited knowledge and understanding of the basic concepts and principles of the unit. They have shown evidence of a very limited cognitive and practical skill in assessment situations.

## Merit Awards

Students may earn a merit award for any of the following:

- Displaying consistent or improved effort and application
- Exhibiting good character
- Service to the community
- Showing care and concern for others
- Upholding our Core values
- Living out our College theme

Merits are recorded electronically by a staff member.

Once a student has accumulated 4 Merits, his House Dean will organise a House Dean's Merit Certificate which will be presented at a House Meeting.

Once a student has collected 16 merits, he is eligible for a Deputy Headmaster's Certificate which is presented at a College Assembly and is eligible for other rewards including a morning tea with the Deputy. At the morning tea, raffles will be held with opportunities to win age related rewards.



A recipient of 32 Merits receives a Headmaster's Certificate, a merit Pin and is eligible for other rewards. This is also presented at a College Assembly. This award also entitles the recipient to participate in an annual Big Day Out.

The merit tally re-commences at the beginning of each academic year.

## Behaviour

### Playground Service

A student may be placed on one or more 'playground services' for incidents including uniform infringements, breaking the hands-off rule, anti-social behaviour etc. Service involves keeping an area of the playground clean for a 20-minute period under the supervision of a teacher.

### Detentions

It is a serious consequence for a student to be placed on detention and it needs to be seen as such. College policy is that any after-school detention must be ratified by a House Dean, a Head of Department or the Head of Senior School/ Deputy Headmaster.

Lunchtime detentions may take place for one part of the lunch break. After-school detentions may be held any day. Any teacher may place a student on a detention after school for a set period of time (usually between 30 and 90 mins). Friday detentions are issued only by the Head of Senior School/ Deputy Headmaster, a House Dean or a Head of Department. These detentions are held from 3.30pm – 4.30pm.

In the case of an after-school detention students are given a minimum of 24 hours notice. In some cases, a phone call may be made to a parent on the day of the detention.

### Late arrivals to class

Students are expected to be on time for all classes and House Group Time. Where a student accumulates four late arrivals in a ten day period, he will receive an after-school detention.

### Withdrawal from classes

A student may be withdrawn from classes for a period of time by his House Dean, Head of Department or Head of Senior School/ Deputy Headmaster for the following reasons:

- unacceptable misbehaviour, including failing to carry out a teacher's reasonable direction;
- rudeness to a teacher;
- violence or physical harassment;
- during the course of an investigation;
- other reasons requiring the immediate removal of a student.

During the period of withdrawal, the student is isolated in the Head of Senior School/ Deputy Headmaster's withdrawal room or other suitable room. A letter is sent to the parents of the boy outlining the details of the withdrawal. Further action and consequences may follow a withdrawal.

# Suspension and Termination of Enrolment

On certain occasions, when it is deemed necessary, a student will be suspended from school. The Headmaster or Head of Senior School/ Deputy Headmaster must authorise any suspension after discussion with the House Dean and the student. This is a serious punishment, and is not given lightly. A suspension from school means that the student's right to attend school has been withdrawn for a period of time. He remains at home and, on occasions, will not be re-admitted to the College until the student's parent(s)/guardian(s) has been interviewed by the House Dean, Head of Senior School/ Deputy Headmaster, or Headmaster.

Any student who is suspended will be required to complete work set by the Head of Senior School/ Deputy Headmaster or House Dean before he returns to the College. He is also required to complete a reflection exercise on the reason for the suspension.

Suspension is not an end in itself but a means to an end. It allows a period of time where the College, parents and the student involved can work together towards the resolution of a problem.

On other occasions a student may be withdrawn from classes or given an in-school suspension. In these circumstances, a student is isolated from his peers and is given set work by the Head of Senior School/ Deputy Headmaster or House Dean. An in-school suspension means that a student's right to attend classes has been withdrawn for a period of time.

A student who is suspended from the College will not generally be sent home before the normal conclusion of school unless the student in question can be given into the care of his parent or guardian.

## Procedure for suspension

Before any student is suspended from the College, the matter is be discussed with the Head of Senior School/ Deputy Headmaster, even if the offence warrants an automatic suspension. If the Head of Senior School/ Deputy Headmaster considers that the matter should go further, it will be referred to the Headmaster.

On some occasions the House Dean may need to meet with the student's parent(s)/guardian(s) before the student is re-admitted to school. The seriousness of the offence and the number of previous offences would determine this.

The philosophy of the College suggests that termination of enrolment should be rare. However, in cases where continued enrolment appears not to be beneficial, parents may be advised to transfer the student to another school.

## Termination of enrolment

A student's enrolment may be terminated when:

- the student is not profiting from continued attendance at the College;
- the College's resources, both material and personnel, are being wasted or abused by the student;
- the student is adversely affecting the education or welfare of other students;
- the student's misbehaviour is persistent and the student is unwilling to accept the authority of the College and the efforts of the College to rehabilitate him;
- the student's behaviour is injurious or potentially injurious to students or staff.

***The breaking of a 'Special Agreement' (Student Contract) may result in the termination of a student's enrolment.*** In the case of a student whose enrolment is terminated, efforts will be made to find a suitable place for the student in another school.

**In exceptional circumstances enrolment may be terminated for a serious, isolated act of misconduct. In addition to Police involvement, please note that possession, supply or use at school of illicit substances may constitute such a circumstance.**

## Co-Curricular Involvement

Marist College seeks to deliver an all-round education in keeping with the aims and ethos of the College. The College promotes a rich and vibrant learning environment and prides itself on the vast and diverse range of co-curricular activities on offer to students. Service, cultural, sporting and enrichment activities are an integral part of the holistic education offered at Marist College Canberra. Please refer to Appendix 2 to see a full list of co-curricular activities and extended College activities that have been available in recent years.

The provision of a co-curricular program is designed:

- To inspire students to strive for excellence in all areas of endeavour
- To enable students to gain an insight into their abilities in other activities, outside the classroom curriculum and experience success
- To enable students to gain and develop new friendships
- To develop a sense of belonging and school spirit
- To enable students to bring the benefits of co-curricular success into their classroom learning
- To foster and develop student leadership
- To encourage and develop cooperation, responsibility and teamwork
- To enable students to take on the pastoral care of younger students in coaching
- To foster the relationships between staff, students and parents
- To enable students to give to the school and wider community

Co-curricular activities at Marist College are defined as programs which are structured and organised but exist outside of the College's mainstream curricular and pastoral care program. The co-curricular program meets the needs, aspirations, interests and talents of the students within the College. It encapsulates the ethos of achievement and assists the College in realising its mission of developing fine young men. Co-curricular activities take place outside of the classroom setting and may occur before school, during school, after school or on weekends. Co-curricular activities build on and complement skills and understandings developed in the classroom.

Each student is expected to be involved in at least one co-curricular activity throughout the school year. In addition, it is expected that a student will often show his support of other Marist students by his regular attendance at events such as musical performances and senior team sports fixtures. Through all of this he is contributing to the promotion and development of the College rather than simply drawing from its benefits.



Marist Youth Ministry



Science Club



# Sports Policy

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The Sports Policy of Marist College Canberra applies equally to all Marist students from Years 4 to 12. While it is not absolutely required that a boy plays sport for the College it is highly popular amongst boys and families and a means by which boys and families can actively participate in the life of the College.

If a Marist student elects to play a sport offered by the College it is expected that he will play for Marist College. Sports in which students can participate include:

Athletics, Australian Football (AFL), Basketball, Cricket, Cross Country, Football (Soccer), Hockey, Judo, Rowing, Rugby, Snow Sports and Swimming.

The Sports Policy is included as a condition of enrolment in the Enrolment Acceptance Form. It is explained at time of enrolment interview. Boys and parents commit to adhering to the sports policy when they sign the Enrolment Acceptance Form.

The Policy ensures that students are not put in the position of having to play against Marist – a situation which would do serious damage to school spirit.

Playing for the College is a privilege and students should be proud to play for their school.

## **As a rule the College does not grant exemptions to the Policy\*.**

# If there are pressing personal or pastoral reasons for a particular exemption from the expectations stated above, parents should write in the first instance to the Sportsmaster, who will discuss such an application with the Headmaster.

Any student, who fails to comply with the Sports Policy or who plays against a Marist team will become ineligible to nominate for, be appointed to, or retain certain student leadership positions which may become available during that year or in future years. These positions include all captains, vice-captains, service or sports captains in both the Senior and Junior Schools. Only at the discretion of the Headmaster, may these requirements be waived.

Should a boy and his family choose to ignore the College Sports Policy it will bring into question the boy's continued enrolment at Marist College.

\* Exemptions will be considered for those boys wishing to play Premier League Football for outside clubs as the College does not field teams at this level.

# An exemption will be granted to a student who identifies as Aboriginal and/or Torres Strait Islander who intends playing for an Aboriginal and/or Torres Strait Islander team and not for Marist. The family will inform the College Sportsmaster before the start of each season. Such students will be permitted to play against Marist College when their Aboriginal and/or Torres Strait Islander team is playing Marist College.

## Sports Code of Conduct

All students are expected to be aware of and abide by the Student Code of Conduct. Parents are asked to read this Student Code of Conduct carefully and discuss the information with their sons.

- Students are expected to play in a positive and sportsmanlike manner.
- Negative cheering, on or off the field or court is unacceptable, as is bad language
- Students issued with technical or unsportsmanlike fouls. The Committee is obligated to report all instances to the College. Action may be taken depending on the nature of the incident.
- Students are expected to meet the College requirement for standards of behaviour. Failing this, they may find themselves excluded from representing the College.
- Students are to wear College tracksuits or uniform to and from games.

Parents are an essential part of their son playing sport and it is important that parents follow these guidelines to ensure that it is a pleasant experience.

- Encourage participation by your sons.
- Provide a model of good sportsmanship for your son to copy.
- Demonstrate appropriate social behaviour.
- Be courteous in your communication with players, team officials, game officials and sport administrators.
- Encourage honest effort, skilled performance and team loyalty.
- Support skilled performances and team play with generous applause.
- Demonstrate respect for opposing players and their supporters.
- Make new parents feel welcome on all occasions.

## What to do if...

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### **Your son is absent from school?**

Parents should Text/SMS the College on: **0428 262 674** before 9.30am. Text messages should state the date(s), boy's name, Year, House and reason for his absence.

Alternatively, you can ring the College on **6298 7266** before 9.30 am. (This is a voicemail service). Your son should bring a note from you when he returns to school.

### **He is late for school?**

He should report to the medical/attendance room and sign in. If the room is unattended, he should report to the Front Office.

### **He has an appointment during school hours?**

Your son needs to bring a note from you for his House Dean to sign. He shows the note to his House Group Leader. When the time comes for his appointment he shows the note to his teacher and reports to the medical/attendance room to sign out. If he returns, he signs back in at the medical room.

### **He feels sick or is injured at school?**

Your son should see his teacher and report to the medical room.

### **For some exceptional reason he is not able to wear the full school uniform?**

Write a note for your son to show his House Dean. His House Dean will issue a Uniform Pass for him to carry with him.

### **He loses some property?**

Check lost property at the medical/attendance room. If it is not there, your son should report the matter to his House Dean who will encourage him to retrace his steps. Please make sure EVERYTHING is marked with his name.

### **He finds some property?**

He should hand it in immediately at the medical/attendance room.

### **You change your address, phone number or email?**

You need to advise the College immediately via the function on the College Portal. Alternatively, a phone call will be sufficient to notify change of phone number or email address.

### **He requires leave during the school term or changes schools?**

Write a letter to the Headmaster explaining the details, at least a month in advance of the date.

### **He needs some help with his academic work, study skills, time management or organisation?**

House Group Leaders can be asked to organise assistance from within the House. The Library, Mathematics, Science and Enrichment and Learning Support also run subject and homework support groups, and 'Assignment help'.

### **He needs assistance with personal problems?**

Encourage him to see his House Group Leader, House Dean or the College Counsellor.

### **He misses a test or is unable to complete an assignment?**

Boys in Years 7-10 should speak to their teacher about missed assessment items. Boys in Year 11 and 12 should make an appointment to see the Assistant Dean of Studies.

### **He wants to order lunch?**

He should order at the Canteen before morning House Group time or an order can be made online at:

[www.metrocanteens.com.au](http://www.metrocanteens.com.au)

### **He forgets his lunch or lunch money?**

He can go to the Canteen and order a vegemite or cheese sandwich plus a piece of fruit at a cost of \$2, which needs to be paid at the canteen the following day.

### **I want to leave an URGENT MESSAGE for my son?**

Contact the College Office on 6298 7200.

### **I want to discuss a medical matter?**

Contact your son's House Dean, House Group Leader or the Medical Room on 6298 7209.



## College Advisory Board

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Since its foundation, the governance of Marist College has been the responsibility of the Provincial Council of the Marist Brothers. They have delegated to the Headmaster a range of powers for the immediate day-to-day operation of the College. Members of staff and particularly the College Executive assist the Headmaster.

As well, the Headmaster is assisted by a College Advisory Board. It is the role of the Advisory Board to support and advise the Headmaster in maintaining the school as a centre of gospel culture, a Christian community devoted to the education of young people.

It provides advice in a range of matters concerning policy, finance, strategic planning and other matters which address current and future needs of the College.

It is not involved in the day-to-day management or direction of the College which remain the area of competence of the Headmaster and Executive.

## Marist College Canberra Foundation

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The Marist College Canberra Foundation was established in 2010 as a way to enhance and share the uniquely Marist Education experience. The Foundation has become a focal point for enhancing and assisting the dedicated work and commitment of current and past students, parents and friends of Marist College.

The Foundation supports the visions and programs of the College in academic and co-curricular areas, as well as in the provision of student bursaries and in the planning of construction projects.

The Foundation currently concentrates on two programs:

- **The Brother Mark May Bursary Fund** which provides support for financially disadvantaged students and families.
- **The Capital Appeal Fund** which assists with the funding of building and construction projects.

Activities of the Foundation are managed by the College Business Manager, and include the Marist Mothers' and Grandmothers' Afternoon Tea and the Foundation Golf Day.



## College Events

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### College Walkathon

Currently the biggest College fundraising undertaking each year is the annual walkathon. Hard work produces an impressive array of incentive prizes and a high level of sponsorship support. This event raises significant funds for a number of pre-nominated social justice causes within our community. Funds are also used to provide bursaries to those young people who wish to pursue a Marist education, but may not have the means.

### Blue and Blue Dinner

This important annual social event is usually held in May and is a wonderful opportunity for parents to gather informally. It is an evening of food, fun and frivolity and also raises significant funds for the Marist College Canberra Foundation.

### Other College events

A range of other College events occur throughout the year including: Commencement Mass, House Picnics and Champagnat Day festivities.

## School Fees Information

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### Annual Billing

Marist College Canberra school fees are billed annually. An invoice outlining tuition fees and levies is issued to each family prior to the commencement of Term 1 via email. Fee statements are issued each term via email to inform families of their current balance of fees. These statements will also indicate any changes to fees or any changes to instalment amounts (where applicable) for the remainder of the year.

### Payments - new families to the College

It is a requirement that **all families new to the College from 2016 onwards** pay their fees and levies by **instalments via Direct Debit from a bank account or a credit card**. A Direct Debit/Credit Card Authority Form is mailed with the schedule of school fees prior to the commencement of Term 1 and the completed form is to be returned to the Finance Office. This form only needs to be completed once during the student's enrolment. The cost of processing the Direct Debit and Credit Card transactions is borne by the College. Payment declines, however, may result in a fee being charged to the family.

Fees and levies are required to be paid in accordance with one of the following timeframes:

- The entire balance in February (the College offers a discount for early payment); or
- Fortnightly, monthly or quarterly instalments commencing in February and ending in November.

### Payments - existing families at the College (Enrolled prior to 2016)

Existing families at the College (ie with a son/s enrolled at the College in 2015 or prior) have the following payment options:

1. Instalment arrangement via Direct Debit from a bank account or credit card. This is the College's preferred payment method. Instalment options may be fortnightly, monthly or quarterly. Direct debit authority forms are available from the Finance Office or from the Parent page on the College portal. The original completed form must be returned to the Finance Office, preferably prior to the commencement of the school year.
2. BPay – the College biller code and payment reference number are shown on the invoice.
3. EFTPOS from a debit card or credit card – contact the Finance Office in person or by telephone (02 6298 7204).

### Capital Levy

A compulsory Capital Levy was introduced in 2015. As an independent Catholic School, Marist College does not have access to the funds collected through the Parish Planned Giving program or the Catholic Education Office Building Fund. The Capital Levy is not tax deductible.

School fees go towards the payment of teachers' salaries and operating costs. The Capital Levy goes towards the repayment of loans which are used for the construction and refurbishment of College buildings and other facilities.

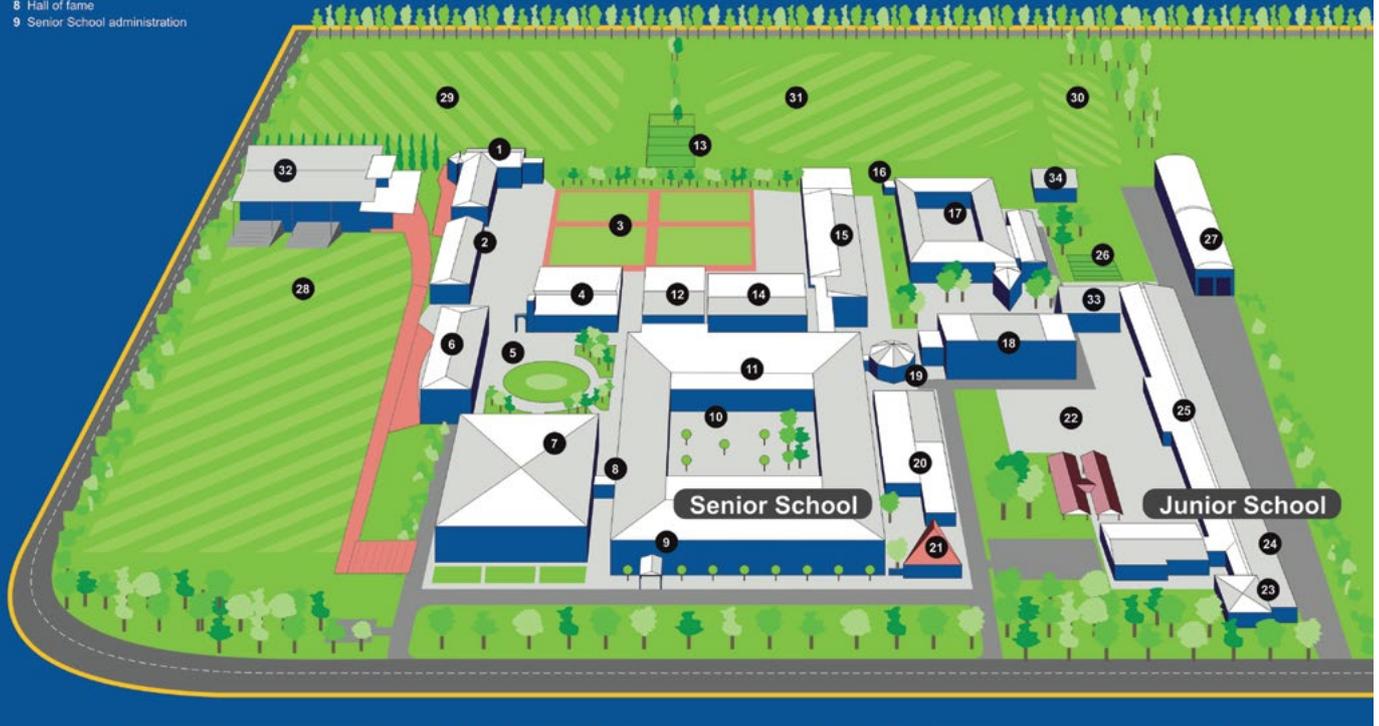
### Financial Hardship

The College is always willing to assist families who are experiencing genuine financial hardship. Assistance is available by contacting the Business Manager via telephone (02 6298 7204) or email ([finance@mcc.act.edu.au](mailto:finance@mcc.act.edu.au)).

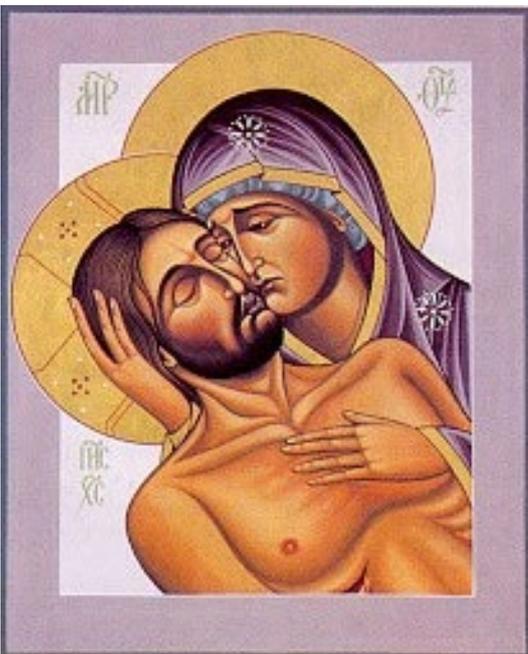
# Map

## Marist College Directory

- |   |   |   |                                  |                            |
|---|---|---|----------------------------------|----------------------------|
| 1 Pavilion  | 10 Forum  | 16 Lindwall Oval canteen and change rooms | 22 Junior School: Yard           | 28 Number 1 Oval           |
| 2 Health and PE<br>- Weights area<br>- Change rooms | 11 Classrooms (Main building)   | 17 Brothers residence                     | 23 Junior School: Hall           | 29 Number 2, 3 and 4 Ovals |
| 3 Tennis courts                                     | 12 Theatre  | 18 Art block                              | 24 Junior School: Administration | 30 Jubilee Oval            |
| 4 Performing Arts building                          | 13 Cricket nets   | 19 Senior common rooms                    | 25 Junior School: Classrooms     | 31 Lindwall Oval           |
| 5 Quadrangle  | 14 Drama and dance studio   | 20 Technology and applied science         | 26 Junior School: Cricket nets   | 32 Marcellin Hall          |
| 6 Parents building                                  | 15 Resource Centre<br>- Senior School library<br>- Staffroom<br>- Hospitality | 21 Chapel                                 | 27 Grounds and maintenance       | 33 MPLC                    |
| 7 Gymnasium   |   |   |                                  | 34 Caretaker's Cottage     |
| 8 Hall of fame                                      |   |   |                                  |                            |
| 9 Senior School administration                      |   |   |                                  |                            |

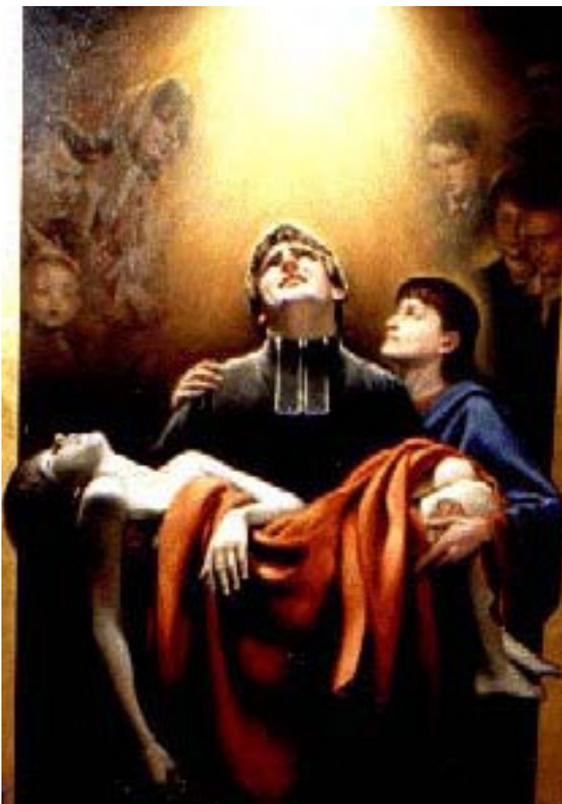


## College Prayer - The Memorare



Remember,  
 O most loving Virgin Mary,  
 that never was it known in any age,  
 that anyone who fled to your protection,  
 implored your help,  
 or sought your intercession,  
 was left abandoned.  
 Inspired with confidence, therefore,  
 I fly to you,  
 O Virgin of Virgins, my Mother.  
 To you do I come,  
 before you I stand sinful and sorrowful;  
 do not, O Mother of Jesus despise my prayers,  
 but graciously hear and grant them.

## Hymns



### Great Man Of God

Great man of God, Champagnat shone with zeal,  
Strove thru' his life, his Master to reveal;  
With him for guide may we o'er sin prevail,  
Praise be to Jesus and to His Mother!

For Mary's son, this son of Lyon's soil,  
Gave up himself, for youth to pray and toil,  
To lead to God, and Satan's power to foil,  
Praise be to Jesus and to His Mother!

So let these words of Great Champagnat ring,  
and with one voice let's praise our God and King.  
Let Marist's sons be ever proud to sing:  
Praise be to Jesus and to His Mother!

These hopes that bind us, this purpose and this plan,  
Everywhere find us, held by friendship's hand.  
In work, in play, in all, to serve, to pray.  
We will be faithful, Servo Fidem



### Sub Tuum Praesidium

(Louis Lambillotte SJ, 1797-1855)

Sub tuum praesidium  
Confugimus, confugimus,  
Sancta Dei Genitrix,  
Sancta Dei, Genitrix.  
Nostras deprecationes,  
Ne despicias, ne despicias  
In necessitatibus nostris,  
Sed a periculis cunctis  
Libera nos semper,  
Virgo gloriosa et  
benedicta

Sub tuum praesidium  
Confugimus, confugimus,  
Sancta Dei Genitrix  
Sancta Dei Genitrix.

#### Translation

We fly to your patronage,  
O holy mother of God.  
Despise not our prayers  
In our necessities,  
But deliver us from all  
dangers,  
O ever glorious and  
blessed Virgin

# Appendix 1 - Safe School Policy

At Marist College Canberra we have an expectation that everyone is treated with respect and dignity.

## A SUPPORTIVE LEARNING ENVIRONMENT

Marist College Canberra seeks to provide a warm and secure learning environment where students develop self esteem and confidence, and are caring, respectful and tolerant of others.

The College is committed to providing all staff and students with a working and learning environment free from all forms of harassment and bullying, including physical, verbal, social and sexual. All students, staff and parents are expected to support this commitment. This includes an expectation that all bystanders will intervene proactively to prevent harassment.

*The only thing necessary for the triumph of evil is for good men to do nothing. - Edmund Burke*

## Harassment

Harassment is any unwelcome and uninvited comment, attention, contact or behaviour that an individual or witness finds humiliating, offensive or intimidating. It can be verbal, physical, written or visual. Marist College Canberra undertakes to:

- treat complaints seriously and sympathetically
- deal with complaints promptly and confidentially, and
- investigate complaints thoroughly and impartially

Some harassment is unlawful. ALL harassment is undesirable. Appropriate disciplinary action will be taken in any instance of proven harassment.

## Bullying

Bullying is any act of aggression causing embarrassment, pain or discomfort to another person, which:

- may be repeated over time
- may be an abuse of power
- can take a number of forms – physical, verbal, extortion, gesture and exclusion
- can be planned or may be unintentional
- may involve individuals or a group

The reality of harassment/bullying is considered by the effect on the person to whom the comment or action is directed.

*Compassion- Finally, everyone must live in harmony, be sympathetic, love each other, have compassion, and be humble. (1 Peter 3.8)*

## Physical harassment includes

- any form of physical violence such as hitting, pushing, shoving or invasion of personal space
- interfering with another person's property by stealing, hiding, damaging or destroying it
- physical threats or using stand-over tactics if favours are not given eg. tuckshop money.
- giving any student a hard time.

## Verbal harassment includes

- Name calling, teasing, put-downs, sledging or pay-outs.
- Belittling others' abilities and achievements, poor or good.
- Spreading rumours about people and their families.
- Writing or distributing offensive notes or graffiti about another person.
- Making racist comments.

## Social harassment includes

- making degrading comments or gestures about a person's appearance, (eg 'rednut') culture, religious or social background;
- offending others through jokes or showing inappropriate material;
- making people feel different because of appearance and attire;
- pressuring people to do things against their will;
- hurtfully excluding individuals or groups;
- deliberately disturbing a student(s) and/or teacher during a class;
- repeated questions about a person's private life;
- offensive letters or phone calls;
- conveying offensive messages using websites, blogs, email, discussion groups or boards, chat, instant messaging (IM), Short Message Service (SMS), text/digital image messaging, gaming, and social networking communities or by any other internet enabled or electronic means;
- using mobile phones or other electronic devices to take photos or record conversations without consent

## Sexual harassment

Sexual harassment is unlawful under the Federal Sex Discrimination Act 1984. This act states that sexual harassment is *unwelcome sexual conduct which makes a person feel offended, humiliated and/or intimidated where that reaction is reasonable in the circumstances.*

Sexual harassment has nothing to do with mutual attraction or consenting relationships.

Sexual harassment can happen among students, adults or between adults and students. It refers to particular behaviour(s) that are 'against a person's will'. Some examples of sexual harassment at a boy's school include:

- name calling or making sexual comments about a person or group (eg: "gay", "poofter", "homo", "girl"); comments about an individual's body size, voice tone etc.
- commenting on or spreading rumours about a person's sex life or personal life;
- repeated questions about a person's private life;
- non-verbal acts, such as leering or sexual body gestures, engaging in or forcing others to engage in "rituals".
- physical contact such as patting, pinching, touching, pushing, brushing against other person's body or invading a person's space;
- making suggestive comments;
- jokes, intrusive questioning, messages or telephone calls of a sexual nature;
- the distribution or display of offensive pictures or written material;
- pestering someone to go out with them or to engage in sexual activities;
- conveying sexually explicit emails or SMS messages;
- accessing sexually explicit internet sites which cause offence to others;

## Appendix 1 - Safe School Policy *continued...*

- behaviour which would also be an offence under the criminal law, such as physical assault, indecent exposure, sexual assault, stalking or obscene communications.

### HARASSMENT CAN LEAD TO:

- Feeling powerless, afraid, uncomfortable or isolated.
- Finding it hard to concentrate, work or sleep.
- Finding it hard to relate to friends or family.
- Feeling confused or stressed.
- Not wanting to attend school.
- Being excluded from social groups.

### The following are not necessarily acceptable excuses:

*"It was only a joke"* – it is not if everyone is not laughing

*"We were only playing"* – was everyone part of the game

*"It was an accident"* – not if the person causing it does not support or help the other

*"I was only borrowing or I found it"* – having others' property is unacceptable

*"We're mates"* – mates don't harass each other

### ARE YOU BEING HARASSED?

Students who believe that they are being harassed should make it known that the comments, contact or behaviour is unwelcome and offensive. If the harassment/bullying continues, or if the student is unwilling to handle the matter, they should report the matter to an appropriate person. If you are being bullied or harassed you must decide what you want to do about it

**(A) Speak to the person harassing you.** Tell them that you don't like it, that the comments, contact or behaviour is unwelcome and offensive, and that you want them to stop. Be assertive and confident and look the bully/harasser in the eye. If the harassment stops, no more action is needed, if not, proceed to B.

**(B) Tell someone** – this is reporting abuse, not "dobbing". Talk it over with friends, parents or teachers. Discuss it with

- Your House Group Leader or Dean (senior school)
- Your House Senior or an older student
- The counsellor or any member of staff with whom you feel comfortable

Make a plan with this person to deal with the problem **and follow it through**. If the harassment stops, no more action is needed, if not, proceed to C.

**(C) Report the matter** to your House Dean or Deputy Headmaster (Senior School)/ Deputy Head of Junior School. Inform them of the situation and the actions you have taken so far. They will take appropriate action to resolve the matter and, if necessary, disciplinary action will be taken.

You can also report any harassment online from your College user account to [safeschool@mcc.act.edu.au](mailto:safeschool@mcc.act.edu.au)

***Fighting and violence is dangerous and can cause injury***

### College position on fighting/ violence

#### It is right to...

- resolve issues without using violence;
- discourage fighting/ violence;
- try to prevent a fight/ violence occurring;
- walk away from a fight/ violence;
- report the possibility of a fight/ violence to a teacher.

#### It is wrong to...

- be involved in fighting / violence;
- support or encourage fighting/ violence;
- organise a fight;
- be present at a fight;
- film or video a fight.

*Servo Fidem - I keep the faith*

# Appendix 2 - Co-Curricular and Extended College Activities

## Performing Arts

- College Musical
- College Play
- Dance Festival
- College Band
- Jazz Band
- Concert Bands
- Guitar Ensembles
- Orchestra
- Choir
- Woodwind Ensemble
- Instrument tuition
- Canberra Area Theatre Awards (CAT Awards)

## Faith Formation

- Year 10 Service Day
- ACTIV8
- Marist Justice and Solidarity
- Faith in Action
- Service Expo
- World Youth Day
- *Brothers Together* Program
- Marist Youth Ministry
- Way of the Cross
- CSYMA National Conference
- Marist Mentoring Programme
- St Vincent de Paul
- Mini Vinnies
- Champagnat Day Community Service
- Red Cross Blood Bank Vampire Shield
- 40 Hour Famine
- Stewardship
- Clean up Australia
- Student 2 Student Reading Program
- ENGAGE Sports
- OFFCuts
- Earth Hour
- Mobile Muster
- MATES Awards
- Life Stories
- Junior Student Leadership Group
- Cooee Project
- Running for Charity
- Altar Servers and Ministers of Communion

## International

- Cambodia Immersion
- Sri Lanka Immersion
- Wadeye Immersion
- Languages - Study Tours
- Sports Tours
- South Africa Cultural Tour

## Careers and Vocational Education

- Individual career interviews
- Year 10 Work Experience
- Student Workplace Learning
- Australian School Based Apprenticeships
- Year 11/12 individual work experience placements
- Operation of a Registered Training Organisation
- MCC Careers Expo
- Defence Force Technical Scholarships
- Responsible Service of Alcohol
- White card/ Asbestos Awareness
- UK Tutorships
- University Guest speakers
- Defence Technical Scholarships
- Australian Vocational Student Prizes
- Supported Work Experience for students with disabilities
- Post School Options Expo

## Indigenous Cultural Awareness

- Sorry Day
- Reconciliation Week
- NAIDOC Week

## Enrichment Groups, Activities and Programs

- Year 8 Camp
- Year 9 Footsteps Camps
- Year 10 Trek
- Year 11 Retreat
- Year 12 Retreat
- German Club
- Latin Club
- Languages Olympiad (OzCLO)
- Simpson Prize
- Science Club
- National Science Youth Forum
- International Competition and Assessment for Schools - Science Division
- Rio Tinto Big Science Competition
- Australian National Chemistry Quiz
- National Science Olympiad Qualifying Examination
- Australian Brain Bee Challenge
- Mathematics Competition
- A Solitary Idea - Literary Magazine
- Readers' Café - lunchtimes
- Omega - Student Yearbook
- M Magazine - Student Magazine
- Homework Clubs
- Mathematics Tutorials
- Science Tutorials
- Senior English Workshops
- Literature Enrichment Program
- Debating
- Gifted & Talented Student Conference
- Da Vinci Decathlon
- Chess Club
- Functions and Catering Group
- Carbon Dioxide Dragster Club
- Duke of Edinburgh Award Scheme
- Card Club
- Coding Club
- Engineering Games
- Japanese Club
- Robotics Club
- Lego Club
- Rostrum and Public Speaking
- Titration
- Tournament of the Minds
- Of Dice and Men Games Club

## Sport

- Athletics
- Australian Football (AFL)
- Badminton
- Basketball
- Cricket
- Cross Country
- Football
- Hockey
- Judo
- Mountain Biking
- Rowing
- Rugby
- Sailing
- Snow Sports
- Swimming
- Table Tennis
- Weights room





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