

Parent Handbook



MOUNT CARMEL COLLEGE

A Catholic co-educational Years 7-12 Secondary School in the Josephite Tradition

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1. Welcome

On behalf of our community, I welcome your family to Mount Carmel College in 2021. I extend a very special welcome to those families joining our community for the first time. We look forward to working in partnership with you to support your child to aspire to excellence and to experience the breadth of opportunities available through the College. In this Parent Handbook, you will find information about our unique Mount Carmel Community.

At Mount Carmel College, we strive to provide your child with a high quality academic program within a supportive and community-oriented learning environment that encourages each student to reach their full potential.

Our broad and inclusive Teaching and Learning and Student Wellbeing programs accommodate individual needs, provide flexible transition pathways and promote the pursuit of academic and personal excellence.

As a College we have a holistic approach to education where staff strive to ensure that each student develops to his/her full potential socially, emotionally, spiritually and intellectually. Our core values of belonging, diversity, excellence and relationship guide all that we do.

We highly value effective communication between home and the College.

Individual subject teachers should be contacted directly regarding any subject specific matters. Subject teachers are supported by the College's Learning Area Coordinators.

For pastoral or wellbeing matters, your son or daughter's Pastoral Care teacher will usually be the first person to contact. Pastoral Care teachers are supported by a Year Level Coordinator and the Director of Students. The School Counsellors/Social Worker are available for students or parents to contact directly about wellbeing matters.

I look forward to meeting you at the various parent events throughout the year and hope that this year is a rich and exciting one for your son or daughter.

Mr John Konopka
Principal

2. College Board

The Mount Carmel College Board is a vital part of the College community and offers members the opportunity to get involved and assist the College, and become responsible for policy development, financial management, pastoral care of the community and strategic planning to ensure that the College offers a contemporary and sustainable alternative for families now and into the future.

In addition, the Finance Committee of the Board meets monthly and reviews the financial performance of the College prior to reporting to the Board. Those Parents/Guardians with a background in finance are encouraged to consider this role.

The College encourages Parents/Guardians and friends of the College to actively participate in the life of the College, which can be done through many different avenues including volunteering in the canteen, participating in the Parent Group or as a member of the College Board.

New Parents/Guardians are encouraged to actively show their interest in their children's education and this is one way to do that and help the community at the same time. If you have a desire to give service to the College and possess an enthusiasm for and willingness to promote the vision of Mount Carmel College then we encourage you to consider membership. Elections to the Board are held at the College's Annual General Meeting (AGM) in March of each year and the terms of office are for a period of two years. A member can be re-elected twice (serving up to three terms of two years).

For more information about these roles, please contact the Business Manager, Mr David Cotton on 8447 0525.

College Board Members - 2021

- | | |
|---|--|
| • President:
<i>Fr Tony Densley</i> | • Business Manager
<i>David Cotton</i> |
| • Chairperson:
<i>Daniel Cooper</i> | • CESA Representative
<i>Paul Roocke</i> |
| • Deputy Chairperson:
<i>Kelly Thomas</i> | • Members:
<i>Michael McAuliffe</i> |
| • Principal:
<i>John Konopka</i> | <i>Chris Drynan</i> |
| • Staff Representative:
<i>Francesca Sutton</i> | <i>Elena Vagni</i> |
| | <i>James Gauci</i> |

3. The MCC Parent & Friends Partnership

Parents and carers are integral members of our College Community as they form a very important and powerful partnership with the staff in educating their children. There is consistent, positive, and convincing evidence from Australian and overseas research that children achieve better outcomes from their education when schools, families and the community work together to support their learning.

The Parents and Friends Partnership at Mount Carmel College has two primary roles. One is to help develop knowledge and skills in the wider community that will support our students in their learning. Through a variety of workshops, information evenings, fact sheets, and opportunities to discuss a range of topics relating to education and the learning environment parents, families, and friends strengthen their ability to ensure their children are able to make the best use of the opportunities provided for their learning both whilst at school and when working independently at home.

The second role of the Parents and Friends Partnership is to facilitate ways in which parents, families, and friends can share their knowledge and expertise with staff and students. Many members of our wider community have time and skills to share, perhaps helping out at school events such as Pedal Prix, Open Night, Barbecues, or the Musical. Others may have skills in fundraising, maintaining connections for the Old Scholars' network or with their local parish, or acting as a liaison between a particular part of the community and the College. Some may be able to volunteer in the library or canteen, or on excursions. Others may wish to offer their services to the College by providing work placements for students on Work Experience, serving on the College Board, or sharing their expertise through classroom visits arranged through the Learning Area Coordinators.

There are many ways in which the experiences and knowledge of our wider community can enrich the life of students at the College.

Through participating in the Parents and Friends Partnership parents, families, and friends have the opportunity to grow together into a supportive and caring community in the spirit of St Mary of the Cross, and will be rewarded in the knowledge that their involvement in their children's education will have helped build in them a sense of high self-esteem and a positive attitude to learning.

Becoming involved

The College welcomes Parents/Guardians and family members of enrolled students, along with old scholars and friends of the College Community to volunteer as part of the MCC Parent and Family Group. Involvement with the Parent and Family Group can be at any level members feel able to commit to.

To express your interest:

- Please complete the online form located on our website at: <http://www.mcc.catholic.edu.au/our-community/volunteer>
- Please contact Mrs Marianne Shaw Ph: 8447 0530
- Email: marianne.shaw@mcc.catholic.edu.au
- Collect a *Parent and Friends Partnership Form* from College Reception.

Facebook

Current parents/guardians are also encouraged to "Like" our page to receive up to date information and communication.

Please visit www.facebook.com/mccrosewater.

4. MCC Old Scholars Association (McCOSA)

Mount Carmel College is proud of its long standing history in developing positive global citizens and successful graduates. We are also proud of our close association with old scholars of Marist Brothers Boys school, which occupied this site from 1927 to 1966.

Mount Carmel College's Old Scholars Association (McCOSA) enables past students to maintain contact with the College and receive updates about their peers.

As a new and official endeavour for the College, our aim is to reconnect with past students and strengthen the relationship between past and present within our community.

As part of the McCOSA, members will be notified of upcoming school events and latest news, whilst continuing to feel part of the Josephite tradition and College community. We also welcome Old Scholars back to the College to speak with current students about their journey and future pathways.

To join or to update details

Please complete the online registration form at <http://www.mcc.catholic.edu.au/our-community/mcc-old-scholars>

Following graduation, students in Year 12 are encouraged to sign up to McCOSA via the online form to maintain communication with the College.

MCC's official Facebook page is another avenue for Old Scholars to maintain contact with the College.

Please visit www.facebook.com/mccrosewater.

5. Our Vision & Mission

The Vision and Mission of Mount Carmel College is to serve its community by providing a quality, contemporary Catholic education. The legacy of the Josephite tradition enriches the College as it works to meet the needs of the times.

At the heart of our mission is a diverse learning community where relationships are grounded in Gospel values, individuals feel they belong and all are encouraged to celebrate their personal excellence.

Our Core Values

The Gospel values of 'Caritas et Dignitas' (Love & Dignity) reflect our heritage as a Catholic school in the Josephite tradition. They are the foundation of Mount Carmel College. These are celebrated through our Core Values of Belonging, Diversity, Excellence and Relationship.

Belonging

Our community welcomes, nurtures and accepts each person for who they are. We celebrate and appreciate the contribution of each community member.

Diversity

Our community recognises the diversity of our spiritual and cultural traditions. We celebrate the identity of each individual and endeavour to meet the needs of community members by providing breadth of opportunity.

Excellence

Our community promotes a spirit of personal excellence in everything we do. We seek and celebrate it in our learning achievements, our development of leadership, our relationships and our creative endeavours.

Relationship

Our community lives relationship through respectful interactions. We celebrate each person's uniqueness, created in the image and likeness of God.

6. Our History

6.1 A Brief History

Mount Carmel College celebrates its rich heritage in the work of Saint Mary of the Cross MacKillop, co-founder of the Sisters of St Joseph in Australia in 1874, as well as the legacy of the work of the Sisters of St Joseph in our local area who worked hard to educate boys and girls marginalised from education and in response to the social inequity of the 19th Century.

Mount Carmel College continues to honour and nurture the Josephite charism by expressing this richness in the modern context.

1868

Sisters of St Joseph, co-founded by first Parish Priest, Father Julian Tension Woods and Blessed Mary MacKillop, opened co-educational schools in Dale Street, Port Adelaide and Pennington (Alberton).

1897

Marist Brothers open a boys' school in Port Adelaide.

1902

Carmelites took charge of the parish. Marist Brothers open a school in Semaphore/Largs, which becomes a separate parish in 1907.

1927

Marist Brothers School, Alberton opened at 33 Newcastle Street Alberton (now called Rosewater).

1940

Mount Carmel Girls Secondary School was established at Alberton, centralising the three girls' secondary schools from the Port Adelaide, Alberton and Woodville areas.

1965

An influx of migrants into the area in the 1950s resulted in only girls from the Port Adelaide/Pennington Parish being enrolled in the secondary classes.

1966

Marist Brothers boys' school is closed.

1967

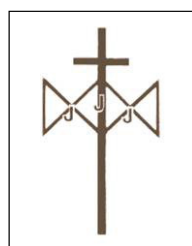
The Sisters of St Joseph relocated the Secondary Girls from Mount Carmel Girls' School from being co-located with the primary school at Pennington to 33 Newcastle Street Rosewater.

- 1971** The first Year 12 class was introduced.
- 1973** Original single story building converted to two storeys. New building consisting of library, typing room, science laboratory and matriculation room built.
- 1974** It was decided the Year 12 students would travel to St Paul's College, Gilles Plains.
- 1983** The College became co-educational.
- 1984** The College introduces its full Year 12 curriculum and a major building program commences.
- 1989** First Lay Principal appointed at Mt Carmel College.
- 1993** Mary MacKillop Special Education Unit opened.
- 2011** The Sr Josephine Dubiel Centre is officially opened and aptly named after former Principal and last Josephite Sister to lead the College from 1996 – 2005.
- 2013** Archbishop, His Grace Philip Wilson officially opens the Josephite Courtyard development, which included the creation of the Josephite Courtyard; the reproduction of the Federation Garden; and the demolition of the 1926 Marist building where artificial turf has been laid in its place as a 'soft space' for students.
- 2014** The Rosewater Trade Training Centre and Carmelite Courts are officially opened and blessed by Rev Fr Philip Marshall, Vicar General of Adelaide.
- 2019** Year 7 students commence secondary school at Mount Carmel College.
- 2019** Sacred Heart Centre Opened.
- 2021** Rosewater Trade Training Centre renamed as Western Technical College.

6.2 People of Significance

As a Catholic school steeped in the Josephite tradition, the work of Saint Mary of the Cross MacKillop and the message of Jesus, we deeply value the spiritual development of all our students. Mount Carmel College continues to honour and celebrate our founders and significant people who have contributed to the ongoing progression of our spiritual community and the physical development of our Newcastle Street site. The buildings in our school have been named in honour of these significant people in Mount Carmel College history.

The Sisters of St Joseph of the Sacred Heart



Affectionately known as the Josephites or the 'Brown Joeys' (they wore brown habits), the Sisters of St Joseph were founded in Penola, South Australia in 1866 by St Mary of the Cross MacKillop and Fr Julian Tenison Woods. Mount Carmel

College continues to honour and nurture its Josephite heritage and the work of the Sisters of St Joseph who worked hard to educate the poor, care for the sick, and provide shelter for those marginalised from society.

St Mary of the Cross MacKillop



In 1861 St Mary of the Cross MacKillop met Fr Julian Tenison Woods and together, they founded the Sisters of St Joseph, opening the first Saint Joseph's School in a disused stable in Penola, South Australia. Their mission was to

provide the opportunity for a Catholic education to those less fortunate, the foundation of Catholic education in Australia. Mary met with opposition throughout her life, but continued to strive towards God's mission. Her motto was to '*never see a need without doing something about it*', (1871). She died in 1909 in North Sydney, where her tomb is now enshrined. St Mary MacKillop was canonised as Australia's first Saint in 2010.

Fr Julian Tenison Woods



Fr Julian Edmund Tenison Woods was ordained in Adelaide in 1857 and given the parish of Penola. It was there in 1861 he met Mary MacKillop, and together they founded the Sisters of St Joseph dedicated to the Catholic education

of underprivileged children with pressing social needs. This was the very beginning of Catholic Education as we know it today. In the first five years 40 schools, convents and four charitable institutions were founded in South Australia.

Sr Joan Barry RSJ



Sr Joan Barry rsj was Principal at Mount Carmel College from 1981 to 1988. During this time she was responsible for the introduction of co-education at the College, enabling Year 8 boys to join the girls school in 1983 and each year, another

year level joined up until 1987, forming Mount Carmel College as we know it today. She also led the College's first major building program, a master plan to cater for the enrolment of 400 students.

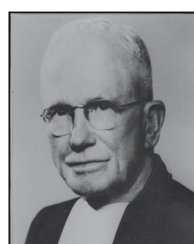
Sr Josephine Dubiel RSJ



Sr Josephine Dubiel rsj was the last Josephite Sister to lead Mount Carmel College in the role of Principal from 1997 to 2005. Her vision as school leader led to the purchase of a number of properties to allow for future development. In

2011, the Sr Josephine Dubiel Centre was opened at the College and named in her honour. Sr Josephine served the Sisters of St Joseph in Victoria as Province Leader from 2010.

Br Placidus Redden M.B.E



Mount Carmel College's current Newcastle Street site was purchased by the Marist Brothers in the 1920's. Br Placidus Redden was the first Principal of Marist Boys School, Alberton and the first Melbourne Provincial from

1948 - 1956. Br Placidus Redden lifted the school's numbers, improved the grounds and introduced secondary classes.

Sr Joan Evans RSJ



Sr Joan Evans rsj led Mount Carmel College as Principal from 1972 to 1976. Her determination and hard work led to the support of the Catholic Education Office for the first stage re-development of the College.

In order to broaden the options for students, Sr Joan was committed to providing a first class education for girls in the Port Adelaide area in a true continuation of the work of St Mary of the Cross MacKillop and the early Sisters of St Joseph.

6.3 College House Shields

BUTLER HOUSE – Gold



Father Joseph Butler was the first Carmelite Prior in Australia. Father Butler was the leader of the group of five Carmelite priests who landed in Port Adelaide in April 1881. They came from Ireland and initially served at Gawler before moving to Port Adelaide (and Pennington/Rosewater/Alberton).

The Celtic Cross represents Butler's Irish heritage. The white peak, or mount, represents Mount Carmel in Palestine. The Order of Carmelites has its origins on Mount Carmel, the scene of the great Prophet Elijah's greatest triumph over the false prophets of Baal, and the dwelling place of the followers of Elijah. The bottom star represents the great Prophet Elijah. The top two stars represent Christ and Mary, Mother of Christ.

MARCELLIN HOUSE – Blue



Saint Marcellin Joseph Benedict Champagnat, a French Priest, was the founder of the Marist Brothers Order, which was started to combat illiteracy and spiritual poverty in post-revolutionary France. The first Marist Brothers Boys School in South Australia began at Sacred Heart College in Somerton Park in 1897.

In 1927 the Marist Brothers opened the Marist Boys School, Alberton on the current Newcastle street site. The school closed in 1966.

The Marist Brothers emblem represents the Marist Brothers order. The 12 stars above the 'Ave Maria' or 'M' (Hail Mary) represent the 12 tribes of Israel or the 12 apostles. The watermarked stripes and book represent the imagery on the original crest of the Marist Boys School in Alberton.

MACKILLOP HOUSE – Green



Saint Mary of the Cross MacKillop founded the Sisters of St Joseph who have taught in the Port Adelaide area since 1868. The Sisters moved onto the present Newcastle Street site in 1966.

The Josephite monogram represents the Sister's of St Joseph, co-founded by Mary MacKillop together with Fr Julian Tenison Woods. This symbol, 'Ave Maria', was traditionally worn in blue on the habits of the Josephite Sisters. The wattle sprig symbolises Mary's oneness with the people and the land of Australia.

TENISON HOUSE – Red



Father Julian Tenison Woods was the first parish priest of the Port Adelaide area. He set up one of the first ever School Boards for early schools in the Alberton/Pennington area in 1868. Tenison co-founded the Sisters of St Joseph with Mary MacKillop and was appointed Director of Catholic Education. Tenison was a gifted missionary priest, scientist, writer, and musician.

The open book symbolises Tenison's founding contribution to Catholic education in Australia. The plant represents his work as an accomplished scientist and his contribution to natural science.

7. College Staff

College Leadership Team



Mr John Konopka
Principal



Mr Jon Cenko
Deputy Principal



Ms Suzanne Sullivan
Director of Students



Mr David Cotton
Business Manager



Mrs Marianne Shaw
*Assistant Principal:
Religious Identity &
Mission (APRIM)*



Mr Shane Gubbin
*Western Technical
College Manager*

Year Level Coordinators



Ms Tania Daniele
Year 7 Coordinator



Mr Khoa Tran
Year 8 Coordinator



Mr Chris Zammit
*Year 9 Coordinator
& Admin
Coordinator*



Mrs Deborah West
Year 10 Coordinator



Mr Pedro Ferreira
Year 11 Coordinator



Ms Rebecca Footner
Year 12 Coordinator

Coordinators



**Ms Karma
Agostinetto**
Director of Inclusion



Ms Francesca Sutton
*Learning Support
Coordinator*



Ms Emma Westwood
*Mary MacKillop Unit
Coordinator*



**Miss Stephanie
Viscioni**
*Mary MacKillop Unit
Coordinator*



Mrs Celina Bolding
*SACE Coordinator
& Timetable
Coordinator*



Ms Rose Churches
Inclusion Coordinator



Ms Alana Dichiera
Inclusion Coordinator



Mr Damien Introna
Reliefs Coordinator



Ms Kelly Peucker
*Transition Pathways
Coordinator*

Learning Area Coordinators/Key Teachers



Mrs Nicole Adam
Maths Coordinator



Ms Lisa Bartemucci
Arts Coordinator



Mrs Felicity Davies
*Humanities &
Social Sciences
Coordinator*



Ms Tania Daniele
EAL Teacher



Mr Pedro Ferreira
Instrumental Program



Ms Rebecca Footner
*Health & PE/Sports
Coordinator*



Mr Adam Giancaspro
*Design, Technology &
Engineering Coordinator*



Mr Steve Jelonek
English Coordinator



Mr Andrew Judd
*Network Manager &
STEM Coordinator*



Ms Kelli Lewis
*Indigenous Focus
Teacher*



Ms Elena Moffa
*Languages
Coordinator*



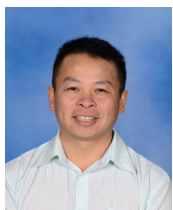
Mrs Katrina O'Malley
*Food & Fabric
Technology Key
Teacher*



**Mrs Marianne
Shaw**
*Religious Education
Coordinator*



Mrs Tania Sparapani
Inclusion Teacher



Mr Khoa Tran
Science Coordinator



**Mrs Claudia
Whitten**
Art Key Teacher

Other Teaching Staff



**Ms Loretta
De Conte**



**Miss Karina
Carabelas**



Mr Iain Carr



**Ms Tommasina
Cecere**



Ms Ingrid Howard

Student Counsellors/Social Worker



Ms Angela Coleman
Counsellor



Mrs Bianca Le Mura
Counsellor



Miss Sarah Titley
Social Worker



Mr Joseph Stevens

AFL Trainee

Pastoral Care Teachers Middle Years

Year 7



Mrs Bianca Le Mura
7 Blue



Mr Luke Fiske
7 Blue



Ms Ana Bonython
7 Green



Ms Tommasina
Cecere
7 Green



Mrs Athena Kapetanios
7 Red



Mr Anthony Azzopardi
7 Yellow

Year 8



Mrs Alana Dichiera
8 Blue



Ms Elena Moffa
8 Blue



Mrs Katrina O'Malley
8 Green



Mr Steve Jelonek
8 Purple



Mrs Blossom Machado
8 Red



Miss Rachael Griffiths
8 Yellow

Year 9



Mrs Rebecca Wood
9 Blue



Mr Adam Giancaspro
9 Green



Mr Michael Ray
9 Red



Ms Lisa Bartemucci
9 Yellow

Senior Years

Year 10



Mrs Ashima Suri
10 Blue



Mr Iain Carr
10 Blue



Ms Kelly Peucker
10 Green



Miss Renee Tsoulos
10 Green



Mr Phillip
Stamatelopoulos
10 Red



Mrs Claudia Whitten
10 Yellow

Year 11



Mr Robert
Rijkelijhuizen
11 Blue



Mrs Tania Sparapani
11 Blue



Ms Francesca Sutton
11 Green



Ms Heidi Monaghan
11 Red

Year 12



Mr Paul Volkoff
12 Blue



Mrs Celina Bolding
12 Green



Ms Angela
Coleman
12 Red



Mrs Jackie
Mackereth
12 Red



Ms Marie Fiorenti
12 Yellow

ESO - Inclusive Education



**Miss Amber
Chapman**



Ms Melissa Daley



**Ms Heather
Hames-Gipps**



**Ms Rosemary
Lowcock**



**Ms Carla
Mastrangelo**



**Mrs Nadine
McLindin**



**Miss Nancee
Pomazak-Healey**



Ms Barbara Ross



Mrs Lina Salerno



Miss Caroline Shaw

Education Support Officers (ESOs)



**Mrs Karen
Beck-Treloar**
*Payroll & Finance
Officer*



Mrs Janine Bonello
*Admin Support/
Receptionist*



**Miss Schlinda
Boothby**
Canteen



Mrs Penny Broadway
Science Lab Assistant



Ms Leanne De Young
*WTC Admin &
Operations Officer*



Mrs Fiona Futo
*Science Lab
Assistant*



Mr Cameron Franks
*DT&E Support/
Youth Ministry*



Mrs Fiona Good
*Registrar/PA to the
Principal*



Mr Darren Jarman
Groundsperson



Mr Graham Magor
*Maintenance
Manager*



Ms Anna McKay
Admin Support



Ms Tammy Mieglich
*Marketing &
Publications Coordinator*



**Mrs Annemarie
O'Grady**
WTC Industry Connect



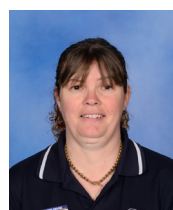
Ms Lynn O'Reilly
Reception/WHS



Mrs Vicki Penny
*Resource Centre
Officer*



Mrs Virginia Reimann
Accountant



Mrs Anne Roberts
Canteen



Mr Ryan Tran
ICT Support



Mrs Cathy Westbrook
*Student Office/
Admin Support*

8. Communication Between Home & School

Who do I contact if...	Contact
<p><i>I have a concern about:</i></p> <ul style="list-style-type: none"> my child's physical and/or emotional health. friendships and/or bullying. behaviour and/or absences. College expectations (eg. uniform). 	<p>PASTORAL CARE TEACHER</p> <p>Contact should be made via a phone call and/or email.</p> <p>The Pastoral Care teacher will discuss this information with the relevant Year Level Coordinator and/or Director of Students and/or other key staff as appropriate.</p>
<p><i>I wish to:</i></p> <ul style="list-style-type: none"> follow through any previous matters discussed with the Pastoral Care Teacher (as above). discuss a more confidential and/or serious health, friendship, behaviour, bullying or College expectations concern. discuss a more confidential and/or serious concern regarding my child's individual learning needs. 	<p>YEAR LEVEL COORDINATOR</p> <p>Contact should be made via a phone call and/or email.</p> <p>The Year Level Coordinator will discuss this information with the Director of Students and/or other key staff as appropriate.</p>
<p><i>I wish to:</i></p> <ul style="list-style-type: none"> discuss any matters regarding career pathways. discuss any matters regarding TAFE, VET or courses at the Western Technical College. 	<p>TRANSITION PATHWAYS COORDINATOR - Mrs Kelly Peucker</p> <p>WESTERN TECHNICAL COLLEGE MANAGER - Mr Shane Gubbin</p> <p>Contact should be made via a phone call and/or email.</p> <p>The Transition Pathways Coordinator/ WTC Manager will contact you as soon as practicable.</p>
<p><i>I wish to:</i></p> <ul style="list-style-type: none"> discuss any matters regarding finance including School Fees, payments, finance concerns, etc.. 	<p>ACCOUNTANT - Mrs Virginia Reimann BUSINESS MANAGER - Mr David Cotton</p> <p>Contact should initially be made via a phone call to the Accountant.</p> <p>The Accountant will discuss this information with the Business Manager and/or other key staff as appropriate.</p>
<p><i>I wish to:</i></p> <ul style="list-style-type: none"> follow through any matters previously discussed with the relevant Year Level Coordinator. discuss more confidential and/or serious concerns regarding my child's wellbeing needs. 	<p>DIRECTOR OF STUDENTS – Ms Suzanne Sullivan</p> <p>Contact should be made via a phone call and/or email.</p> <p>The Director of Students will discuss this information with the Deputy Principal and/or other key staff as appropriate.</p>
<p><i>I wish to:</i></p> <ul style="list-style-type: none"> follow through any matters previously discussed with the Director of Students. discuss any matters regarding an individual staff member who works with my child. discuss more confidential and/or serious concerns regarding my child's individual learning needs. 	<p>DEPUTY PRINCIPAL - Mr Jon Cenko</p> <p>Contact should be made via a phone call and/or email.</p> <p>The Deputy Principal will discuss this information with the Principal and/or other key staff as appropriate.</p>
<p>You are welcome to contact the College Principal with any concerns regarding your child. It is however, likely that in the first instance, you will be advised to contact the Pastoral Care Teacher directly as above. However, where appropriate, the matter will be addressed by the Principal as soon as practicable.</p> <p>NB: If your son/daughter needs to have an extended absence (eg. family holiday), you must write to the Principal for approval.</p>	<p>THE PRINCIPAL - Mr John Konopka</p> <p>Contact should be made via a phone call and/or email.</p> <p>The Principal will contact you as soon as practicable.</p> <p>The Principal will discuss this information with the Deputy Principal and/or other staff as appropriate.</p>

9. Administrative Procedures

9.1 Daily Lesson Times

* Please note Thursday time changes for **Lesson 6 conclusion** and **Lunch 1 commencement**.

Lesson	Commencement Time	Concluding Time
Movement Bell	8.23 AM	
Pastoral Care	8.25AM	8.40AM
Lesson 1	8.40AM	9.20AM
Lesson 2	9.20AM	10.00AM
Lesson 3	10.00AM	10.40AM
Recess	10.40AM	10:58AM
Movement Bell	10.58AM	
Lesson 4	11.00AM	11.40AM
Lesson 5	11.40AM	12.20PM
Lesson 6	12.20PM	1:00PM *Thursdays 12.55pm
Lunch 1	1.00PM * Thursdays 12.55pm	1:20PM
Lunch 2	1.20PM	1.38PM
Movement Bell	1.38PM	
Lesson 7	1.40PM	2.20PM
Lesson 8	2.20PM	3.00PM
Dismissal	3.00PM	

9.2 2021 Term Dates

Term 1 28 January – 9 April

Term 2 27 April – 2 July

Term 3 20 July – 24 September

Term 4 11 October – 3 December

9.3 Morning Arrival Time

Mount Carmel College staff begin active supervision of students and duty of care responsibilities at 8:05am. While school gates will be open from 7:30am to allow staff and student access to the premises, active supervision of students officially begins at 8:05am. From 8:05am, students are supervised in the school yard and library until they move to their Pastoral Care by 8:25am.

9.4 General Enquiries

General enquiries can be made by:

- phoning the College's main switch on (08) 8447 0500. Your call will then be transferred to the relevant staff member.
- emailing mcc@mcc.catholic.edu.au
- completing and submitting the 'Contact Us' form on the College's website at: www.mcc.catholic.edu.au/about-us/contact
- visiting in person at College Reception. The College Reception and Student Offices are open 8.00am - 4.00pm Monday to Friday during school terms only. During school holiday periods and end of terms, alternative hours apply.

Where contact with a specific staff member is required, you will be transferred to the appropriate telephone line via Reception. If the call reverts to voicemail, please leave a message with your name, phone number and brief description of your reason for calling and the staff member will contact you as soon as practicable. Teachers and Staff at the College will contact Parents/Guardians via telephone, text message or email when necessary.

9.5 Absences/Late Arrival Notification

Mount Carmel College uses a text messaging system sent direct to the mobile phone of Parents/Guardians to manage student attendance and remind Parents/Guardians of significant events, etc.

Students are expected to arrive at school prior to the 8:25am – 8:40am Pastoral Care period. If a student is late or absent it is the responsibility of Parents/Guardians to notify the College **before 9.00am**.

To do this, a text message must be sent to **0438 368 846** and include student name, Pastoral Care, reason for lateness/absence and the date.

This number is only available for text messaging.

If the school has not been notified of an absence or late arrival by 9.00am, an SMS text message will be sent to Parents/Guardians advising them that the student is not at school. This occurs each day starting at approximately 10.15am. It is the responsibility of Parent/Guardian's at all times to provide current and updated mobile numbers to the College to ensure this process is maintained.

Students who arrive after the end of Pastoral Care (8:40am), are required to report to the Student Office to sign in and obtain a late stamp in their diary.

Unexplained Late/Absence

If there is no note/phone contact from home within 24 hours, the student will be marked as an 'unexplained late' for that day. After two incidences of an 'unexplained late' occur within a term, the student's Pastoral Care teacher will make contact with Parents/Guardians to discuss. Should there be a third occurrence of an 'unexplained late', the student will be issued with an Afterschool Detention, held at the College from 3:00-4:00pm on a Wednesday afternoon.

Similarly, if a student is absent and there is no note/phone contact from home within 24 hours, the student will be marked as an 'unexplained absence' for that day. After two incidences of 'unexplained absences' occur within a term, the student's Pastoral Care teacher will make contact with Parents/Guardians to discuss. Should there be a third occurrence of an 'unexplained absence', the student may be issued with an Afterschool Detention, held at the College from 3:00-4:00pm on a Wednesday afternoon.

9.6 Extended Absence Notification

By law, the College must be notified in writing (eg by email) where a student and/or family is planning to take an extended absence (e.g. holiday, medical, etc).

Notification in the form of a letter or email to the Principal must be sent two weeks prior to the start of the absence in order to assist teaching and support staff to adequately support the student's learning in their absence.

9.7 Leaving the School Grounds

Students must not leave the school grounds during school hours without permission at any time. Students leaving school for personal appointments must show a note from their Parent/Guardian(s) to the Pastoral Care teacher during morning administration. When they need to leave for an appointment, the subject teacher should also be advised. Students must sign out at the Student Office, showing their diary notes. On return to school, students must again sign in at the Student Office. Appointments should be made outside of school hours if possible.

9.8 Counselling Services

Students learn best, and are happiest, in a school environment where they feel safe both physically and emotionally. Parents/Guardians are encouraged to let the College know if there are issues occurring at home or at school, which are unsettling to their child's progress and wellbeing.

The Counsellors at Mount Carmel College:

- provide support and education with regards to personal issues and relationships.
- liaise with outside agencies as required.
- work with students in a restorative manner after bullying and harassment has been identified.

Ms Sara Titley is available every school day and works with all year levels. Sara coordinates the Peer Support Program, a mentoring program in which reliable Year 10 and Year 11 students serve as 'Big Sisters' and 'Big Brothers' to a group of Year 7 and Year 8 students.

She also works with students who have exited from class for breaches of classroom expectations. She works restoratively with exited students and with their teachers to return students back to the classroom.

Mrs Angela Coleman is available part-time and works with all year levels.

Mrs Bianca Le Mura is available part-time and works with all year levels. She also works with the Year 7 & 10 Peer Support Program, a mentoring program in which reliable Year 10 students serve as 'Big Sisters' and 'Big Brothers' to a group of Year 7 students.

Our Counsellors are qualified and experienced, and work closely with students and families. The Counsellors can be contacted by calling (08) 8447 0500.

9.9 Student Wellbeing: Access to Support

At School:

- Pastoral Care Teacher
- Year Level Coordinator
- Counsellors

External Support (School Counsellors can also help with this)

Headspace

- www.headspace.org.au
(fact sheets, phone number)
www.eheadspace.org.au (e-counselling)
- **Headspace Port Adelaide (drop in)**
78-80 Vincent Street, Port Adelaide SA 5015
Opening hours Monday to Friday: 9am to 5pm
Ph: 08 8215 6340 Fax 08 8312 3025
Email: headspaceportadelaide@centacare.org.au
Facebook: www.facebook.com/headspaceportadelaide

Kids Helpline 24/7 (talk, e-mail or chat online)
Ph: 1800 55 1800 www.kidshelp.com.au

Crisis Care

Ph: 131 611 (talk to someone)

Youth Beyond Blue

Ph: 1300 22 (talk, email or chat online)
www.youthbeyondblue.com

Lifeline (Crisis support)

Ph: 131 114 www.lifeline.org.au/crisischat

Further Information

Students

- www.headspace.org.au
- www.youthbeyondblue.com

Parents

- Parent Helpline - 1300 364 100
- Crisis Care - 131 611 (if parents need assistance with respite or support for children)
- Lifeline Australia - 13 11 14
- www.cyh.com.au
- www.raisingchildren.net.au
- www.beyondblue.org.au

Referrals Outside School

CentaCare (range of services for students and families in Catholic Schools)

Ph: 82100 8200 www.centacare.org.au

Child and Adolescent Mental Health Service (CAMHS) Western Region

Ph: 83410 1222

www.wch.sa.gov.au/services/az/divisions/mentalhealth/index.html

Your Family Doctor - In order to see a Psychologist, a visit to a GP for a mental health plan will provide a student with 6 sessions partially covered by Medicare.

9.10 Making Appointments

Parents/Guardians are encouraged to make appointments with their child's Pastoral Care and/or subject teachers throughout the year if they have any areas of concern they'd like to discuss. For other issues or concerns, please refer to Section 8 of this handbook, Communication between Home and School, on page 12.

9.11 Parent/Teacher Interviews

Parent/Teacher Interviews focus on Mid-Semester Report results and enable dialogue between Parents/Guardians, students and teachers. Parent/Teacher Interview nights are held in Terms 2 and 3. This is a chance for feedback and discussion about students' progress thus far in the semester, and ways to make best use of the remaining portion of the semester.

The College uses EdvalPTN, a web based electronic scheduling system for interviews, where Parents/Guardians initially 'request' interviews as opposed to booking them. This is an important difference, and allows far better results for all participants, including better equity, educational benefits, and far more compact time schedules for both teachers and Parents/Guardians.

Once the majority of Parents/Guardians have requested interviews, the overall schedule is generated by the College. Parents/Guardians may then adjust their granted bookings online if needed (or add more). It is a simple program to use and there are training videos available on the site if required.

If you do not have access to the Internet, you will be able to ring the school, and we will be able to enter your interview requests for you.

9.12 Student Reports

Student Reports are issued at the end of each term. Mid-Semester Reports are issued at the end of Terms 1 and 3 and include specific commentary related to your child's progress in each subject. The end of Semester Reports are issued at the end of Terms 2 and 4 and are a summary of your child's academic achievement in each subject.

Parents/Guardians are given the opportunity to meet with their child's subject teachers to discuss their progress. If required, a request for a Parent/Teacher Interview will be indicated on your child's Mid-Semester report.

9.13 The Student Diary

Every student at Mount Carmel College is expected to have, keep and maintain a Student Diary. The diary is not a private document. It is the formal means of communication between the College and Parents/Guardians and must be produced at the request of any member of staff who may wish to examine it or write a note.

For Parent/Guardian(s), the diary is:

- the place to record communications with the school.
- a means of knowing what is expected of the student in terms of school expectations.
- a means of monitoring homework.
- a means of accessing College Policies.

We believe it is important that Parents/Guardians:

- use the appropriate space in the diary for permissions, requests and explanations.
- sign any notices which are placed in the diary for your information.
- check the diary weekly and ensure that it is neat, orderly and free of graffiti.

- support the purchase of a new diary if requested by the College, due to inappropriate use/graffiti etc.

For students, the diary is:

- a place to record homework and important dates.
- the place to record all requests and permissions.
- a means of organising school time and work.

It is therefore expected that students will:

- present the diary to the Pastoral Care Teacher weekly for checking and signing (in the case of Year 12 students, ensuring organisation and regular communication with parents is maintained through diary and/or other means).
- use the diary as the normal means of communication with the school for permissions, explanations and notices.
- maintain the diary in a clean and orderly fashion, free of graffiti and stickers. Should the diary not be maintained appropriately, the student will be required to purchase a new one.

9.14 The College Newsletter - News @ the Mount

Parents/Guardians and students are encouraged to read the College's Newsletter, *News@theMount*, each fortnight. The Newsletter is distributed to students and families fortnightly on a Thursday via email.

The Newsletter is also available on the College website at: www.mcc.catholic.edu.au/news-events/college-newsletter

The Newsletter is an important means of communication and a place for Parents/Guardians to stay informed about news, events, updates and important information related to your child's education and the College Community. It is important that families notify the College of any change to their email address or of any issues accessing or receiving the College Newsletter.

9.15 Canteen

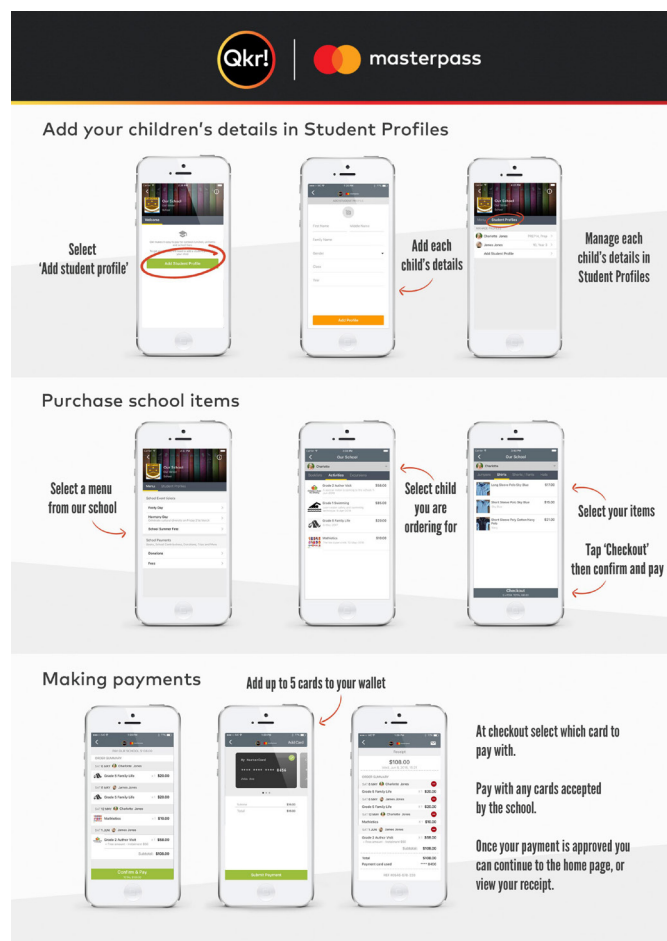
The Canteen is open Monday to Friday during school terms at recess and lunchtime and provides healthy food and drinks at reasonable prices. The Canteen Menu is available to families at the beginning of Term 1 each year and can also be accessed from the College website at www.mcc.catholic.edu.au

The College encourages the assistance of volunteers to help in the Canteen. Volunteers can opt to help at both recess and lunchtime, recess only, or lunchtime only. Volunteers can be rostered to work once a week, fortnight, month or term. Any help is greatly appreciated.

Please contact Canteen Manager on (08) 8447 0509 or visit the College's website to complete the online form at: www.mcc.catholic.edu.au/our-community/volunteer

Canteen Orders Online

You can purchase canteen orders online by using the Qkr app (pronounced 'quicker').



For quicker, hassle-free school payments, try Qkr! today

Introducing Qkr! (pronounced 'quicker') by Mastercard, the secure and easy way to order and pay for school items from your phone at a time and place that suits you.

With Qkr you can:

- Pay for a variety of school items;
- See your receipts on the app and get them sent by email if required.

Getting started is easy - try it yourself today

Step 1 Download Qkr!
on your Android phone or iPhone. iPad users can download iPhone app

Step 2 Register
Select your Country of Residence as 'Australia' and follow the steps to register

Step 3 Find our school
Our school will appear in 'Nearby Locations' if you're within 10kms of the school, or search for our school by name.

Step 4 Register your children
When first accessing our school you will be prompted to add a student profile for your child. This allows you to make orders and payments for them.

Search for our school name

If you have made a purchase you can select our school from 'Previous Location'

If you're within 10 kms of the school, you can select our school from 'Nearby Locations'

9.16 Purchasing the College Uniform

All uniform items can be purchased from *Hambours*, either online or in person at the Uniform Shop.

Online Uniform Shop - All Uniform can be purchased online from Hambours at:

www.mtcarmel.hambours.com.au

A 5% discount applies to all orders purchased online only – Discount Code MCCHAMX5.

Shop in-store: Uniform can also be purchased in store at Hambours - 2 Wilson Street, Royal Park SA 5014

Ph: 8447 2077 Web: www.hambours.com.au

Email: customerservice@hambours.com.au

Open Monday - Friday 9am - 4.30pm (closed public holidays and weekends).

9.17 Maintaining Pride for the College

To encourage a sense of pride, responsibility and respect for the College and the school environment, all students are rostered to clean-up duties during the school day. Students are to use the many bins located around the College for their rubbish and are asked to pick up any litter and place in the bins provided.

Whilst wearing the College Uniform, students are required to uphold a respectful representation of the College and themselves through positive actions, behaviour and language. It is their responsibility to promote a positive image of Mount Carmel College whilst at school and when outside in the wider community.

9.18 Excursion/Event & other Consent Forms

Excursion/Event and any other administrative consent forms must be returned to the appropriate staff member ***before the due date***. Where payment is required, the consent form must be returned to the College Accountant ***with full payment before the due date***.

Failure to return a completed and signed consent form prior to the due date, with payment if required, will result in the student not being able to participate or attend. We ask for the support of Parents/Guardians in ensuring students return completed forms/payments on time.

Please note that Photographic Consent forms are to be signed and returned each year. This form gives permission for students to be photographed on photo day and their photos published in the College Newsletter, College Yearbooks, and in promotional material. Any forms not returned will result in students not being featured in any College publications.

9.19 Changes to Family Information and Situations - Notifying the College

It is extremely important that correct family information and details are kept up to date in the event of an emergency. For changes to family information such as change of address, contact phone numbers, email address, family situation, etc, a *Change of Details* form needs to be completed and returned to the College as soon as possible.

This form is available from the Student Office, Accountant's Office or from the College website at: <http://www.mcc.catholic.edu.au/our-community/policies-procedures>

In the event that a family's situation changes and the original enrolling Parent/Guardian will need to change,

a new *Application for Enrolment* form will need to be completed and returned. This form is available from the Registrar or from the College website at: <http://www.mcc.catholic.edu.au/enrolment/enrolment-information>

9.20 First Aid/Sick Room

Students need to report to their subject teacher/available staff member if they become ill or injured. The staff member will send the student to the Student Office for first aid treatment or to rest, or will call for attendance of a Senior First Aid Officer at the scene. The Student Movement Log in the Student Diary needs to be signed before students move to the Student Office, where a decision can be made about further action required, including contact with Parents/Guardians.

If it is decided that the illness/injury is of serious nature and that the student should not be moved, Parents/Guardians will be contacted. If an ambulance is called, Parents/Guardians will be notified and the cost will be covered by the College's insurance policy if an accident has occurred, not for pre-existing medical conditions.

Any student with a medical condition is required to have an up to date medical action plan.

9.21 Medication

Any student needing to take medication while on school grounds, must have an Administering Medication form completed and signed by a medical practitioner. All medication, except asthma puffers, must be passed in to the Student Office on arrival at school. It is a student's responsibility to remember to go to the Student Office at times when medication needs to be taken. No medication at all is to be left in school bags, on the student's person or stored in lockers or classrooms. Asthmatic students must carry a puffer with them at all times.

In our College, we have a number of students across all year levels who have allergies to a range of food and food-related products including nuts, seeds and eggs. As a community, we aim to create a safe environment for all, and as such, we ask that all students are mindful of the products they choose to bring to school, and particularly careful in the way in which they handle and dispose of any products that may contain allergens.

Around the school, we have a number of areas that are food and drink-free zones, and all members of the community are expected to abide by the expectations to not eat or drink in these zones, or carry through these areas food that has been opened.

9.22 Insurance & Ambulance Cover

The College does not accept liability for damage or loss of any personal possessions of students while on College grounds. Insurance cover for a student's personal possessions is the responsibility of parents/guardians. As part of our duty of care to all students and if it is deemed necessary, an ambulance will be organised. **It is important that parents/guardians are aware that Mount Carmel College ambulance cover is only applicable to accidents - not pre-existing medical conditions.** It is the responsibility of Parents/Guardians to consider personal ambulance cover for their child should the need arise.

9.23 Bicycles

Bicycle riders are required to wear helmets by law. Bicycles are not to be ridden on school grounds and need to be secured during the day. Skateboards and scooters are not to be used on the school grounds. If brought to school, they are to be secured in an office area, as directed by College staff.

9.24 Transport to and from school

Mount Carmel College is easily accessible by public transport. Students using public transport are reminded that when travelling to and from school in school uniform, they are still representing the College and are required to uphold a positive image of the College by modelling positive language and behaviour.

Travelling by Bus

The College is serviced by Adelaide Metro bus services. Stops **33A** and **34** on Newcastle Street are the closest Bus Stops to the College.

- **232 and 232R* bus services**
Travels to and from the Port Adelaide Interchange to the city via Newcastle Street, Arndale Shopping Centre Interchange, Regency Road and Harrison Road.

** Please note the 232R terminates at Stop 36 on Grand Junction Road, Rosewater.*

- **230* bus service**

Travels to and from the Port Adelaide Interchange to the city via Addison Road, Arndale Shopping Centre Interchange and Harrison Road.

** Please note this service is an alternative. Stops **34A** and **35** on Grand Junction Road are the closest Bus Stops.*

Travelling by Train

The College is easily accessible by the **Outer Harbor & Grange** train line. **Alberton Train Station** is the closest station and only a 5 minute walk to the school.

More information

Further information and timetables are available from Adelaide Metro:

- www.adelaidemetro.com.au
- Adelaide Metro InfoLine: 1300 311 108

Families are advised to regularly check Adelaide Metro timetables and information for changes to services.

9.25 Student Identification Cards

Early in the year, each student will be issued with a Student Identification Card that is to be used on public transport to enable students to access concession fares. This card is valid for the school year and must be presented when borrowing books through the Library and for textbook hire.

The initial cost of this card is covered by the College. However, if the card is lost, stolen or mutilated students will be required to pay \$10.00 for a replacement card which will take approximately one week to re-issue.

It is important to note that students aged 15 years and over must produce this photo identification card, immediately upon request, when travelling on a bus, train or tram at any time. Failure to do this may result in the regular full fare being charged and an Expiation Notice ('on the spot fine') may be issued (current fine is \$190). These cards expire on February 28th each year.

9.26 Lockers and Locks

All students are allocated a locker and combination lock and are to keep this same lock from year to year until they exit the College. These locks provide security for the students' possessions as long as students do not disclose their combination to other students. No two locks have the same combination. Students should keep their locker locked at all times.

The school keeps a register of combination numbers in the event of a student forgetting their combination.

Students are responsible for their combination lock until it is returned to the Library at the end of completing their schooling at the College. If students lose or damage their combination lock, they will be allocated a new lock from the Library at a cost of \$20.00.

9.27 Lost Property

Lost Property is located at the Student Office. Any items found are to be handed into the Student Office and any items lost can be collected there.

Any Lost Property items not collected by 1.00pm on the last day of each term will be donated to a chosen Josephite charity.

9.28 After School Employment

Mount Carmel College acknowledges and accepts that many students are employed in casual part-time positions outside of school hours. However, we are aware that in some instances the demands made by such employment may conflict with students' learning and school organisation. We, therefore, urge parents/guardians to encourage their daughters/sons to arrange a suitable work schedule which does not impinge on any part of the school day or study commitments. In particular, the scheduled starting time for work can be problematic, i.e., students are expected to remain at school until the end of the school day.

From time to time, students may be required to be involved in various out-of-school-hours activities such as practices, or performances, and these too will need to be given priority.

We recognise the positive character-building value of out-of-school-hours employment and the opportunity for students to develop important work-related experiences and skills as well as social skills.

However, from an educational perspective, we are concerned that students' learning is not compromised by out-of-school-hours work commitments. Students' education must have first priority with the appropriate amount of time and attention given. We are also concerned and aware that students' lives need to be balanced by appropriate amounts of leisure time and rest.

9.29 Withdrawing an enrolled student from Mount Carmel College

A notification period of one term must be given in writing to the College prior to a family withdrawing a child from the College. One term's written notice in

advance must be given for students either leaving part way through the year OR at the end of the year.

It is a requirement for all students leaving that you lodged an Exit Form (signed by the enrolling parent or guardian) with the Registrar.

9.30 Bring Your Own Device Policy

As part of Mount Carmel College's BYOD Policy, it is an expectation that students have access to the Internet and digital technologies in order to create ICT-rich learning experiences.

Please refer to the College's ICT Acceptable Use Rules for further information.



10. Information for Year 7

10.1 Year 7 Retreat

The Year 7 Retreat is one day in length and involves the whole year level coming together to establish positive relationships and spiritual awareness. The Retreat is coordinated and led by teachers from the College, including Pastoral Care and Religious Education teachers. Students can wear appropriate casual clothes and are expected to bring their own recess and lunch. Attendance is compulsory.

10.2 Peer Support Program

Ms Sara Titley organises the Peer Support Program, a mentoring program in which reliable Year 10 students serve as mentors to a group of Year 7 students. Throughout Semester 1, the Year 10 Peer Support Leaders will work with Year 7 students, conducting tours, holding 'get to know you' games in Pastoral Care, attending the Year 7 Retreat, and generally acting as mentors throughout the year.

10.3 Year 7 Camp

The Year 7 Camp is held in Term 2 at Adare Campsite in Victor Harbor and provides an opportunity for Year 7 students to develop friendship groups and get to know each other and their teachers.

They are able to see each other outside of the usual school environment, and engage in challenging, exciting and worthwhile experiences. Attendance is compulsory.

10.4 Year 7 Family BBQ

The Year 7 Family BBQ is a family friendly evening run at the beginning of each year to welcome Year 7 families to the Mount Carmel College Community.

The evening begins with a parent information session followed by a sausage sizzle, where Parents/Guardians, students and staff are invited to meet and mingle in an informal and relaxed setting.

10.5 Homework Guidelines

As students' progress through school and create their own efficient study habits, their own study should and will occupy more and more of their available time if they apply themselves.

The purpose of homework is:

- to work on long-term assignments
- to ensure that the work taught in class is understood, learnt and practised
- to provide time for learning and memorising facts
- to provide time for revision of knowledge
- to provide the opportunity to learn to work alone, to help themselves, to struggle alone with academic problems and to learn academic self-discipline
- to reveal what students don't know and understand so that they can ask their teachers how to overcome such problems.

How much time?

During Year 7, 60 minutes/night Monday to Friday.

There should be a maximum time set for doing homework each night, but students need to learn to be flexible. Some nights, more time for homework study/review may be devoted, while another night may require less.

The amount of homework or study time allocated as stated above should be a general guide for each Year Level.

10.6 Children's University

Year 7 students have the opportunity to participate in Children's University Australia. The program is run by the University of Adelaide and enables students to engage in extra-curricular learning in its broadest sense while developing confidence in themselves.

Students explore areas of interest by participating in activities which appeal to them. Some activities may run for a short amount of time while others run longer. Essentially, students work with College staff to decide what best suits their needs.

Throughout the year, students accumulate points upon completion of each activity and their achievements are recognised at a graduation ceremony at the University of Adelaide where they receive their formal certificates.

10.7 Middle Years Study Group

Students in the Middle Years have the opportunity to attend after school study lessons. These sessions allow students to complete homework tasks and undertake private study under the supervision of teaching staff. The Middle Years Study Group will assemble in the College's computer rooms throughout both Semesters on Mondays and Wednesdays from 3pm – 4pm. Parents/Guardians will need to complete and sign a permission form to confirm their child's attendance. This form can be collected from the Student Office and attendance can be tracked via a stamp in the student's diary.

As another support and to help the students achieve their own personal excellence the Library extends its hours on a Tuesday and Thursday from 3pm – 4pm. Students can use this time and space to access the computers to finish work, or sit quietly and do some study. Students may work in the library for the full hour, or if they require just to print off an assignment then they stay for part of the time. During this time there is a staff member present if students are seeking any help and they must sign in and out with the supervising teacher.

10.8 Subject Selection for Year 8

Year 7 students have the opportunity to choose some elective subjects for Year 8. Subject choices are entered via the Internet using the Edval program. Students will be given a login code and set of instructions. Students will need to access the Internet at the College or at home to input their choices.

10.9 Middle Years End of Year Mass

The Middle Years End of Year Mass is held for students in Years 7, 8 and 9. It celebrates the end of the year and by doing so, it acknowledges everything that has occurred throughout the year. During this Mass, students in Year 9 are acknowledged and blessed before they begin their first year in the Senior Years (Year 10).

10.10 Middle Years Activities Day

To celebrate the end of the school year, all Middle Years students will go on a full day activity outing. This day is an opportunity for staff and students to celebrate the achievements of the year in an informal and relaxed

setting. Information regarding this day will be given out to Middle Years students and their families in Term 4. Attendance is compulsory.

10.11 NAPLAN Testing & Interviews

The National Literacy and Numeracy assessments are administered to students in Years 3, 5, 7 and 9 throughout Australia. Students undertake these tests in the month of May during Term 2.

All Year 7 students are expected to participate in the NAPLAN tests and the results are strictly confidential. The results of the tests provide important information about each student's capabilities, and what can be used to support teaching and learning programs.

11. Information for Year 8

11.1 Year 8 Retreat

The Year 8 Retreat is one day in length and involves the whole year level coming together to establish positive relationships and spiritual awareness. The Retreat is coordinated and led by teachers from the College, including Pastoral Care and Religious Education teachers. Students can wear appropriate casual clothes and are expected to bring their own recess and lunch. Attendance is compulsory.

11.2 Peer Support Program

Ms Sara Titley coordinates the Peer Support Program, a mentoring program in which reliable Year 11 students serve as mentors to a group of Year 8 students. Throughout Semester 1, the Year 11 Peer Support Leaders will work with Year 8 students, conducting tours, holding 'get to know you' games in Pastoral Care, attending the Year 8 Retreat, and generally acting as mentors throughout the year.

11.3 Year 8 Family BBQ

The Year 8 Family BBQ is a family friendly evening run at the beginning of each year to welcome Year 8 families to the Mount Carmel College Community.

The evening begins with a parent information session followed by a sausage sizzle, where Parents/Guardians, students and staff are invited to meet and mingle in an informal and relaxed setting.

11.4 Homework Guidelines

As students' progress through school and create their own efficient study habits, their own study should and will occupy more and more of their available time if they apply themselves.

The purpose of homework is:

- to work on long-term assignments
- to ensure that the work taught in class is understood, learnt and practised
- to provide time for learning and memorising facts
- to provide time for revision of knowledge
- to provide the opportunity to learn to work alone, to help themselves, to struggle alone with academic problems and to learn academic self-discipline
- to reveal what students don't know and understand so that they can ask their teachers how to overcome such problems.

How much time?

During Year 8, 60 minutes/night Monday to Friday.

There should be a maximum time set for doing homework each night, but students need to learn to be flexible. Some nights, more time for homework study/review may be devoted, while another night may require less.

The amount of homework or study time allocated as stated above should be a general guide for each Year Level.

11.5 Children's University

Year 8 students have the opportunity to participate in Children's University Australia. The program is run by the University of Adelaide and enables students to engage in extra-curricular learning in its broadest sense while developing confidence in themselves.

Students explore areas of interest by participating in activities which appeal to them. Some activities may run for a short amount of time while others run longer. Essentially, students work with College staff to decide what best suits their needs.

Throughout the year, students accumulate points upon completion of each activity and their achievements are recognised at a graduation ceremony at the University of Adelaide where they receive their formal certificates.

11.6 Middle Years Study Group

Students in the Middle Years have the opportunity to attend after school study lessons. These sessions allow students to complete homework tasks and undertake private study under the supervision of teaching staff. The Middle Years Study Group will assemble in the College's computer rooms throughout both Semesters on Mondays and Wednesdays from 3pm – 4pm. Parents/Guardians will need to complete and sign a permission form to confirm their child's attendance.

This form can be collected from the Student Office and attendance can be tracked via a stamp in the student's diary.

As another support and to help the students achieve their own personal excellence the Library extends its hours on a Tuesday and Thursday from 3pm – 4pm. Students can use this time and space to access the computers to finish work, or sit quietly and do some study. Students may work in the library for the full hour, or if they require just to print off an assignment then they stay for part of the time. During this time there is a staff member present if students are seeking any help and they must sign in and out with the supervising teacher.

11.7 Subject Selection for Year 9

Year 8 students have the opportunity to choose some elective subjects for Year 9. Subject choices are entered via the Internet using the Edval program. Students will be given a login code and set of instructions. Students will need to access the Internet at the College or at home to input their choices.

11.8 Year 8 Immunisations

Throughout the year, Year 8 students will be offered Gardasil (HPV), Tetanus Diphtheria and Pertussis (DTPA) vaccinations as part of the school vaccination program. This will occur on Tuesday, 31 March and Monday, 19 October.

11.9 Middle Years End of Year Mass

The Middle Years End of Year Mass is held for students in Years 7, 8 and 9. It celebrates the end of the year and by doing so, it acknowledges everything that has occurred throughout the year. During this Mass, students in Year 9 are acknowledged and blessed before they begin their first year in the Senior Years (Year 10).

11.10 Middle Years Activities Day

To celebrate the end of the school year, all Middle Years students will go on a full day activity outing. This day is an opportunity for staff and students to celebrate the achievements of the year in an informal and relaxed setting. Information regarding this day will be given out to Middle Years students and their families in Term 4. Attendance is compulsory.



12. Information for Year 9

12.1 Parent Night

At the start of the new school year, all Year 9 parents/guardians and students are invited to the College to meet with their Pastoral Care Teachers, Year Level Coordinator, Subject Teachers and other key staff who will be working with the students throughout the year.

As a College, we understand the importance of working together with families in partnership to support the best outcomes for your son or daughter. In particular, as Year 9 students begin their final year in the Middle Years community, the supporting role of the parents is highlighted, and as such, these evenings are a critical part of our work to engage you in understanding the upcoming year for your child. On this night, key information about the year is shared with you, and you will also have the opportunity to ask questions and clarify any expectations about the year. It is also a great chance for you to meet with families of other students in your child's year level.

The night also includes sessions on supporting your child's positive mental health and understanding the adolescent brain, which are aimed at building your knowledge and skills so that you can continue to support your child as they complete their Middle Years schooling.

12.2 Year 9 Retreat

The Year 9 Retreat is one day in length and has been developed to provide an opportunity to focus on positive relationships and spiritual awareness. The Retreat is coordinated and led by teachers from the College, including Pastoral Care and Religious Education teachers. Students can wear appropriate casual clothes and are expected to bring their own recess and lunch. Attendance is compulsory.

12.3 NAPLAN Testing & Interviews

The National Literacy and Numeracy assessments are administered to students in Years 3, 5, 7 and 9 throughout Australia. Students undertake these tests in the month of May during Term 2.

All Year 9 students are expected to participate in the NAPLAN tests and the results are strictly confidential. The results of the tests provide important information about each student's capabilities, and what can be used to support teaching and learning programs.

12.4 Homework Guidelines

As students' progress through school and create their own efficient study habits, their own study should and will occupy more and more of their available time if they apply themselves.

The purpose of homework is:

- to work on long-term assignments
- to ensure that the work taught in class is understood, learnt and practised
- to provide time for learning and memorising facts
- to provide time for revision of knowledge
- to provide the opportunity to learn to work alone, to help themselves, to struggle alone with academic problems and to learn academic self-discipline
- to reveal what students don't know and understand so that they can ask their teachers how to overcome such problems

How much time?

During Year 9, 75 minutes/night Monday to Friday.

There should be a maximum time set for doing homework each night, but students need to learn to be flexible. Some nights, more time for homework study/review may be devoted, while another night may require less.

The amount of homework or study time allocated as stated above should be a general guide for each Year Level.

12.5 Middle Years Study Group

Students in the Middle Years have the opportunity to attend after school study lessons. These sessions allow students to complete homework tasks and undertake private study under the supervision of teaching staff.

The Middle Years Study Group will assemble in the College's computer rooms throughout both Semesters on Mondays and Wednesdays from 3pm – 4pm. Parents/Guardians will need to complete and sign a permission form to confirm their child's attendance. This form can be collected from the Student Office and attendance can be tracked via a stamp in the student's diary.

As another support and to help the students achieve their own personal excellence the Library extends its hours on a Tuesday and Thursday from 3pm – 4pm.

Students can use this time and space to access the computers to finish work, or sit quietly and do some study. Students may work in the library for the full hour, or if they require just to print off an assignment then they stay for part of the time. During this time there is a staff member present if students are seeking any help and they must sign in and out with the supervising teacher.

12.6 Subject Selection for Year 10

Early in Term 3 there are two Subject Selection evenings where Parents/Guardians and students meet with a teacher and work out the subjects that the student intends to do next year. Parents/Guardians and students gain the most from these sessions if they have reflected on their academic strengths and weaknesses, and what they intend to do after secondary school.

This helps to set students on the path to achieve success in their individual pathway.

Subject booklets will be issued at least one week before the evening and students should make full use of this time to talk to teachers to make sure they fully understand the requirements of the subjects they are interested in studying next year.

Subject choices are entered via the Internet using the Edval program. Students will be given a Login code and a set of instructions. The system gives the best outcome when students enter what they want to do, in their order of importance, after the compulsory subject choices. Backup choices are also important in case they do not get a preference. This could be for a variety of reasons including not enough students to run a course.

You will need to have access to the internet at home, or use the College's facilities at the Subject Selection evening to input the choices for your son/daughter. Students can also use the College facilities up to the deadline to enter or change their choices if needed.

Students' choices are then used to generate the classes and timetable for the following year based on what they want to study and within the school's resources to offer these choices.

12.7 Middle Years End of Year Mass

The Middle Years End of Year Mass is held for students in Years 7, 8 and 9. It celebrates the end of the year and by doing so, it acknowledges everything that has occurred throughout the year. During this Mass, students in Year 9 are acknowledged and blessed before they begin their first year in the Senior Years (Year 10).

12.8 Middle Years Activities Day

To celebrate the end of the school year, all Middle Years students will go on a full day activity outing. This day is an opportunity for staff and students to celebrate the achievements of the year in an informal and relaxed setting. Information regarding this day will be given out to Middle Years students and their families in Term 4. Attendance is compulsory.

13. Information for Year 10

13.1 Parent Night

At the start of the new school year, all Year 10 parents/guardians and students are invited to the College to meet with their Pastoral Care Teachers, Year Level Coordinator, Subject Teachers and other key staff who will be working with the students throughout the year.

As a College, we understand the importance of working together with families in partnership to support the best outcomes for your son or daughter. In particular, as Year 10 students begin their Senior Years, the supporting role of the parents is highlighted, and as such, these evenings are a critical part of our work to engage you in understanding the upcoming year for your child. On this night, key information about the year is shared with you, and you will also have the opportunity to ask questions and clarify any expectations about the year. It is also a great chance for you to meet with families of other students in your child's year level.

The night also includes Parent Seminars which are aimed at providing opportunities for parents and guardians to learn about the ways in which they can support their child through the Senior Years. These workshops are designed to build knowledge and skills in areas relevant to your child such as Positive Mental Health, Cyber Safety and Safe Partying.

13.2 Year 10 Retreat

The Year 10 Retreat is an opportunity for our students to pause and reflect, allowing students the opportunity to engage with their own spiritual connection. The day is led by our APRIM (Assistant Principal Religious Identity and Mission), Mrs Marianne Shaw, with the support of Pastoral Care and Religious Education teachers. Year 10 students will attend in two separate groups allowing for a more personal & meaningful experience with. Students can wear appropriate casual clothes and are expected to bring their own recess and lunch. More information regarding times and locations will be shared with families closer to the date.

13.3 Peer Support

Ms Sara Titley coordinates the Peer Support Program, a mentoring program in which reliable Year 10 students serve as mentors to a group of Year 7 students.

13.4 Teaching and Learning Matters

At Year 10, students enter the Senior School and commence the South Australian Certificate of Education (SACE). At Mount Carmel College, students study the core subjects of Religion Studies, English, Mathematics, Science, History and the Personal Learning Plan (PLP). The remainder of their load is made from choice subjects.

The Personal Learning Plan (PLP) is a compulsory 10-credit subject. The PLP helps students plan for their future by:

- making informed decisions about the subjects they will study in Years 11 and 12, and any course outside of school;
- identifying possible career choices and ideas for community service;
- considering how best to prepare for their career options and other goals.

Students normally complete the PLP in Year 10 so that they can plan for successful SACE learning in Years 11 and 12. Students must achieve a C grade or better to successfully complete the PLP. More information about the PLP and the SACE is available at the SACE website at www.sace.sa.edu.au

If you feel you need to follow through any concerns about your son/daughter's learning or progress, please contact the Year 10 Coordinator or the Pastoral Care/Subject Teacher through a phone call, email or letter, and return contact will be made as soon as possible.

13.5 Year 10 Camp

The Year 10 Camp is to be held in Term 1, Week 2. The camp provides an opportunity for students to develop leadership skills while participating in active challenges to help build resilience, teamwork, strength and community.

The Year 10 Camp will be an engaging experience teaching students to be self-reliant, self-confident and aware and socially active in their community. Further to this, the camp will provide invaluable leadership training to those students who wish to be involved in the Peer Support Program in Year 11.

13.6 Homework Guidelines

As students progress through school and create their own efficient study habits, their own study should and will occupy more and more of their available time if they apply themselves.

The purpose of homework is:

- to work on long-term assignments;
- to ensure that the work taught in class is understood, learnt and practised;
- to provide time for learning and memorising facts;
- to provide time for revision of knowledge;
- to provide the opportunity to learn to work alone, to help themselves, to struggle alone with academic problems and to learn academic self-discipline; and
- to reveal what students don't know and understand so that they can ask their teachers how to overcome such problems.

How much time?

During Year 10, 2 hours/night Monday to Friday, plus 2 hours on the weekend.

There should be a maximum time set for doing homework each night, but students need to learn to be flexible. Some nights, more time for homework study/review may be devoted, while another night may require less.

The amount of homework or study time allocated as stated above should be a general guide for each Year Level.

13.7 Senior Years Study Group

As an ongoing commitment to student education, the College runs a twice weekly Study Group for students in Years 10, 11 and 12. The aim of the Study Group is to develop independent study skills and provide some individual support to all students who wish to attend. This group runs on Monday and Wednesday afternoons

from 3pm - 4pm. During this time, students will be supervised and supported by a teacher who will work with each individual to identify areas of concern and develop strategies for improving performance. Students will also have access to computers and the College's Resource Centre. Students may attend one or both afternoons. The Senior Years Study Group provides an excellent opportunity for students to complete work in a quiet environment of their peers, and with the additional support of teachers.

As another support and to help the students achieve their own personal excellence the Library extends its hours on a Tuesday and Thursday from 3pm – 4pm. Students can use this time and space to access the computers to finish work, or sit quietly and do some study. Students may work in the library for the full hour, or if they require just to print off an assignment then they stay for part of the time. During this time there is a staff member present if students are seeking any help and students must sign in and out with the supervising teacher.

13.8 Subject Selection for Year 11

Early in Term 3 there are two Subject Selection evenings where Parents/Guardians and students meet with a teacher and work out the subjects that the student intends to do next year. Parents/Guardians and students gain the most from these sessions if they have reflected on their academic strengths and weaknesses, and what they intend to do after secondary school. This helps to set students on the path to achieve success in their individual pathway. Subject booklets will be issued at least one week before the evening and students should make full use of this time to talk to teachers to make sure they fully understand the requirements of the subjects they are interested in studying the following year.

Subject choices are entered via the Internet using the Edval program. Students will be given a 'Login' code and a set of instructions. The system gives the best preference when students enter what they want to do, in their order of importance, after the compulsory subject choices. Backup choices are also important in case they do not get a preference. This could be for a variety of reasons including not enough students to run a course.

You will need to have access to the internet at home, or use the College's facilities at the Subject Selection evening to input the choices for your son/daughter. Students can also use the College facilities up to the deadline to enter or change their choices if needed.

Students' choices are then used to generate the classes and timetable for the following year based on what they want to study and within the school's resources to offer these choices.

13.9 Year 10 Exams

In Term 4, Year 10 students will sit end of year exams. The purpose of the Year 10 exams is to provide students with the experience of working in timed and pressured conditions in order to prepare them for the examinations they may sit in Years 11 and 12.

13.10 Work Awareness Days

Work Awareness Days are set aside for Year 10 students to participate in a mock job interview conducted by volunteers from business and the College Community. Year 10 students come to school dressed for a job interview. This activity is designed to prepare Year 10 students to make the transition from school to work or study. The interviews are a compulsory, assessable part of the Personal Learning Plan (PLP) course.

Year 10 students prepare for this in the career education unit of their Personal Learning Plan program. They research particular careers they are interested in, and find out about the world of work including Occupational Health and Safety, working as a team member, transport to and from the workplace, interview skills and leadership in the workplace. While most students find the mock interviews a challenge, they usually gain an enormous confidence boost when they realise that good preparation is the key to successful interviews. This is invaluable for Year 10 students as many are seeking part time jobs and they are all considering their post-secondary school pathways. For the volunteer interviewers this is a nice opportunity to see the enthusiasm and skills of Mount Carmel College students.

13.11 Work Experience

Student Work Experience gives students the opportunity to participate in workplaces and to learn

about the world of work. Work Experience is not just an opportunity to test possible careers but for students to:

- recognise the relevance of their school experiences to their future lives at work and in society;
- gain confidence in communicating with adults;
- explore a variety of career opportunities and decide how these relate to their personal interests, capacities, values and goals; and
- better understand the nature and purpose of work - the skills needed to find, keep and cope with work, and the changes taking place in work technology.

As part of the Personal Learning Plan (PLP), all Year 10 students participate in the mandatory 5 hours of Work Health and Safety training and assessment required for students over the age of 14 years and 9 months to participate in work experience. On successful completion of the WHS training students and their families can arrange work experience in the school holiday breaks. The completed work experience agreement should be returned to the College 10 work days before the end of term so that the necessary insurance arrangements can be made for the placement.

Being able to show they have participated in Work Experience has been helpful to students who are looking for part time work or traineeships and apprenticeships. Work Experience provides a great opportunity for all students to learn about themselves and workplaces. While a work experience placement is no longer a compulsory part of the Year 10 PLP program, students are encouraged to use the opportunity to try out work places in the school holidays.

13.12 Adelaide Tertiary Studies and Careers Expo

As part of the PLP program, all Year 10 students will attend the Adelaide Tertiary Studies and Careers Expo held at the Adelaide Convention Centre. This is just one of the many opportunities students will have to speak to experts in particular fields of interest, whether that is a university pathway, TAFE study or apprenticeships.

13.13 Road Safety & Personal Safety

As students move into the Senior Years they have a greater level of responsibility, particularly in regards to risk-taking and safety on our roads. The SAPOL Year 10 Risk Presentation delves into issues regarding safe practices on the road, the conditions relating to Learner and Provisional licences and the risks associated with driving. It is an interactive session that also educates young people about how being a passenger in a vehicle driven by a young person is potentially risky.

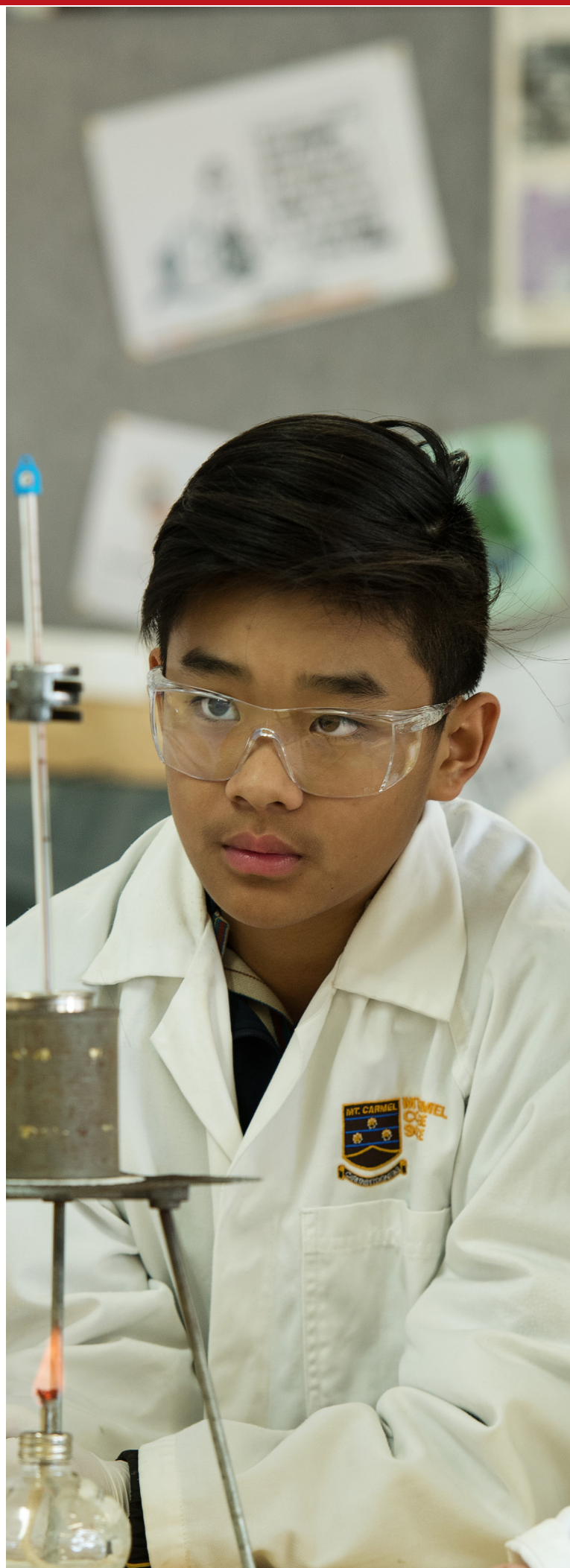
Along with road safety, there will be focus on personal safety, especially partying and drinking habits, as well as looking at mental health and how to make a positive impact within your own life and the lives of others.

13.14 Josephite Exchange

Year 10 students are given the opportunity to partake in the Josephite Exchange – an exchange of sporting, spiritual and social capacities. This event enables students to participate against Penola College, a Josephite school in Melbourne, in a variety of sporting activities, educational ventures and also a social aspect at night. The event is held in a home and away fashion, with alternate years the team travelling to Melbourne for 4-5 days, whereby the students have a combination of sight-seeing and excursions followed by the exchange at Penola College.

13.15 Meningococcal B and Meningococcal ACWY Immunisation

Year 10 students will participate in the Meningococcal B and Meningococcal ACWY Vaccination Program which will comprise of two doses of vaccine. This will occur on Friday, 26 June and Wednesday, 26 August.



14. Information for Year 11

14.1 Parent Night

At the start of the new school year, all Year 11 parents/guardians and students are invited to the College to meet with their Pastoral Care Teachers, Year Level Coordinator, Subject Teachers and other key staff who will be working with the students throughout the year.

As a College, we understand the importance of working together with families in partnership to support the best outcomes for your son or daughter. In particular, as Year 11 students begin their SACE studies in earnest, the supporting role of the parents is highlighted, and as such, these evenings are a critical part of our work to engage you in understanding the upcoming year for your child. On this night, key information about the year is shared with you, and you will also have the opportunity to ask questions and clarify any expectations about the year. It is also a great chance for you to meet with families of other students in your child's year level.

The night also includes Parent Seminars which are aimed at providing opportunities for parents and guardians to learn about the ways in which they can support their child through the Senior Years. These workshops are designed to build knowledge and skills in areas relevant to your child such as Positive Mental Health, Cyber Safety and Safe Partying.

14.2 Year 11 Retreat

The Year 11 Retreat is one day for the whole year level to come together, a great way for the year level as a whole to build community. Mount Carmel College's APRIM (Assistant Principal Religious Identity & Mission), Mrs Marianne Shaw, will lead the Retreat. Students can wear appropriate casual clothes and are expected to bring their own recess and lunch. Pastoral Care and Religious Education teachers are involved in the Retreat days as well.

14.3 Peer Support Program

Ms Sarah Titley coordinates the Peer Support Program, a mentoring program in which reliable Year 11 students serve as mentors to a group of Year 8 students.

At the end of last year the Leaders attended the Peer Support Leaders' Training Program at the North Terrace Campus of UniSA. The Year 11 Peer Support Leaders work with Year 8 students, conducting tours, holding 'get to know you' games in Pastoral Care, attending the Year 8 Retreat, and generally acting as mentors throughout the year.

14.4 Homework Guidelines

As students progress through school and create their own efficient study habits, their own study should and will occupy more and more of their available time if they apply themselves.

The purpose of homework is:

- to work on long-term assignments
- to ensure that the work taught in class is understood, learnt and practised
- to provide time for learning and memorising facts
- to provide time for revision of knowledge
- to provide the opportunity to learn to work alone, to help themselves, to struggle alone with academic problems and to learn academic self-discipline
- to reveal what students don't know and understand so that they can ask their teachers how to overcome such problems

How much time?

During Year 11, 2 ½ hours/night Monday to Friday, plus 3 hours on the weekend.

There should be a maximum time set for doing homework each night, but students need to learn to be flexible. Some nights, more time for homework study/review may be devoted, while another night may require less.

The amount of homework or study time allocated as stated above should be a general guide for each Year Level.

A healthy balance between study/family/work commitments will be key to student success. Families are encouraged to carefully consider the impact or part time work on study so that this does not have a negative impact on academic success.

14.5 Senior Years Study Group

As an ongoing commitment to student education, the College runs a twice weekly Study Group for students in Years 10, 11 and 12. The aim of the Study Group is to develop independent study skills and provide some individual support to all students who wish to attend. This group runs on Monday and Wednesday afternoons from 3pm - 4pm. During this time, students will be supervised and supported by a teacher who will work with each individual to identify areas of concern and develop strategies for improving performance. Students will also have access to computers and the College's Resource Centre. Students may attend one or both afternoons. The Senior Years Study Group provides an excellent opportunity for students to complete work in a quiet environment of their peers, and with the additional support of teachers.

As another support and to help the students achieve their own personal excellence the Library extends its hours on a Tuesday and Thursday from 3pm – 4pm. Students can use this time and space to access the computers to finish work, or sit quietly and do some study. Students may work in the library for the full hour, or if they require just to print off an assignment then they stay for part of the time. During this time there is a staff member present if students are seeking any help and they must sign in and out with the supervising teacher.

14.6 Subject Selection for Year 12

Early in Term 3 there are two Subject Selection evenings where Parents/Guardians and students meet with a teacher and work out the subjects that the student intends to do next year. Parents/Guardians and students gain the most from these sessions if they have reflected on their academic strengths and weaknesses, and what they intend to do after secondary school. This helps to set students on the path to achieve success in their individual pathway.

Subject booklets will be issued at least one week before the evening and students should make full use of this time to talk to teachers to make sure they fully understand the requirements of the subjects they are interested in studying next year.

Subject choices are entered via the Internet using the Edval program. Students will be given a Login code and a set of instructions. The system gives the best

outcome when students enter what they want to do, in their order of importance, after the compulsory subject choices.

More detailed instructions about this process will be sent home closer to the date.

14.7 Year 11 Exams

Year 11 students will sit mid-year and end of year exams throughout the year.

Parents should refer to dates on calendar.

14.8 Senior Formal

The College's Senior Formal provides an opportunity for students in Years 11 and 12 to dine together in a formal setting early in the year. Students are able to invite individuals from outside the College community to join them on the evening, on the condition that they sign the agreement forms indicating that they will abide by all the expectations that apply to Mount Carmel College students at all school functions.

As with all other school functions, the Senior Formal is alcohol free and individuals who have been consuming alcohol prior to arrival are refused entry with no refund of ticket prices. The Senior Formal is a lock-in event with no individuals able to leave the venue, and then return, until the advertised finishing time. The Senior Formal is coordinated by a group of students from Years 11 and 12 who form the Formal Committee and coordinate the event including organising the venue, decorations, menu and music. The Senior Formal is fully supervised by College staff and professional security is always employed.

Parents should refer to dates on calendar.

14.9 Careers Expos

All Senior Students are expected to attend the Mount Carmel College Career's Evening. Parents should refer to dates on calendar.

Senior Years' students are encouraged to attend one of the following Career Expos this year.

Adelaide Tertiary Study & Careers Expo
Adelaide Careers & Employment Expo

These events provide opportunities for students and families to speak to representatives of employer organisations, universities and training providers to discuss entry into career pathways including traineeships and apprenticeships, Vocational Training, university entrance and gap year work and travel. The Expo provides information that students and families need as they consider subject selection for Years 11 and 12, and also to allow students to check tertiary entry requirements and the career opportunities available to them.

14.10 Road Safety Programs

As part of the College's commitment to the Pastoral Care of our students, all Year 11 students are able to participate in a range of road safety programs. These include the Road Awareness Program, run by the MFS, as well as seminars run by SAPOL.

The South Australian Metropolitan Fire Service (MFS) Road Awareness Program (RAP) is a powerful presentation aimed at educating students in road awareness.

RAP targets licence-aged drivers and road users at secondary schools across South Australia. MFS Firefighters present an emotional, hard-hitting, Road Awareness Program, taking students on a journey to discover the risks drivers choose and the consequences they have no control over. The message is: 'Through Concentration and Commonsense, almost all road crashes are avoidable.'

Later in the year, students participate in the SAPOL 'The Fatal Five' Program, which focuses on road safety issues, the causes of road crashes, and the ways to reduce the risk of becoming a crash statistic.



15. Information for Year 12

15.1 Parent Night

At the start of the new school year, all Year 12 parents/guardians and students are invited to the College to meet with their Pastoral Care Teachers, Year Level Coordinator, Subject Teachers and other key staff who will be working with the students throughout the year.

As a College, we understand the importance of working together with families in partnership to support the best outcomes for your son or daughter. In particular, as students reach Year 12, the supporting role of the parents is highlighted, and as such, these evenings are a critical part of our work to engage you in understanding the upcoming year for your child. On this night, key information about the year is shared with you, and you will also have the opportunity to ask questions and clarify any expectations about the year. It is also a great chance for you to meet with families of other students in your child's year level.

The night also includes Parent Seminars which are aimed at providing opportunities for parents and guardians to learn about the ways in which they can support their child through the Senior Years. These workshops are designed to build knowledge and skills in areas relevant to your child such as Positive Mental Health, Cyber Safety and Safe Partying.

15.2 Year 12 Retreat

The Year 12 Retreat consists of two nights and three days for the whole year level together. Mount Carmel College's APRIM (Assistant Principal Religious Identity & Mission) will lead the Retreat, which will be held at Nunyara Conference Centre, Belair. Pastoral Care and Religious Education teachers are involved in the Retreat days as well.

15.3 Homework Guidelines

As students' progress through school and create their own efficient study habits, their own study should and will occupy more and more of their available time if they apply themselves.

The purpose of homework is:

- to work on long-term assignments
- to ensure that the work taught in class is understood, learnt and practised
- to provide time for learning and memorising facts
- to provide time for revision of knowledge
- to provide the opportunity to learn to work alone, to help themselves, to struggle alone with academic problems and to learn academic self-discipline
- to reveal what students don't know and understand so that they can ask their teachers how to overcome such problems.

How much time?

During Year 12, 3 hours/night Monday to Friday, plus 6 hours on the weekend.

This will increase as Year 12 progresses.

There should be a maximum time set for doing homework each night, but students need to learn to be flexible. Some nights, more time for homework study/review may be devoted, while another night may require less.

The amount of homework or study time allocated as stated above should be a general guide for each Year Level.

15.4 Senior Years Study Group

As an ongoing commitment to student education, the College runs a twice weekly Study Group for students in Years 10, 11 and 12. The aim of the Study Group is to develop independent study skills and provide some individual support to all students who wish to attend. This group runs on **Monday and Wednesday afternoons from 3pm - 4pm**. During this time, students will be supervised and supported by a teacher who will work with each individual to identify areas of concern and develop strategies for improving performance. Students may attend one or both afternoons. The Senior Years Study Group provides an excellent opportunity for students to complete work in a quiet environment of their peers, and with the additional support of teachers.

As another support and to help the students achieve their own personal excellence the Library extends its hours on a **Tuesday and Thursday from 3pm – 4pm**. Students can use this time and space to access the computers to finish work, or sit quietly and do some study. Students may work in the library for the full hour, or if they require just to print off an assignment then they stay for part of the time. During this time there is a staff member present if students are seeking any help and they must sign in and out with the supervising teacher.

15.5 Offline Students' Expectations

The timetable for Year 12 students is arranged to enable the flexibility of having scheduled periods of time off during the course of the school week. Therefore, Year 12 students have scheduled early finish times, where they are able to leave school to allow independent study time.

On occasions where the study line appears at the end of the day, Year 12 students are given the opportunity to leave after their last lesson of the day.

Where Year 12 students have dropped a line for VET, School of Languages or offline subjects, they will follow normal procedures for study lessons that occur between their scheduled lesson times and attend the Year 12 Study Room.

As always, if students arrive at school, or need to leave school at any other time apart from the late start and early finish times as outlined above, they are required to have a note from a Parent/Guardian and must sign in/ out through the Student Office. Any student who wishes to come to school earlier than their scheduled start time, or stay after their timetabled lessons to study, must also sign in/out at the Student Office. These students may study in the Resource Centre or the Year 12 Study Room.

Normal school consequences relating to truanting students will apply to students who are off-campus at incorrect times or without parental consent.

15.6 Year 12 Parent/Teacher Interviews

The Year 12 Parent/Teacher/Student Interviews are held early in Terms 2 and 3. As this time approaches, please book in and use this opportunity, along with other Parent/Teacher interviews, to meet with your child's Subject Teachers to ensure they are successfully attaining their individual goals in each subject area.

15.7 Year 12 Exams

Year 12 students will sit mid-year and end of year exams throughout the year.

Mid-Year Exams:

Trial Exams

Exams: 20 – 22 July 2021

Year 12 End of Year Exams:

SWOT VAC: 25 October – 29 October 2021

Exams: 1 – 12 November 2021

15.8 Research Project

The Stage 2 Research Project requires students to be independent learners, through choosing their own research question to investigate and present by selecting a focus capability to develop and explore throughout the project.

These are valuable life skills that will prepare students for whatever pathway they choose to take.

How it is assessed:

- **School Assessment: 70%**
 - Assessment Type 1: Folio 30%
 - Assessment Type 2: Research Outcome 40%
- **External Assessment: 30%**
 - Research Project A: Review
(Cannot contribute towards ATAR calculation)
 - Research Project B: Evaluation

It is expected students will complete the Research Project in Semester 1. There will be no Research Project lessons running in Semester 2.

15.9 Senior Formal

The College's Senior Formal provides an opportunity for students in Years 11 and 12 to dine together in a formal setting early in the year. Students are able to invite individuals from outside the College community to join them on the evening, on the condition that they sign the agreement forms indicating that they will abide by all the expectations that apply to Mount Carmel College students at all school functions.

As with all other school functions, the Senior Formal is alcohol free and individuals who have been consuming alcohol prior to arrival are refused entry with no refund of ticket prices. The Senior Formal is a lock-in event with no individuals able to leave the venue, and then return, until the advertised finishing time.

The Senior Formal is coordinated by a group of students from Years 11 and 12 who form the Formal Committee and coordinate the event including organising the venue, decorations, menu and music. The Senior Formal is fully supervised by College staff and professional security is always employed.

Parents should refer to dates on calendar.

15.10 Graduation Mass & Graduation Dinner

The Year 12 Graduation Mass is held during the last week of lessons for Year 12 students in Term 4. The Mass is held in the evening and families and friends are invited to attend and join in the celebration. The Year 12 students are honoured and presented as the graduating class of the year whereupon they receive a small gift from the College as a way of blessing them and wishing them the best for their life ahead of them. The evening concludes with supper and an opportunity to continue celebrating the successes of the Year 12 students throughout the year.

The Year 12 Graduation Dinner is the final formal celebration for Year 12 students at the end of their school year. The event is held at Donato Reception Centre in Kilkenny, and is a wonderful opportunity for students, families, and staff to celebrate the achievements of the Year 12 students. Students are formally presented at this dinner, and farewell speeches are delivered by the College Principal and the College Captains.

Formal attire is expected at this occasion, and information regarding ticket bookings and prices will be given out to students towards the end of Term 3.

Parents should refer to dates on calendar.

15.11 Career Expos

Senior Years' students are encouraged to attend one of the following Career Expos in 2021.

Adelaide Tertiary Study & Careers Expo
Adelaide Careers & Employment Expo

These events provide opportunities for students and families to speak to representatives of employer organisations, universities and training providers to discuss entry into career pathways including traineeships and apprenticeships, Vocational Training, university entrance and gap year work and travel. The

Expo provides information that students and families need as they consider subject selection for Years 11 and 12, and also to allow students to check tertiary entry requirements and the career opportunities available to them.

15.12 Road Safety Programs

As part of the College's commitment to the Pastoral Care of our students, all Year 12 students are able to participate in a range of road safety programs. These include the Street Smart High Program, run by the RAA in partnership with the Motor Accident Commission, as well as seminars run by SAPOL.

Street Smart High provides an opportunity for students, soon-to-be learner, learner, and novice drivers to learn about driving risks and avoid situations that place themselves and others in danger. At Street Smart High students will witness a simulated crash scene, including pre and post-crash outcomes; hear from young people whose lives have been affected by road trauma; and interact with leading community, state government and industry organisations who provide programs that aim to keep young people safe.

Later in the year, students will participate in the SAPOL 'Getting Home Safely' Program, which focuses on making informed choices and educated decisions, fostering change through open discussion, and peer group pressure, choices, risks and consequences.



16. Teaching & Learning: Curriculum

At Mount Carmel College, we focus our teaching around the Middle Years (Years 7 -9) and Senior Years (Years 10 – 12). This gives our students the best chance to develop their learning while maintaining a seamless progression from Year 8 through to the completion of Year 12. The teaching and learning experience based around two schools allows us to tailor the teaching to best suit our students.

Our learning programs are underpinned by an environment that both cares for students and challenges them; to give them the opportunity to achieve personal excellence; where diversity is accepted and their uniqueness is celebrated. The Curriculum Handbook can be accessed from the College website at www.mcc.catholic.edu.au/learning

16.1 Religious Education

The Key Learning Area of Religious Education at Mount Carmel offers an important contribution to the life and learning of the Catholic school. Religious Education opens a space where students encounter the Catholic Tradition in a meaningful and explicit way, and make it possible for our faith to be integrated in a broader sense into the overall education of students.

At Mount Carmel College, we aim to deepen students' understanding of the Catholic Tradition and develop in them an appreciation of its significance in their lives, so that they may participate effectively in the life of the Church and wider society.

We strive to guide students towards a religious literacy, chiefly within the Christian, and more particularly, within the Catholic Christian tradition. But, being open to the wisdom enshrined in other religious traditions, we include explore aspects of the spirituality of Aboriginal beliefs, Judaism, Islam, Hinduism, and Buddhism. Students gain a clear sense of the religious tradition with which their families have some connection. They do so in a context of openness and tolerance, in other words in a true ecumenical spirit.

Mount Carmel College endeavours to carry out the spiritual development of its students through the:

- Curriculum (both directly through Religious Education classes and indirectly through all other subject areas);
- Annual Retreats and Pilgrimages;
- Daily prayer during Home Class administration

periods;

- Student involvement in school assemblies, school masses and liturgies;
- Participation in various social justice activities both within and outside the College.

Through our curriculum and Crossways, a clear curriculum framework derived from the Universal Catechism of the Catholic Church for the development of teaching and learning within the Key Learning Area of Religious Education, teachers nurture the formation of students in partnership with parents who are the first educators of their children and they join with the broader community of the Church which is the primary focus of catechesis.

16.2 Pastoral Care

At Mount Carmel College, the pastoral care of your child is a core part of our curriculum as we work to promote a safe, supportive and inclusive environment for all members of our community. Respectful relationships are fostered as we build the capacity of young people to care for themselves and others, drawing on our College's Catholic social justice teachings and Josephite tradition.

Recognising the vital role that wellbeing plays in how young people learn and grow, our formal Pastoral Care program is delivered to all students over a 75-minute lesson each week. The program focuses on developing and nurturing each child's social, emotional, spiritual and academic gifts, both at the College and as members of the wider community.

Encompassing a developmental approach to the young person's place in the world, Pastoral Care is structured to reflect the College's Core Values of Belonging, Diversity, Excellence and Relationship.

Across the year levels, the program draws on frameworks and resources from the Positive Education approach and Mind Matters, while incorporating the Keeping Safe: Child Protection Curriculum. In addition, through engaging with community organisations including Headspace, SAPOL and Centacare, students are able to explore ways in which to support their positive mental health and wellbeing at each stage of their life, covering aspects such as digital citizenship and cyber-safety, driver education, healthy lifestyles, and social and emotional support networks.

16.3 The SACE

Students who successfully complete the requirements are awarded the South Australian Certificate of Education (SACE). The SACE is an internationally recognised qualification that paves the way for young people to move from school to work or further training and study. The SACE aims to ensure that students gain the skills they need for the future, as citizens and in the workplace.

The SACE has been updated and strengthened to ensure it meets the needs of students, families, higher and further education providers, employers and the community. The SACE will help students develop the skills and knowledge they need to succeed – whether they are headed for further education, training, an apprenticeship or straight into the workforce.

The certificate is based on two stages of achievement:

- **Stage 1** (usually completed in Year 11, apart from the Personal Learning Plan, which most students are likely to do in Year 10); and
- **Stage 2** (usually completed in Year 12).

Students who successfully complete the requirements are awarded the SACE certificate. To gain the SACE, students complete about two years of full-time study which most students spread over three years.

16.4 The Mary MacKillop Special Education Unit

The Mary MacKillop Unit caters for full time students with a mild/moderate intellectual disability. The aims of the Mary MacKillop Unit facility are to:

- include students in the educational and social setting of Mount Carmel College.
- provide students with a wide variety of experiences and peer relationships.
- assist students with an intellectual disability to use theoretical concepts learned in practical situations.
- teach social skills and confidence to enhance social interaction in the community.
- involve students in the local community.
- assist students in acquiring skills related to independent living.

Students in the Middle Years participate in a range of subjects within the MacKillop Unit and their Year level cohort. Students work towards individual goals established as a part of their Individual Education Plan.

Mary MacKillop Unit Students in the Senior Years begin completing SACE requirements in Year 10 through either SACE or SACE Modified.

16.5 Inclusion Support

Mount Carmel College, in partnership with families and the wider community, provides support for students with a diverse range of educational needs. This includes those students who may require some extra assistance to access fully the broad curriculum on offer as well as those whose exceptional abilities are best able to realise their potential through extension and enrichment activities within, and additional to general curriculum studies.

The College expects that all learners will achieve their full academic, personal and social potential by providing a myriad of opportunities for support and extension.

The Inclusion program is founded on the belief that every student is unique and deserves to be part of an inclusive learning environment that nurtures the development of their individual potential. We are committed to providing relevant programs and support that caters for the needs of individual students at all stages and in all aspects of the curriculum.

Here at Mount Carmel College we encourage contemporary, creative and flexible practices which provide opportunities for success and foster students' lifelong learning. We aim to identify the specific needs of all our students through a variety of methods including pre-entry transition meetings, internal observations, assessments and external referrals. As a staff we take a multi-dimensional approach to identifying and meeting the needs of all students through incorporating some standardised assessment, liaison with parents and guardians, Catholic Education South Australia (CESA) consultants and external providers including, Psychologists, Speech Pathologists, Mentors, Tutors and Counsellors.

The Inclusion Support Team works in close collaboration with the College Leadership Team including Learning Area Coordinators, Year Level Coordinators, the Inclusive Education team and College Counsellors to ensure the best social, emotional and educational outcomes for our students. We also access the services of many valuable external support providers such as Autism SA, Novita, SPELD, Disabilities SA in an effort to ensure positive outcomes and pathways for a range of students.

Teachers are assisted in meeting the individual needs of students by the Inclusion Support Team through the provision of vital information regarding student needs and key accommodations for making appropriate adjustments to curriculum where necessary. Staff are encouraged and supported in developing and implementing differentiated instruction and assessment across all curriculum areas. Specific provision of extra Inclusion support is made available through various means including:

- Case management and review processes.
- Access to services of appropriate external agencies
- In-class support at all stages and across all curriculum areas where appropriate.
- Some withdrawal for one-to-one support.
- Some small group withdrawal for special instruction.
- On-going tracking of student assignments as a focus for task completion.
- Exploration of alternative pathways and guidance.
- Development of and implementation of Individual Education Plans.
- Access to alternative resource materials.
- Relevant use of ICT .
- Negotiated and adjusted assessment tasks.
- Collaborative planning with professional learning teams.
- Internal and External Professional Learning opportunities for staff.

16.6 Aboriginal & Torres Strait Islander Education

Mount Carmel College aims to support Aboriginal students to be culturally strong, confident and successful in their learning, development and choices. Learning support is provided through individual education plans, tutoring and liaison with tertiary institutions and community organisations.

16.7 Students with English as an Additional Language (EAL)

EAL support is provided on a needs basis to students whose first language is not English or those whose families speak languages other than English at home. This support is delivered via an in context language development program offered throughout the school year.

16.8 Refugee Students

Mount Carmel College provides support for students of refugee background in the College. This support entails tutoring, communication with families and liaison with key staff to ensure a team approach to providing service.

16.9 Vocational Education and Training (VET) & the Western Technical College (WTC)

The Western Technical College provides quality vocational training in Hairdressing, Retail Makeup and Skincare, Engineering and Manufacturing, Building and Construction and Hospitality to students who choose a pathway into employment within recognised trades.

Students from the three Catholic schools who form the cluster to develop the centre (Mount Carmel College, St Michael's College and Nazareth Catholic College) come together to undertake nationally accredited courses that are studied as part of the SACE and also form a significant part of the off the job component of an apprenticeship.

Training takes place in simulated workplace conditions under the direction of qualified trade trainers from TAFESA with a strong emphasis on practical skills development and industry knowledge. Students are also required to participate in significant work place learning to compliment the learning taking place at the centre.

At Mount Carmel College students in Years 10 -12 are offered opportunities to undertake Vocational Education Training (VET) as a part of their SACE studies. This gives students opportunities to include diverse forms of learning in the senior years of school and aims at facilitating the transition from school to further study training or work.

For SACE students, 70 hours of accredited VET is recognised as 10 SACE credits at Stage I level. Similar credit is available at Stage 2. Students who intend to apply for tertiary entrance may include a limited number of VET courses in SACE studies.

At Mount Carmel College students in Years 10, 11 & 12 are currently studying a wide range of VET course including: hairdressing, metal trade skills, construction, driver competence, healthcare, music studies, photography, hospitality, tourism, beauty therapy, horticulture which are just few examples.

Usually students can identify an area they are interested in and the necessary arrangements can be put in place for them to take the program. Additional course fees apply for students who undertake VET programs.

For most VET studies students attend programs off campus for a whole day each week or after school hours – at the Western Technical College, at TAFE colleges, schools or other providers. This means that students are responsible for attending all VET classes and need to manage their responsibilities for Structured Workplace Learning and negotiating with their teachers.

16.10 SEQTA Engage

Welcome to SEQTA Engage, Engage is the Application that parents and guardians can use to access all information related to their student or students at Mount Carmel College. Engage is accessible via an app for both Apple and Android devices and can also be accessed via a web browser. (Google Chrome recommended)

The Portal will provide you with access to important information about your student's learning journey at MCC in the subjects they are studying and also pastoral information. This information can include: .

- Course overview
- Student Timetable
- Lesson details
- Homework details
- Assessment Details
- Assessment results
- Student Notices
- Attendance
- Academic Reports

When we provision your SEQTA Engage accounts, you will receive via email a one-off web address which enables you to set a username and password. By default the email will be sent to both parents unless we have formally been made aware of a unique family situation so that it is recorded in our family information data. The link will expire after 7 days and the account will need to be re-provisioned. If it appears that you have not received this link, could you please check your junk mail folder before contacting us.

Questions and/or feedback can be sent to andrew.judd@mcc.catholic.edu.au

The welcome email from SEQTA with instructions on how to access the app, this process is outlined below:

SEQTA Engage app using the Welcome email

This method steps through setting up SEQTA Engage using the Welcome email.

Step 1: Download and install the SEQTA Engage app (parents)

1. Open the Welcome email on the device you would like the app installed on
2. Click on the App Store or Google Play button and download and install the app.
 - Steps for installing from 'App store': Click **Get**, then **Install**, if prompted type access code or use thumbprint. Click **Open**.
 - Steps for installing from 'Google play': Click **Install**, click **Open**

Access Engage in a Web Browser

To access ENGAGE in a web browser enter the URL: <https://engage.mcc.catholic.edu.au> Simply use the username and password that you set up via the welcome email.

Below is a screen capture of what the login screen will look like.



17. Extra-Curricula Activities

17.1 Student Leadership

The Student Leadership Team are elected each year by their classmates and staff to represent all students in the school and who organise ways for students to actively participate in school life. This group includes two Year 12 College Captains, one Year 12 Social Justice Leader, amongst other Year 12 Senior Leaders.

The Student Leadership Team works democratically to represent the student body. Students work together with the help of key staff to improve school life and to put forward students' ideas.

Along with the Year 12 Student Leadership Team, each Year level from Years 7-11 also elect Student Leaders to represent their peers. Year Level Leaders work together and in conjunction with the Student Leadership Team to discuss and implement school matters and activities.

Further leadership opportunities exist as House Captains or Deputy House Captains. A Captain from either Year 11 or Year 12 is elected to represent each of the College's four House Groups: Butler, Tenison, Marcellin and MacKillop. Senior House Captains work in conjunction with Deputy House Captains elected from Year 9 to foster community spirit by driving initiatives and activities within the College.

17.2 House Group and Inter-House Competitions

When first beginning at Mount Carmel College all students and staff are allocated to one of four Houses: Marcellin, Tenison, MacKillop or Butler.

Throughout the year students participate in different House activities that can help them win points towards the coveted House Shield that is awarded at the end of year Presentation Night. These activities include all students by covering a variety of fields such as charity work, House spirit and teamwork as well as academic and sporting achievements, with a focus on inter-House competition during lunchtimes.

All students are encouraged to attend House meetings and take part in as many House activities as possible and hope to further develop a strong sense of House spirit within the College community.

The Mount Carmel College Houses are:

- Butler
- Tenison
- Marcellin
- MacKillop

17.3 Sport at MCC

Sport and physical activity is of vital importance in establishing healthy lifestyle patterns. It is a great medium for developing positive traits in adolescents such as dedication, commitment, teamwork and leadership.

The Sports program at Mount Carmel aims to further develop students in the areas of physical fitness, coordination, communication and leadership skills. In addition to this, students are encouraged to develop friendships and respect with team members and their opposition, all of which assists in achieving a positive sporting experience.

Mount Carmel College is dedicated to providing students with many opportunities to take part in sporting events both within the school community and through extra curricula sporting competitions and carnivals such as:

- Western Zone sporting competitions on Wednesday afternoons after school
- Western Zone Lighting Carnivals
- Catholic Schools Carnivals.

Sports offered to Mount Carmel students include, but are not limited to:

- | | |
|-------------|--------------------|
| • Athletics | • Basketball |
| • Baseball | • Volleyball |
| • Soccer | • Beach Volleyball |
| • Netball | • Tennis |
| • Cricket | • Football. |

As representatives of Mount Carmel College all students must wear the correct PE / Sport Uniform and behave appropriately in accordance with College Policies.

Mount Carmel holds its annual Sports Day Carnival at Santos Stadium early in Semester 1. Attendance at this event is compulsory and the experience of using Santos Stadium, a State Athletic facility, is a fantastic and rewarding experience. All students are encouraged to participate in a variety of both athletic and novelty events on the day in order to tally the most points for their House: Marcellin, Tenison, MacKillop or Butler. From the results of the Sports Day, students are then provided with the opportunity to participate in the Interschool Catholic Co-ed Athletics Carnival, where they compete against other Catholic schools.

17.4 Pedal Prix

Pedal Prix is an extra-curricula activity open to all students in Years 7 – 12. There are several different divisions of the event. Mount Carmel has three competing teams: Open Boys, Open Girls, and a composite primary school team made up from students from our Catholic North Western Community schools.

Mount Carmel College competes in the Adelaide Race event held in Victoria Park. This is a six hour race event. There is a small cost to students who wish to participate, which covers entry into the event, and a team polo shirt.

The Pedal Prix Event dates will be available at a later date.

17.5 Student Groups & Clubs

Mount Carmel College offers a wide variety of student groups and clubs for students with a variety of interests. All students are encouraged to become involved in a group of their choice.

These include:

- Student Leadership Team
- The Social Justice Group
- The Student Empowerment Team
- Middle Years Study Group
- Senior Years Study Group
- Chess Club
- Performing Arts Groups (including School Band, Vocal Ensemble, Dance and Drama groups)
- Peer Support Program

- Knockout & Wednesday Afternoon Sport
- Assisting at Liturgy and Mass
- Nunga Club
- Mathematics Club
- Science Club
- Technology Club
- Senior Formal Committee
- Year 12 Graduation Committee

17.6 School Musical/ Concert

Mount Carmel offers students the opportunity to be involved in a large scale performance each year via the College Musical or Concert, which alternate each year.

Every two years the College performs a Musical in the Adelaide University Theatre and in the intervening years, a musical concert is performed. Each of these events provides opportunities for students in the areas of Music, Dance, Drama & Visual Arts.

Students from all year levels have the opportunity to be involved as an artist, performer or back stage crew member. Family and friends of the College community are encouraged to attend to support the artistic and performance journey of our Performing and Visual Arts students. This is an opportunity for students to showcase the talents and skills that have been developed throughout the year under the supervision and guidance of our specialist Arts Staff. Information about purchasing tickets to these events are published in the College Newsletter.

18. School Policies & Guidelines

18.1 Restorative Justice Approach

From time to time in our community, issues arise between students and/or between students and staff. Our approach at Mount Carmel College is to employ a restorative justice approach to resolving such issues as they arise.

A Restorative Justice approach aims to repair the harm caused by an individual, or group of individuals, on another person. This occurs through key staff members, such as a Year level Coordinator or Counsellor, facilitating structured restorative meetings with the individuals involved. The aim of these meetings is for each person to be able to articulate their involvement in the situation, explain the impact that the situation has had on themselves and others close to them, and to understand and acknowledge the impact that has been caused. The ultimate aim is for all parties involved to reach a point where they are able to come to a negotiated agreement on future interactions.

The key staff involved in these meetings have received formal training in Restorative Justice facilitation and are committed to ensuring that all members of our community are treated with love and dignity at all times throughout this process. Communication with families is also a key part of this process, and contact will be made with home when such meetings have occurred.

This Restorative Justice approach works hand-in-hand with our Student Personal Responsibility, Anti-Bullying, Anti-Harassment, Anti-Violence and Anti-Sexual Harassment Policies, outlined below.

18.2 Student Personal Responsibility & Lesson Exits

At Mount Carmel College, we aim to develop in students a strong sense of personal responsibility for their behaviour. There may be times, however, when a student is exited from class for repeated and/or serious breaches of classroom expectations. Students choosing not to meet the expectations of subject teachers to ensure effective teaching and learning environments, are first given a verbal correction with regards to the inappropriate behaviour.

A second infringement within the one lesson is addressed with a formal warning, where students are issued a yellow card from the teacher.

This acts as a physical reminder that they are only one step away from being exited from the classroom. Ongoing failure to meet classroom expectations results in the student being given a red card and being exited from the classroom.

Central to the success of this policy, which is based on Choice Theory and promotes student ownership of behaviour, is the opportunity for a student exited from a classroom to meet with that subject teacher in a restorative interview facilitated by a staff member with counselling qualifications. This ensures the issues are addressed prior to the next lesson and aims to provide every opportunity for the student to remain in the classroom and engage in an effective learning environment.

Our prime aim is to have students in the classroom and engaged in effective learning, and for these reasons we do not wish students to see Lesson Exits as a viable or preferred alternative for being in the classroom. It is necessary therefore, that there are a series of consequences in place for students who are repeatedly required to be exited from class due to their choices.

Consequences of Lesson Exits

If a student is exited from lessons more than once per term, parents will be contacted in writing and may be required to attend an interview at the College. Consequences for the student may include detention, internal suspension and/or at-home suspension.

18.3 Anti-Bullying, Anti-Harassment & Anti-Violence Policy

Caritas et Dignitas

The College motto, '*Caritas et Dignitas*' (Love and Dignity) is based on the Gospel teachings of Jesus, calling upon each of us to love your neighbour as yourself (Luke 10:25–28).

Harassment, bullying and violence are contrary to our Gospel values.

The full Policy is located in the College Diary and on our website www.mcc.catholic.edu.au/our-community/policies-procedures

18.4 Anti-Sexual Harassment Policy

Sexual harassment is illegal and unacceptable. Mount Carmel College is committed to creating an environment free from sexual harassment. This policy deals with what to do if a student is sexually harassed by another student at school.

The full Policy is located in the College Diary and on our website www.mcc.catholic.edu.au/our-community/policies-procedures

18.5 Anti-Drugs Policy

Rationale

Mount Carmel College's Drug Policy is written with its motto, Caritas et Dignitas (Love and Dignity), clearly in mind. The Gospel values of love and dignity reflect this community's efforts to assure the right of every member to a safe environment and the responsibility of every person to promote safe practices. Learning and personal growth take place most assuredly when everyone within the community feels safe.

Aims and Objectives

With safety and good health as its paramount aims, this policy supports students, parents/guardians and staff in their endeavours to make informed decisions about drugs in light of the:

- College's response to illicit/unsanctioned use of drugs
- access to support services
- use and management of medication
- provision of drug education in the curriculum
- enhancement of healthy life choices.

Response to Illicit/Unsanctioned Use of Drugs

The possession, use and/or distribution of illicit and other unsanctioned drugs is not acceptable at Mount Carmel College.

The College opposes the inappropriate use of legal drugs and the possession of drug-related objects unless medically authorised.

This policy applies to student attendance on College premises, at College functions, excursions, retreats and camps, and when representing the College or wearing the College uniform.



The full Policy is located in the College Diary and on our website www.mcc.catholic.edu.au/_files/d/9286/Drug_Policy_MCC.pdf

18.6 ICT Acceptable Use - Student Rules

On arriving at school, mobile phones are to be switched off and we encourage students to store them in LOCKED lockers. Students bring mobile phones at their own risk; the College will not be responsible for any theft or damage that may occur. If teachers sight or hear any mobile phone in class, or in the yard without prior teacher approval and the student is not abiding by the *ICT Acceptable Use Rules* (available in the College Diary) consequences will apply.

18.7 Task Completion Policy

Rationale

This policy is designed to support students from Years 7-12 to be successful and to encourage the development of good study and work completion habits. It reflects current assessment deadlines and submission date policy procedures of the SACE Board of South Australia. While it is recognised that there are times when students, for acceptable reasons, are not able to meet deadlines, it is the expectation of the College that all students will submit all required work for assessment.

Failure to submit will result in consequences designed to support the completion of work and to encourage the development of positive study habits.

The full Policy is located in the College Diary.

18.8 Uniform Policy

All Mount Carmel College uniform items can be purchased from Hambours, 2 Wilson Street, Royal Park, Ph: 8447 2077 or via the online uniform shop at www.mtcarmel.hambours.com.au/

Purpose

At Mount Carmel College, students wear a compulsory student uniform with a sense of pride in belonging to the school community. The student uniform promotes equity and equality, self-discipline and care. While at school and in the community, students represent the legacy, tradition, and values of the College by proudly

wearing the student uniform with the motto *Caritas et Dignitas* (Love and Dignity), reflecting the high standard of behaviour required of a Mount Carmel College student.

Health and safety factors are important when incorporating items of clothing as part of the student uniform. Specific instructions for wearing the uniform may apply when undertaking certain tasks or in particular locations.

This policy document sets out the circumstances and manner in which the student uniform is to be worn.

Policy

1. Full student uniform must always be worn at all times during the school day, and to and from the College, and during official College activities, unless advised otherwise by the Principal or person/s appointed by the Principal.
2. The full student uniform (Winter, Summer or Physical Education Uniform) is set out in the attached Schedule. Responsibility for the Schedule is delegated to the Principal or person/s appointed by the Principal.
3. Whenever the student uniform is worn, students should consider themselves to be ambassadors for the College, whether at an official event or not. The College may take action to uphold the reputation of the College.
4. The Mount Carmel College community strives to ensure all families have access to all compulsory uniform items.
5. Students and families have the right to clear communication on this Policy, Procedures and the Uniform Schedule.
6. The consequences of breaches of this Policy are laid out in the Procedures. Responsibility to maintain the Procedures is delegated to the Principal or person/s appointed by the Principal.

Procedure

Wearing the correct student uniform:

1. All Mount Carmel College uniform items can be purchased from Hambours, 2 Wilson Street, Royal Park, Ph: 8447 2077 or via the online uniform shop at <https://mtcarmel.hambours.com.au/>
2. The uniform is to be worn in full, not mixing seasons together or wearing part of the uniform.

3. The uniform is to be worn neatly, kept clean and tidy, and be respected as an extension of the College's reputation and 'brand' within the community.
4. The full student uniform does not include Personal Protective Equipment (PPE), which may be required to be worn from time to time and/or during scheduled curriculum activities. All PPE instructions are in addition to this Policy. Special instructions re the wearing of the student uniform or grooming may apply for certain tasks or in particular locations for health and safety compliance.
5. All items of clothing and personal belongings are the responsibility of the student. The College takes no responsibility for lost or damaged items, and does not insure jewellery, personal devices or other personal items.
- f) Nail polish, if worn, must be a natural colour and discreet.
- g) Nails (natural and acrylic) must be kept short, as long nails can be a safety hazard. Acrylic nails are a safety hazard in certain areas (eg Food Technology, practical Design and Technology) and so are not permitted if a student is undertaking these classes or activities.
- h) Visible body art (eg tattoos) is not permitted.
- i) All boys are required to be clean shaven.
- j) Good hygiene is expected as it can impact on the comfort of other people eg use of a personal deodorant. Regular showering and washing of the student uniform will assist personal hygiene.

Accessories:

Wearing the incorrect student uniform:

1. A written explanation in the Student Diary is required from Parent(s)/Guardian(s) if a student is not in correct uniform for any reason on a given day or period of days. The note should indicate the anticipated date when full uniform will be worn.
2. If a student is wearing the incorrect student uniform and a suitable explanation (as in 1 above) is not provided, the College may invoke disciplinary procedures, which may include the student being sent home to change into correct uniform, internal suspension, external suspension, or other action at the discretion of the Principal or person/s appointed by the Principal.
- a) During Terms 2 and 3, students may wear a scarf. Scarves should be the official scarf with Mount Carmel College logo (availability pending) or be of plain texture and dark brown or cream in colour. In particular lessons or activities students may be required to remove the scarf for health or safety reasons.
- b) The wearing of jewellery is discouraged. Jewellery can be dangerous if worn during physical activities and items could be lost. Jewellery, if worn, needs to be discreet and inoffensive.
- c) The following items are permitted: a watch, one plain ring, one simple neck chain with religious medal or cross, tucked into the uniform. No other jewellery is permitted (eg anklets, bracelets, wrist bands).
- d) Earrings and piercings: one small plain earring in one or both lower earlobes only. No other visible piercings (eg facial piercings) are permitted. Band-aids covering piercings are not permitted.

Hair and Grooming:

- a) Hair shall be neat and tidy. Shoulder length hair or longer must be tied back and must not hang down across the eyes or in front of the shoulders.
- b) Extreme hairstyles and/or colouring (eg rats tails, mohawks, patches of colour) are inappropriate for school and are not permitted. The cutting of patterns in hair is not permitted.
- c) Hair should not be cut extremely short, including bald, unless for a medical reason.
- d) Hair accessories (e.g. ribbons, clips, combs) must be in school colours – dark brown, cream, dark blue or gold.
- e) A very light, discreet foundation is the only acceptable makeup.

Student Uniform Schedule

All Mount Carmel College uniform items can be purchased from **Hambours**, 2 Wilson Street, Royal Park, Ph: 8447 2077 or via the online uniform shop at <http://mtcarmel.hambours.com.au/>

FEMALE UNIFORM

Item	
Dress, Skirt, Shirt, Shorts, Pants	Mount Carmel striped dress (Terms 1 & 4) or Mount Carmel College shirt (short or long sleeved) + Mount Carmel College shorts or pants (Terms 1-4) or Pleated skirt (Terms 2 & 3) + Mount Carmel College shirt (short or long sleeved)
Jumper	Dark brown v-neck jumper with monogram
Footwear	Black leather, lace-up school shoes or t-bar shoes (not the slip on style, boots, sandshoes, platform soles or heels)
Socks*	Plain black-coloured short or long socks (no logos, no anklet socks)
Tights*	Black tights (70 denier)
Jacket	Ink blue tracksuit zippered jacket (chocolate & gold piping) with monogram OR Black microfibre jacket with monogram
School Bag	Mount Carmel College backpack is compulsory

* Socks and tights are not to be worn together. Tights only to be worn with the winter skirt, not with the summer dress.

MALE UNIFORM

Item	
Shirt, Shorts, Pants, Tie	Mount Carmel College shirt (short or long sleeved) + Mount Carmel College shorts or pants (Terms 1-4) + Mount Carmel College tie (Terms 2 & 3)
Jumper	Dark brown v-neck jumper with monogram
Footwear	Black leather, lace-up school shoes (not the slip on style, boots, sandshoes, platform soles or heels)
Socks	Plain black short or long socks (no logos, no anklet socks)
Jacket	Ink blue tracksuit zippered jacket (chocolate & gold piping) with monogram OR Black microfibre jacket with monogram
School Bag	Mount Carmel College backpack is compulsory

PE UNIFORM

Item	FEMALE & MALE
PE Top	Ink blue/gold polo top with monogram
Shorts	Ink blue (with gold piping) shorts
Tracksuit Jacket	Ink blue (with chocolate & gold piping) jacket with monogram
Tracksuit Pants	Ink blue (with gold piping) tracksuit pants
Footwear	Cross trainers, lace-up sneakers and basketball boots ONLY. Volleys, ninja slippers and skate shoes (eg Vans) are NOT to be worn
Cap	Ink blue cap with gold lettering (MCC)
Rugby Jumper (optional)	Ink blue (with chocolate & gold piping) jumper with monogram

Transition Period

From the start of 2019, any student new to Mount Carmel College will be required to wear the above uniform. For students who were at Mount Carmel College in 2018, you may wear either the new uniform items or continue to wear the former items (summer male polo top, female brown shoes with string-coloured long socks or brown tights) until you need to purchase new items.

Notes on the wearing of the uniform

- The length of skirts and dresses must be approximately knee length. The length of shorts must not be adjusted so as to be too short in the opinion of the College.
- Students are able to wear the PE uniform to and from school only on days when they have a scheduled practical PE lesson or dance lesson.
- Please mark all articles of clothing with the student's name.

Updated August 2018

18.9 Privacy Policy

Please refer to the Mount Carmel College website for the Privacy Policy that applies to all Catholic Schools administered by Catholic Education SA (CESA).

<http://www.mcc.catholic.edu.au/privacy-policy>

18.10 Other Policies & Agreements

All College Policies, agreements and forms are available from the College website at:

<http://www.mcc.catholic.edu.au/our-community/policies-procedures>

Parents/Guardians are asked to familiarise themselves with all College policies and guidelines.



19. Finance Information

19.1 Fee Structure

Mount Carmel College prides itself on offering an affordable and accessible Catholic education to all families regardless of income level. The timely and regular payment of Fees enables Mount Carmel to continue to provide your child/ren with a quality Catholic education. We understand that at times, some families may struggle to make regular payments on time and in these cases, the College is happy to discuss how we can best assist to make the payment of fees easier in accordance with the *College Fees Policy & Procedures*. Our policy ensures the dignity, inclusivity and confidence of all students and their families.

Families who may be having difficulty in paying College Fees on time, or who have outstanding fees and accounts, are requested to please contact the College Accountant, Mrs Virginia Reimann, to discuss a suitable payment plan. If families experience difficulties meeting their financial commitments according to the *College Fees Policy & Procedures*, they will be referred to or required to contact the Business Manager, Mr David Cotton.

The *College Fees Policy & Procedures* and *Fee Schedule* is available on the College website at www.mcc.catholic.edu.au/enrolment/fees-and-stationery

Current Fee Schedule and Fees Policy are available in hard copy on request. Fees Statement sent to families with account for the full year in February.

19.2 Stationery & Text Books

Stationery purchases are handled by Lighthouse Books and Office Supplies. Stationery lists are prepared in consultation with Year Level Coordinators and Learning Area Coordinators to meet specific requirements. Visit the website at www.lighthousebooks.com.au

At the end of each school year, Years 7-11 students will receive a list of their subjects for the following year. Using this list, families can then purchase exactly which stationery they will need for particular subjects.

Students and families should aim to order stationery as soon as they can to ensure on time delivery for the following school year.

19.3 School Care Insurance (24 hour care)

Mount Carmel College has taken out a 24 hour Care for School based activities. School Care cannot cover any Medical services or pay the Medicare Gap. For more information and claim forms, which must be endorsed by the College, please go to www.ccinsurance.org.au

19.4 Ambulance Cover

Ambulance cover is provided for school based activities and **does not cover pre-existing illness or illness related transport.**

19.5 Contacting the Finance Office

Families are encouraged to contact the Finance Office for all queries related to fees and payments.

College Accountant, Mrs Virginia Reimann

Phone: (08) 8447 0502

Email: virginia.reimann@mcc.catholic.edu.au

Business Manager, Mr David Cotton

Phone: (08) 8447 0525

Email: david.cotton@mcc.catholic.edu.au

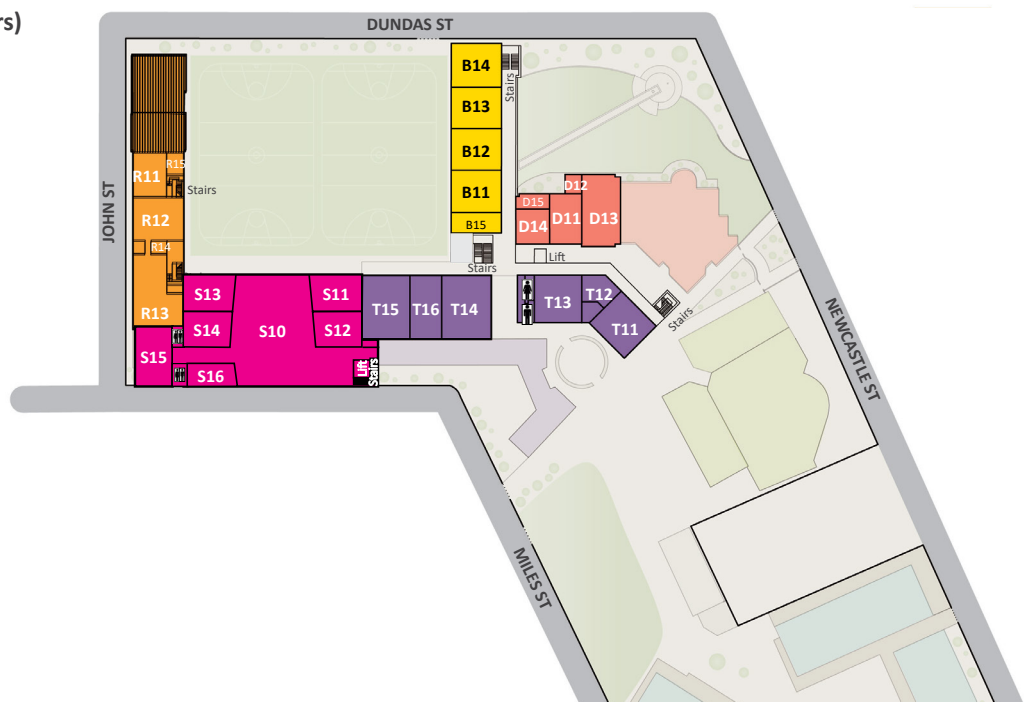
20. College Maps

20.1 College Ground Map



20.2 College Level 1 Map

First Floor Map (Upstairs)



Absentee SMS: 0438 368 846
College Phone: 8447 0500
College Email: mcc@mcc.catholic.edu.au

OPENING HOURS DURING SCHOOL TERMS
College Reception: Monday-Friday 8:00am - 4:00pm



MOUNT CARMEL COLLEGE

A Catholic Co-educational Years 7-12 community in the Josephite Tradition. R-12 in 2022.

Campus: 33 Newcastle Street, Rosewater SA 5013
Post: PO Box 35 Port Adelaide SA 5015
Telephone: (08) 8447 0500 | Email: mcc@mcc.catholic.edu.au
Website: www.mcc.catholic.edu.au