

# THE CATHEDRAL COLLEGE



## THE CATHEDRAL COLLEGE

Catholic Co-educational Secondary Boarding College

189 William Street, Rockhampton QLD 4700

PO Box 8207, Allenstown QLD 4700

Email: [tccr@tccr.com.au](mailto:tccr@tccr.com.au)

Phone: 07 4999 1300 Fax: 07 4927 8694

Web: [www.tccr.com.au](http://www.tccr.com.au)

### Boys' Boarding

104 Derby Street, Rockhampton Qld 4700

(PO Box 8211, Allenstown Qld 4700)

Phone: 07 4999 1380 Fax: 07 4999 1389

### Girls' Boarding

265 Agnes Street, Rockhampton, Qld 4700

(PO Box 8211, Allenstown Qld 4700)

Phone: 07 4999 1390 Fax: 07 4921 4171

### STUDENT PERSONAL INFORMATION

Name: .....Year Level: .....

Address: .....Postcode:.....

Pastoral Care Group Teacher: .....

### IN CASE OF ANY EMERGENCY, PLEASE NOTIFY

Name: .....Relationship: .....

Phone Numbers: .....

Allergies (if any): .....Blood Group:.....

Medications (if any): .....

### COLLEGE LEADERSHIP

<b>Principal</b> Mr Rob Alexander	<b>Deputy Principal - Mission</b> Mrs Claire Stitt
<b>Assistant Principal - Boarding</b> Mr Ron Armstrong	<b>Assistant Principal - Curriculum</b> Mrs Brenda Mallory
<b>Assistant Principal - Students (Senior School)</b> Mr Andrew Stein	<b>Assistant Principal - Students (Middle School)</b> Ms Karen Lester

## TABLE OF CONTENTS

Student Protection in Catholic Schools	3
About the College	4
Glover House	6
McAuley House	7
Quinn House	8
Rice House	9
Ryan House	10
Wallace House	11
College Expectations	12
College Information	14
Information for Parents & Students	15
College Uniform	17
Co-Curricular Activities	18
Pastoral Support	18
Academic Policies & Procedures	21
Library Resource Centre Procedures	26
How to Reference Correctly	27
Evacuation Procedures	29
Significant Prayers	31
College Song	34
Year of Youth Prayer	35

## **STUDENT PROTECTION IN CATHOLIC SCHOOLS**

Student protection and wellbeing are paramount in all Catholic Schools in the Diocese of Rockhampton. By the very nature of their mission and ethos, Catholic schools in the Diocese of Rockhampton place the highest priority on the safety and care of the children and young people who are their students. All students have a right to expect that the school will always do all that is possible to protect them from any kind of harm and create safe learning environments.

Catholic Education is committed to best practices in student protection and the development of proactive approaches to equip people with the skills and knowledge to identify risks of harm and respond appropriately.

<http://www.rok.catholic.edu.au/catholic-schools/student-protection/>

## **ACKNOWLEDGEMENT OF COUNTRY**

We, the community of TCC, acknowledge the traditional custodians of this land, the Darumbal people, and pay our respects to the Elders, past, present and future, for they hold the memories, the traditions, the culture and the hopes of Indigenous Australia.

### ABOUT THE COLLEGE

#### MISSION STATEMENT

As students, staff, parents and friends of The Cathedral College Community, we strive by word and action to respond to Christ's call to 'Come, live life in all its fullness'. John 10:10

Our College Motto "**Come, live life in all its fullness" (John 10:10)** invites every member of the College community to **develop their relationship with Jesus**, to nurture their individual gifts, and to recognise and celebrate the giftedness of others. It also invites us to witness Christ's presence and to make a difference through just and peaceful actions that show our reverence for all people and the environment.

#### VISION STATEMENT

We, the members of The Cathedral College community accept the Gospel invitation "I have come that you might have life - life in all its fullness" (John 10:10) as incorporated in our College motto: "**Come, live life in all its fullness.**"

We, at The Cathedral College, create community through sharing of faith, living out Gospel values and accepting change as part of renewal.

Within our Catholic community, we work together to realise the College motto by encouraging all members to develop their individual gifts, to deepen their personal spirituality and to recognise and celebrate the giftedness of others.

The charisms of both Catherine McAuley and Edmund Rice call our community to "act justly, to love tenderly and to walk humbly with their God" (Micah 6:8).

Inspired by their example and in keeping with the Gospel ideal and the College motto, we are committed to...

- witnessing Christ's presence in the world and making a difference through just and peaceful actions that show our reverence for all people and the environment
- living as an integral and vital part of the wider community acknowledging that our eternal home is with God
- celebrating life in all its fullness by encouraging excellence and enthusiastic participation in all activities
- nurturing and supporting community members on their journey to accepting individual responsibility for their own self-development in response to the opportunities provided
- accepting, protecting and encouraging the unique giftedness of each community member providing opportunities for growth across all areas of human endeavour, including the spiritual, the academic, the social, the personal, the cultural, the emotional and the physical
- working together to build a community of support for each other within our College
- acknowledging the special circumstances of boarding students and supporting their particular needs
- valuing those traditions of the past by which the ethos of this College is influenced.

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# THE CATHEDRAL COLLEGE

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## COLLEGE HISTORY

The Cathedral College was founded in 1991 as a Catholic Co-educational Boarding College for students in Years 8-12. Prior to the establishment of The Cathedral College, the Sisters of Mercy's Range College for girls and St Joseph's Christian Brothers' College for boys offered Catholic secondary education for the families of Central Queensland for nearly one hundred years. Boarding accommodation for girls was also provided by the Sisters of Mercy at their first Convent in Kent Street and then on the site of the Range College in Agnes Street.

At the end of 1990, the Sisters of Mercy and the Christian Brothers handed over their educational responsibilities to the Catholic Education Office of the Diocese of Rockhampton. Our College is an integral part of the Catholic Education System of the Diocese of Rockhampton under the leadership of the Bishop of Rockhampton, Bishop Michael McCarthy and the Director of Catholic Education, Miss Leesa Jeffcoat AM. Our College began with 340 Years 8-10 students with Year 11 being added in 1992 and Year 12 in 1993. Continuing the tradition of the Sisters of Mercy, the College operates as a boarding school as accommodation for girls remained on the site at 265 Agnes Street with the girls travelling to and from the Day Campus by bus. In 2001, boarding accommodation was provided for boys first on the site of "Bethany" in Agnes Street and then at 210 Upper Dawson Road. In Term three of 2014, the boys moved to their new purpose-built Boys' Boarding House at Derby Street on the Day Campus. After welcoming Year 7 in 2015, the College enrolment is now approximately 1180 students in Year 7-12 with 150 teaching, boarding and ancillary staff. Our College Motto "Come, Live Life in all its Fullness" invites every member of the College community to develop their relationship with Jesus, to nurture their individual gifts and to recognise and celebrate the giftedness of others. It also invites us to witness Christ's presence and to make a difference through just and peaceful actions that show our reverence for all people and the environment.

As a sign of our living commitment to our College Motto, the entire College Community gathers periodically for Liturgies in St Joseph's Cathedral which is situated next to our Day Campus. Liturgies of the Word are led by both students and staff and the Liturgies of the Eucharist are led by our Bishop, Bishop Michael McCarthy or our Parish Priest, Father Bryan Hanifin.

St Joseph, husband of Mary and foster-father of Jesus, is the Patron Saint of our College and signifies the importance of family to the College community. It is our practice to conclude our prayers with "St Joseph - pray for us".

The College Board and Parents' and Friends' Association are very active in supporting the vision and mission of The Cathedral College.

## BUILDINGS

**Helen Hätte:** Commemorating Helen, a Year 8 student, who was accidentally killed in 1991, the foundation year of the College. **O'Brien:** Commemorating Dr DP O'Brien a surgeon and an outstanding benefactor of the Christian Brothers and St Joseph's Christian Brothers' College. **Murlay:** Commemorating Father Charles Murlay, the first Parish Priest of Rockhampton. **Mercy Centre:** Named in honour of the 2016 *Year of Mercy* and commemorating the Sisters of Mercy, the first Religious Congregation to arrive in Rockhampton on 4 August 1873. The Restaurant *Deck on Derby* is found in this Centre. **John Miles:** Commemorating the work of Mr John Miles, a foundation staff member of the College and a long serving staff member of St Joseph's Christian Brothers' College. **Catherine McAuley Art Centre:** Commemorating Venerable Catherine McAuley who began the Sisters of Mercy. **Edmund Rice Technology Centre:** Commemorating Blessed Edmund Rice who began the Christian Brothers. **Our Lady's:** Formerly Our Lady's Primary School (closed in 1988) and now our Performing Arts Centre containing Music, Drama and a Performance Hall. **The Triple C:** The Cathedral College Café opened in 2013.

**GIRLS' BOARDING: Genazzano:** Commemorating the town of Genazzano in Italy where the miraculous picture of Our Lady of Good Counsel is to be found. Our Lady of Good Counsel was chosen as the Patron Saint of the Range College and Boarding School. **Coolock:** Commemorating the Dublin home of the foundress of the Sisters of Mercy, Catherine McAuley. **BOYS' BOARDING:** Officially opened and blessed in 2014.



## GLOVER HOUSE

Our motto - **Con Brio** - challenges us to do everything **'with spirit'**. When we work as a team with whole-hearted enthusiasm and passion, we achieve our goals with humility and dignity.

**GLOVER HOUSE** is named in honour of **MISS MARGARET GLOVER** – a long-serving teacher of the former Our Lady's Primary School and an active parishioner of the former parish of St Joseph's Cathedral.

**Glover House Special Day:** October 14 (Birthday of Miss Glover).

**Catholic Education Office website:** [www.rok.catholic.edu.au](http://www.rok.catholic.edu.au)

### MISS MARGARET GLOVER

- born in Roma Qld 14 October 1920, eldest of 5 children (1 sister, 3 brothers)
- Primary Education: St John's Roma, St Patrick's Emerald; Secondary Education: Cairns; family moved to Rockhampton in 1935.
- In 1937, began her career as a teacher at Our Lady's Infants' School (now the Parish Office of the Catholic Parish of R'ton South – near the Cathedral). School was staffed by Sisters of Mercy so she was closely associated with the Sisters during her teaching career.
- Margaret was very involved in the prayer, worship and the many activities (starred in Parish Concerts that were held for several years) of the then Parish of St Joseph's Cathedral.
- loved going to parties, dances and any other social outing on offer
- 'a loyal, conscientious, dedicated and courteous lady who was so gentle with children' was how Margaret was described by one who knew her well.
- Early 1980s, Margaret was Acting Principal for 3 years, retiring in 1985 after 48 years at Our Lady's PS now TCC's Performing Arts Centre.
- When TCC was founded in 1991, one of the then four Houses was named 'Glover House'; in 2009 when the Parish Office was refurbished, a room was named the 'Margaret Glover Room' in her honour.
- Margaret died in 2010 and is buried in the Nerimbera cemetery, Rockhampton.

'Do not look the other way. The world hungers for ACTION not words.'  
Nelson Mandela

### GLOVER HOUSE PRAYER

Loving God, we thank you for the opportunity we have to receive a good education at The Cathedral College. We ask that you help us to be loyal, conscientious and committed in all our endeavours. Help us to achieve the goals we set with humility and dignity. We pray that with your guidance, we will be just and compassionate in our service of others. We ask this through Christ our Lord. Amen.



## McAULEY HOUSE

Our motto – **Seize the Day** – challenges us to be aware of the opportunities that are available to us each day at TCC and to use them so that we – and others – develop more fully and become better people.

**McAULEY HOUSE** is named in honour of **VENERABLE CATHERINE McAULEY** who founded the Sisters of Mercy in Ireland in 1831.

**McAuley House Special Day:** August 4 (arrival of Sisters of Mercy in Rockhampton)

**Sisters of Mercy website:** [www.mercy.org.au](http://www.mercy.org.au)

### CATHERINE MARY McAULEY

- born in Dublin, Ireland in 1778, eldest of 3 children
- at this time, most Catholics still suffered severe discrimination because of their religion
- Catherine's father, James, financially very successful, active in the practice of his Catholic faith
- James McAuley provided Catherine with her first model of service to the poor – personal involvement with those in his own community
- orphaned at 20, had to rely on her extended family
- in her mid-twenties went to live with the Callaghans who treated her like a daughter; left wealthy when they died
- decided to use her money to build a house in Dublin to help the poor – it became known as the House of Mercy in Baggot St and provided education for poor girls, protected young women by providing accommodation for them, the sick and poor were visited in their homes
- other young women joined her in her work
- Catherine, with 2 others, trained as a Religious Sister
- she founded the Sisters of Mercy in 1831; died in 1841 and is buried in the grounds of the house she had built in Baggot St, Dublin, Ireland
- 1846, Sisters of Mercy came to Australia; August 4 1873, Sisters of Mercy came to Rockhampton
- At their first convent in Kent Street, they educated girls and provided boarding for them until they moved to the site of the Range College in Agnes St
- Since TCC began, a Sister of Mercy has been a member of staff: Sr M St Luke (1991-1998) & Sr Margaret Dixon from 1997.

*"The poor need help today, not next week."*

Catherine McAuley

### McAULEY HOUSE PRAYER

O God, we thank you for the life of Venerable Catherine McAuley. She opened her heart to Christ present in those oppressed by poverty and injustice. May we follow her example of faith and generosity.

Grant us the courage and compassion of Venerable Catherine McAuley as we seek to live lives of love and service. We ask this through Christ our Lord. Amen.



## QUINN HOUSE

Our motto - **Fortune favours the Brave** - reminds us that when we are faced with decisions, if we make the right decision even though it may not be popular, our 'fortune' will be increased self-confidence and strength of character, enabling us to live our lives in truth and justice.

**QUINN HOUSE** is named in honour of **BROTHER LUKE QUINN** – last Christian Brother Principal of St Joseph's Christian Brothers' College.

**Quinn House Special Day:** March 19: Feast of St Joseph (Patron Saint of CBC and TCC)

**Christian Brothers' website:** [www.edmundrice.org.au](http://www.edmundrice.org.au)

### BROTHER LUKE QUINN

- born in Maryborough Qld 19 September 1953, 1 of 8 children
- attended Christian Brothers' School in Maryborough
- joined the Christian Brothers in 1968
- Teacher at Aquinas College Southport; St Columban's College Brisbane; St Patrick's College Mackay; St Joseph's College Gregory Terrace; Nudgee College Brisbane
- Principal of Gilroy Santa Maria College Ingham; St James' College Brisbane; St Joseph's Christian Brothers' College Rockhampton 1989, 1990
- Last Christian Brother Principal of St Joseph's Christian Brothers' College (CBC) R'ton 1990
- 1996: appointed to Leadership Team of the Christian Brothers of St Francis Xavier Province ( Q'ld, Northern Territory, East Timor )
- 2001-2007: Province Leader of the Christian Brothers of the above mentioned Province •
- 2008 – member of the Province Renewal Team of Christian Brothers.

"Live Jesus in our Hearts"

Edmund Rice

### QUINN HOUSE PRAYER

Loving God, we thank you for the gift St Joseph's College, the Christian Brothers and lay teachers have been to the community of Rockhampton. We thank you that they are a part of the history of TCC.

We ask that you help us, Quinn House, to meet life's adventures with clear minds and bold hearts. Help us to be wise in the decisions that we make. Help us also to have courage and compassion as we strive to live lives of love and service. We ask this through Christ our Lord. Amen.





## RICE HOUSE

Our motto – **Courage Under Fire** - challenges us to be just and courageous in everything we do and say and to never give up even if we are faced with obstacles or difficulties – small or great.

**RICE HOUSE** is named in honour of **BLESSED EDMUND IGNATIUS RICE** - the founder of the Christian Brothers in the early 1800s.

**Rice House Special Day:** May 5 (Feastday of Blessed Edmund Rice).

**Christian Brothers' website:** [www.edmundrice.org.au](http://www.edmundrice.org.au)

### EDMUND IGNATIUS RICE

- born in Callan, Ireland in 1762, 4th of 7 children
- Catholics in Ireland at this time were forbidden to practise their faith
- they were not allowed to hold important positions
- Edmund worked for his uncle who was a successful businessman
- he married at 23 but 2 yrs later, his wife died leaving him with their invalid daughter, Mary
- Edmund was a successful businessman
- he used his money to open schools for poor neglected boys
- he not only educated poor boys but took it upon himself to make sure that his pupils were fed, shod and clothed
- the first school opened in Waterford, Ireland in 1802
- other young men joined him in his work
- Edmund founded the Christian Brothers in the early 1800s
- He died in 1844 and in 1996 was declared 'Blessed'
- 1875 , the Christian Brothers came to Brisbane
- 1894 , they began St Joseph's Christian Brothers' College – CBC – in R'ton
- 1990 , St Joseph's Christian Brothers' College closed
- The Cathedral College was founded in 1991
- Christian Brothers who have been on Staff at TCC: Br Mick Bible (1991-2013), Br Nev Thornton (2000-2002) and Br Ted Magee (Principal: 2000-2002)

"Were we to know the merit and value of only going from one street to another to serve a neighbour for the love of God, we should prize it more than gold or silver."

Edmund Rice

### RICE HOUSE PRAYER

O God, we thank you for the life of Blessed Edmund Rice. He opened his heart to Christ present in those oppressed by poverty and injustice. May we follow his example of faith and generosity. Grant us the courage and compassion of Blessed Edmund as we seek to live lives of love and service. We ask this through Christ our Lord. Amen.



## RYAN HOUSE

Our motto – **Not for One, but for All** - challenges us to work together to achieve to the very best of our abilities. We will work as a team to help each other achieve to our true potential. We will support and look after each other.

**RYAN HOUSE** is named in honour of **SISTER MARY ANDRINA RYAN** – last Sister of Mercy Principal of the Range College (Range Convent High School).

**Ryan House Special Day:** April 26: Feast of Our Lady of Good Counsel (Patron Saint of Range College).

**Sisters of Mercy Website:** [www.mercy.org.au](http://www.mercy.org.au)

### SISTER MARY ANDRINA RYAN

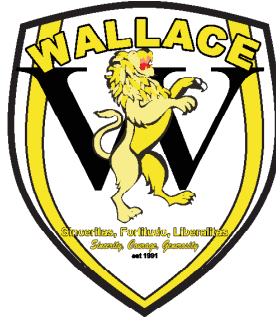
- born in Rockhampton 23 September 1928, eldest of 4 children – 3 brothers
- Primary education at St Mary's Primary School North R'ton
- Secondary education at Range College (Range Convent High School)
- worked as a Doctor's Receptionist for a year
- entered Sisters of Mercy in 1946, professed vows on 22 January 1950
- Teacher (primary school) Range, Koongal, Walkerston; (secondary school) Range 26 yrs, Our Lady of Mercy Mackay 1 yr
- Boarding Supervisor
- Vocations Director: Sisters of Mercy Congregation 3 yrs
- Sister-in-Charge St Joseph's Home 4 yrs
- Principal of Range College 6 yrs
- Last Sister of Mercy Principal of the Range College – Range Convent High School – R'ton 1988
- Pastoral Care of the Sick, Mission Co-ordinator: Mater Hospitals R'ton, Yeppoon, Gladstone 19 yrs
- 2008 onwards – Volunteer work at Base Hospital, in Parish and with the Sisters of Mercy.

"Speak as your mind directs; and always act with courage."

Catherine McAuley

### RYAN HOUSE PRAYER

Loving God, we thank you for the gift the Range College, the Sisters of Mercy and the lay teachers have been to the community of Rockhampton. We thank you that they are a part of the history of TCC. We ask that you help us to work together as a team and to be generous in our support of each other and of the wider community. Grant us courage and compassion so that we will live lives of love and service. We ask this through Christ our Lord. Amen.



## WALLACE HOUSE

Our motto – **Sincerity, Courage, Generosity** - challenges us to be sincere, courageous and generous in everything we do and say so that we can live our lives in freedom and truth.

**WALLACE HOUSE** is named in honour of **BISHOP BERNARD WALLACE** (8th Bishop of Rockhampton Diocese 1974 – 1990). Bishop Wallace gave the approval for the founding of TCC.

**Wallace House Special Day:** November 8 (Anniversary of Bishop Wallace's death)

**Diocesan website:** [www.rok.catholic.net.au](http://www.rok.catholic.net.au)

### BISHOP BERNARD WALLACE

- born in Melbourne 21 January 1919, youngest of 4 boys
- educated by Christian Brothers, dux of St Kevin's Toorak Melbourne 1934
- outstanding scholar, sportsman; generous and adventurous nature
- entered the Columbans (missionary order for China) 2 yrs
- accepted for Diocesan priesthood for R'ton: 1937
- ordained priest 26 July 1942: St Patrick's Cathedral, Melbourne
- lecturer at Banyo Seminary for 25 years
- great theologian, historian and philosopher
- assistant priest at Bundaberg, Mt Morgan: 1948-1953
- ordained Bishop in St Joseph's Cathedral 24 April 1974
- chose as his motto – The Truth will Set You Free
- his desire as Bishop was to preach the Gospel in every parish and to every person in words that could touch every age and every group
- completed the Cathedral as part of the Centenary Celebrations of the Diocese in 1982
- was our Bishop when TCC was being planned and built
- died on 8 November 1990 – buried in the Nth R'ton Cemetery.

'The Truth Will Set You Free'  
John 8:32

### WALLACE HOUSE PRAYER

God of Wonder, we praise and thank you for bringing us here together in your presence. We ask that you help us to be sincere, courageous and loyal. Help us to speak only what is true and to do only what is good so that we can be truly free.

Help us to look to you for guidance this day and the days to come as we seek to live lives of love and service. We make this prayer in the name of your Son, Jesus. Amen.

## COLLEGE EXPECTATIONS

### EXPECTATIONS OF STUDENTS ENROLLED AT THE CATHEDRAL COLLEGE

**The College is a place where students and staff work together to achieve quality education.**

- The College must be a safe, secure place for everyone.
- The College desires of its students to strive in all fields of endeavour to achieve their personal best.
- Each student is responsible for his/her own behaviour in the classroom, in the playground, at co-curricular activities and while travelling to and from the College.

### GUIDELINES FOR STUDENTS

Students at The Cathedral College are expected to...

- be responsible, considerate and polite members of the College community
- maintain a high standard of dress and grooming as set out in the Uniform Requirements of the College
- attend the College daily and be punctual throughout each day
- provide an explanation for any absences
- co-operate with all members of staff and follow all instructions
- complete all required classwork, homework and assignments
- respect and care for the College, its buildings, equipment and environment
- respect other people's property
- respect God, religious beliefs and other cultures and creeds.

Any student who chooses not to adhere to these expectations may face the following consequences:

- lunch time detention
- afternoon detention (parents/care givers notified)
- Community Service
- placed in other classes for period
- carry a behaviour/uniform card
- internal suspension
- external suspension.
- The Principal may intervene at any stage of the behaviour management program and has the right to terminate enrolment at the College.

### **CODE OF CLASSROOM BEHAVIOUR**

1. Arrive on time.
2. Arrive with the necessary resources prepared to work.
3. Wait patiently and orderly while standing outside the room.
4. Enter the room in an orderly manner and wait for the teacher's instructions.
5. Follow carefully all directions given.
6. Stay on task.
7. Show courtesy to all.
8. Respect the rights of others to learn.
9. Record all homework in your Planner.
10. Complete all set homework and written tasks to the best of your ability.
11. Take care of the College environment.
12. Laptop use is at the direction of the teacher and is primarily for educational purposes.

### **STUDENT RELATIONSHIPS: THE TCC WAY**

The Cathedral College is a Catholic College and all its members, staff, students, and parents/care givers are made aware of its core values and Mission Statement upon enrolment or employment. These core values are based on the Gospel values as taught and lived by Jesus Christ. One of these fundamental values is the respect for the human person. All members of this Catholic community have the right to be respected as unique individuals made in the image of God.

### **RELATIONSHIPS**

It is normal for young people to form relationships with one another. The College expects students to avoid unnecessary contact with each other.

### **BEHAVIOUR MANAGEMENT**

Students who are not able to meet the College's high expectations may need further advice and meeting time with one or more of the following:

**Classroom teacher**

**PC Teacher**

**House Dean**

**Students' Dean**

**Assistant Principal: Students (Middle/Senior)**

**Assistant Principal: Boarding**

**Principal**

# THE CATHEDRAL COLLEGE

## COLLEGE INFORMATION

### COLLEGE COMMUNICATION

The College provides a number of methods of communication to students and parents/care givers. The weekly Wednesday email contains important information. TCC Skoolbag App provides TCC sports information. It is very important that parents/care givers and students actively participate in the communication by listening to and/or reading the communications from the College.

### DAILY NOTICES

Each morning a bulletin, which includes all important College notices, is read to the students in each Pastoral Care Group. Students may place important notices in the bulletin if they are approved by a member of the College Leadership Team.

### ASSEMBLY

College, House, Senior & Middle School Assemblies are as scheduled on the College Calendar. Members of the College staff address the students on important College issues. Occasionally, members of the wider community use the College Assembly to address the students and the staff.

### CALENDAR

Each family receives a copy of the College Calendar at the beginning of the year so that all are familiar with important College dates.

### OTHER METHODS OF COMMUNICATION

If parents/care givers have any enquiries, they can use any of the following methods of communication:

1. email member of staff (email addresses found on the the College website under *Our Catholic College/ Contact*)
2. a brief note in the Student Planner for the Subject or Pastoral Care Group teacher
3. a longer note to any staff member
4. a message requesting a staff member to return your call
5. arrange for an interview - If parents/care givers wish to have an interview with a staff member, it is best to send a message to the staff member indicating the available times.

### EMAIL/INTERNET

Email: [tccr@tccr.com.au](mailto:tccr@tccr.com.au) Web: [www.tccr.com.au](http://www.tccr.com.au)

General information regarding curriculum, facilities, enrolment information, and monthly calendar will be found on the College Website.

### DAILY SCHEDULE

**At 8.25am students are to collect their books in preparation for the first lesson at 8.35am.**

Period/PC/ Assembly	NORMAL DAY	HOUSE/ COLLEGE ASSEMBLY	SENIOR SCHOOL ASSEMBLY	MIDDLE SCHOOL ASSEMBLY
Period 1	8.35am-9.50am	8.35am-9.40am	8.35am-9.40am	8.35am-9.40am
PC/Assembly	9.55am-10.10am	10.55am-11.40am (No PC)	9.45am-10.30am (No PC)	10.55am-11.40am (No PC)
Period 2	10.15am-11.25am	9.45am-10.45am	10.40am-11.40am	9.45am-10.45am
Period 3	12.10pm-1.25pm	12.25pm-1.30pm	12.25pm-1.30pm	12.25pm-1.30pm
Period 4	1.50pm-3.00pm	1.55pm-3.00pm	1.55pm-3.00pm	1.55pm-3.00pm

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# THE CATHEDRAL COLLEGE

## INFORMATION FOR PARENTS & STUDENTS

### DAILY ROUTINE

Students travelling to and from the College must remember that their behaviour reflects not only on themselves but also on the entire Cathedral College community. If students are riding to or from the College they must wear a helmet. The bike racks, which are out of bounds during College hours, are situated adjacent to the Mercy Centre. There are a number of access ways to the bike racks off William St and Derby St. Students must walk their bikes in the College grounds. Once students have entered the College grounds, they are not permitted to leave unless they have permission from one of the College Leadership Team.

### LATE ARRIVAL

Students who are late for Lesson 1 or arrive later in the day, must report to the Student Counter. They should be accompanied by their parent/care givers or have a note explaining their lateness. They will then obtain a late slip. They must present this to the teacher of their class. A late arrival is recorded as a partial absence on the College's Attendance Register.

### LEAVING COLLEGE EARLY

If students must leave the College before 3.00pm, they are to present a note or appointment slip to the House Deans' office before school or during the Pastoral Care Meeting in the morning. Permission to leave will then be given by the House Dean. The student must then report to the student counter to sign out before they leave the College. All early dismissals will be recorded on the College administrative computer system.

### ABSENCE FROM COLLEGE

If a student is absent from the College, parents/care givers are required to phone the College by 10am to explain the absence. If a student's absence remains unexplained then the College will contact parents/care givers. Extended absences will need some form of verification eg Medical certificate. If students are absent from the College on the day of an assessment item, a medical certificate may be required. Extended leave from the College is to be requested by parents/care givers in writing at least 1 week (if possible) before the commencement of the leave.

### STUDENT DRIVERS

The College requires a record of all Students' vehicles at the College. Students who park their vehicles at the College must complete the *Student Drivers Agreement* form found on the College Website: Our Catholic College - Enrolment - Enrolment Documents & Forms – Student Drivers. This form is to be returned to the College Office for recording.

Students who park their vehicles are required to adhere to the following College procedures:

- park in Talford Street
- follow staff directions regarding their car
- maintain the speed limit of 10 kph in the College's car parks
- obtain the permission of a member of the Leadership team or the Students' Dean if wishing to leave the College or to go to their car during school time.

***Failure to follow these procedures may result in the removal of the privilege of parking at the College. The Cathedral College takes no responsibility for the safety of the driver or any passengers in the vehicle.***

### SICKNESS OR ACCIDENTS AT COLLEGE

If students become ill or are injured at College, a teacher must be informed immediately and the student will be taken to sick bay. All visits to the College sick bay are recorded in the College sickness or accident book. Parents/care givers will be contacted if deemed necessary.

# THE CATHEDRAL COLLEGE

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## THE CATHEDRAL COLLEGE

### **INFORMATION FOR PARENTS & STUDENTS continued**

#### **LOCKERS**

All students will be provided with a locker in which to store their textbooks and personal belongings. The College will hire a combination lock to each student. Students are required to leave their bags in their lockers and to carry their books /equipment to lessons. Students will have access to their lockers at appropriate times.

#### **SECURITY**

No unnecessary valuable items are to be brought to the College. This includes large amounts of money. Smaller valuable items required for classes (calculators etc) are to be stored in students' lockers until required. Other valuable items required for classes can be left with the Pastoral Care Group teacher for safe keeping or handed into the office. Large musical instruments must be left in the Music Centre. If money must be brought to the College, it is preferable for it to be in the form of a "not negotiable" cheque and it should be handed into the office as early as possible. All items belonging to a student must be clearly and permanently labelled.

#### **PERSONAL ELECTRONIC DEVICES**

Personal electronic devices may be brought to the College but must remain turned off between 8.00am and 3.00pm. Personal electronic devices will be confiscated by staff if they are seen between these times. Only a parent/care giver will be able to reclaim the personal electronic devices from the office. Disclosure of inappropriate material on personal electronic devices must be reported.

#### **PROHIBITED ITEMS**

The following items are not permitted within the College:

- a) chewing gum and/or bubble gum
- b) cigarettes, alcohol, illegal drugs
- c) any dangerous weapons (all types of knives including pocket knives)

#### **DANGEROUS & ILLEGAL ITEMS**

Any weapon or instrument that could be used to cause harm is prohibited at the College or any College sanctioned activity. If any student has, or who purports to have, a dangerous and/or illegal item, it will be confiscated. Students breaching these requirements may face serious consequences including suspension and the termination of their enrolment. These matters will be reported to the police.

#### **LOST PROPERTY**

If any student finds an article of lost property, it should be handed in to the office. Unclaimed lost property will be disposed of after a reasonable time.

#### **THE TRIPLE C: THE CATHEDRAL COLLEGE CAFÉ**

The Triple C operates each day at first and second breaks. Although cash is acceptable, plastic cards that have Paywave and the recommended Woolworths card (rechargeable Mastercard) ensure quick and efficient service. Students can pre-order each morning between 8am and 8.25am. All students are to line up in an orderly manner and they are expected to be extremely courteous to the volunteers who are serving them. There are NO STUDENT charge accounts at our Café.

#### **STATIONERY ITEMS**

Each student is to have the required stationery for each class. This includes pens, pencils, a calculator, a ruler as well as the appropriate loose leaf paper and/or exercise books. The required stationery list is published in the information letter that is sent out at the end of the year in preparation for the new school year. Some subjects have specialist stationery needs. Each teacher will outline the stationery requirements when the class first meets.



### **INFORMATION FOR PARENTS & STUDENTS continued**

#### **STUDENT PHOTO ID CARD**

College photographs are taken early in the school year. Once taken, all Year 7 and new students will be issued with a Photo ID Card soon after. All students require this card when signing in to Homework Club. It is essential that students have the card with them at school at all times. This card can be used as proof of age and ID eg travel. If a student loses his/her card, a replacement card will be issued at the cost of \$10 to the student.

### **COLLEGE UNIFORM**

#### **SOME IMPORTANT POINTS**

- The correct uniform is to be worn between home and school. If the students wear the College uniform outside normal school hours, they are expected to wear FULL school uniform including the hat.
- Girls are to wear ties for the whole school year. Boys are to wear ties Term 2 and 3 only. All Year 12 students are to wear the Senior Tie for the whole school year. The College reserves the right to decide on appropriate uniform standards for our community and to interpret these guidelines as necessary.
- House Deans have the responsibility for maintaining uniform standards in their House and should be consulted about these matters.
- Black College Leather Lace-Up shoes (with low heels) are to be worn with the uniform. They are to be kept cleaned and polished. This should occur at home.
- Students are to wear the College broad-brimmed hat at all times, except when indoors.
- All items of uniform should be clearly named.
- Girls should note that skirts must be below knee length. Black pantyhose may be worn in Terms II and III and also other formal occasions.
- Students who take Physical Education will change to that uniform directly before class and must change to the formal uniform after class. This uniform consists of TCC cap, sports shirt, sports shorts (not league/soccer shorts) and joggers.
- The College uniform represents part of the “corporate” image of the College and must not be worn at inappropriate times. It must not be worn in part outside school and should not be defaced in any way.

#### **HOUSE UNIFORM**

Students’ House shirt, blue TCC PE shorts, white socks and joggers are to be worn at all Interhouse carnivals throughout the year.

#### **JEWELLERY**

A plain necklace with a small cross may be worn. Girls can wear one set of earrings in the lobe of the ear. Sleepers should be plain silver or gold and no greater than 15mm in diameter. Studs should be silver, gold, white pearl or clear stoned no greater than 8mm in diameter. Coloured stones, beads, flowers etc. are not permitted. Any other jewellery worn to school will be confiscated and sanctions may apply.

#### **HAIR**

Hairstyles should be conservative in nature.

As a guide, boys hair should be well above the collar in length, short at the front and ears clearly visible. One or two blade haircuts are not acceptable. Side burns should be kept short. Hair should not be noticeably changed in colour. Facial hair needs to be shaved on a daily basis.

Girls hair that is long should be tied back with white, green or blue hair tie or ribbon, and all styles must be clear of the face with loose hair pinned/tied back. Hair buns styled on top of the head are not allowed.

It is recommended that the House Dean be consulted about change in hairstyle prior to such changes.

Hairstyles that do not comply with our requirements will need to be rectified and students may be asked to stay at home until this has occurred.

## **COLLEGE UNIFORM continued**

### **COSMETICS**

Makeup and nail polish are not acceptable for students in uniform. Students who are found to be wearing makeup or nail polish will be asked to remove it before being allowed to enter class.

### **THE BADGE**

The College badge and/or House badge may be worn pinned to the tie. Badges may be purchased at the College office. These are the only badges to be worn.

### **CYCLISTS**

Students who choose to ride must wear a helmet and this replaces the hat during travel. A lock and chain is also required for security of bicycles while at school. Skateboards and Scooters are not considered appropriate forms of transport to and from school. Cyclists must walk their bicycles on College grounds.

## **CO-CURRICULAR ACTIVITIES**

The College offers a wide range of cultural activities in the Music, Performing and Visual Arts spheres. Students are offered the opportunity to join a wide range of instrumental and vocal groups. Individual and group instrumental and vocal lessons are available to students. The annual production of a Musical, Play or Theatre Restaurant affords students the opportunity to perform for the wider community.

Public speaking opportunities are also offered to students. Performances and workshops with visiting drama, instrumental and vocal groups offer an added dimension to the existing programs. Art students are given the opportunity to display their creative talents.

A variety of sports is available to the students here at The Cathedral College. Students are encouraged to compete and represent the College not just at school level but also at a representative level, including Rockhampton District, Capricornia, Queensland and Australia. All sports information including forms, draws, trials and cancellations are uploaded to the TCC Skoolbag app. Information on how to download the app can be found on the College website.

2016 saw the construction of the Bolton Park multi-purpose court facility which is a joint venture of the Rockhampton Regional Council and the College. The four courts are marked for Basketball, Netball and Tennis as well as providing extra space for PE lessons.

## **PASTORAL SUPPORT**

Pastoral Care for students is the responsibility of all staff. Students, parents/care givers are encouraged to contact any staff member to express concerns or inform the school about matters concerning the wellbeing of students. The Assistant Principal: Students (Middle/Senior School) - oversees all pastoral student matters. Supporting the AP Students is the Students' Dean, House Deans, College Counsellors, Indigenous Education Liaison Officer, Student Support Officer and Pastoral Care Teachers. All matters of pastoral care should be referred to these staff.

## PASTORAL SUPPORT continued

### HARASSMENT/BULLYING

The Cathedral College – A safe learning and working environment for all.

At The Cathedral College all teachers, students, parents/care givers and support staff are expected to use the following connecting behaviours which enhance relationships:

**Respecting ~ Listening ~ Trusting**  
**Supporting ~ Accepting ~ Encouraging**  
**Professional ~ Friendly Negotiating Disagreements**

### WHAT IS HARASSMENT/BULLYING?

Not every act of aggression or nastiness is bullying. Harassment/bullying is behaviour that:

- takes place repeatedly, over time
- involves an imbalance of power
- Causes harm to the person/s receiving the inappropriate and unwanted behaviours as well as those who witness the harassment/bullying
- Can take many forms eg: verbal, physical, psychological, electronic, cyber, as described below.

### HARASSMENT/BULLYING PROCEDURES

The Cathedral College community will strive to ensure that members of the College and its community are not subjected to harassment/bullying in any form, be it verbal, spiritual, physical, sexual, emotional and or racial. The Cathedral College considers harassment/bullying behaviours to be unacceptable at any time, these behaviours will never be tolerated in any form. Behaviours which are unacceptable include, but are not limited to:

- **Physical Contact** which includes, but is not limited to: pushing, punching, pinching, touching, jostling, poking, spitting
- **Verbal:** (this includes any form of communication either directly to a person/s or through a third party). These behaviours include: teasing, jokes or comments which are crude, sexist, racist or ageist; comments which isolate or exclude, whistling as well as other sounds; commentary which is negative, sarcastic or offensive about a person's appearance, actions, beliefs or abilities and /or starting or passing on unfounded/unqualified or private information about another person eg. rumours.
- **Non-verbal:** these behaviours include but are not limited to: messages, graffiti, obscene body/hand gestures, aggressive body language, stopping access to areas, isolation and exclusion. It is recognised that these unacceptable behaviours can be communicated through a variety of methods, such as: physical action or inaction, voice, various electronic devices, letter/note, body language, gesturing, facial expression and /or graffiti.

**YOU HAVE THE RIGHT TO FEEL SAFE AT SCHOOL - YOU HAVE THE RIGHT TO FEEL SAFE AT ALL TIMES  
YOU HAVE THE RIGHT TO TALK TO SOMEONE AT SCHOOL OR HOME ABOUT ANY UNSAFE FEELINGS  
YOU MAY HAVE – YOU HAVE THE RIGHT TO MAKE A FORMAL COMPLAINT IF YOU ARE BEING  
HARASSED/BULLIED AT TCC.**

If you are experiencing any harassment/bullying behaviours or you are concerned about behaviours that another person is experiencing, we expect you to take the following steps:

- Tell the person/s to stop – If it is safe to do so and you feel you can
- Talk to an adult at school or home about the situation, you can talk to someone face to face or by phone or email. The following staff are suggested: your Pastoral Care Teacher or House Dean, Student Support Officer, College Counsellors, Indigenous Education Liaison Officer, Assistant Principal: Students (Middle/Senior School), Students' Dean, a Student Protection Contact or any staff member that you feel comfortable talking to.

## PASTORAL SUPPORT continued

**TELLING SOMEONE LISTED ABOVE WILL HELP YOU STAY SAFE IN THE SCHOOL GROUNDS AND CLASSROOMS OF THE CATHEDRAL COLLEGE AS THE PROCEDURES BELOW WILL BE FOLLOWED:**

**Keep reporting your concerns until you feel safe again.**

**Reported unacceptable behaviour will be investigated by a House Dean. Circumstances where harassment/bullying behaviours are confirmed, the student exhibiting the bullying behaviour will be educated in the possible consequences that bullying behaviour can bring. Parents/Care givers will be informed of the circumstances and process.**

**The harassed/bullied person will be supported and the situation monitored by the student's House Dean. The process will be clearly identified to the student and to the student and their parents/care givers.**

THE PROCEDURES which will be implemented to protect the rights of all individuals at the College are based on a 3-level approach as outlined below. These levels reflect the seriousness that the College places on this type of behaviour.

**Level 1** - If, after thorough investigation of a report, it is found that the behaviour is harassment/bullying, the student exhibiting the unacceptable behaviour is placed on Level 1. The following is the procedure at this level:

- Parents/care givers informed of incident.
- Interview with student, parents/care givers, House Dean and Students' Dean. At this point the harassment/bullying procedures are clearly explained.
- Official notification sent to parents/care givers.
- Education phase commences for student exhibiting the unacceptable behaviour. This includes compulsory sessions with College Counsellor, ongoing monitoring of student behaviour and possible mediation with other student/s involved if requested.
- Follow-up will also be offered to other student/s affected.

**Level 2** - Students already on Level 1 will proceed to this level if any further reports of harassing/bullying behaviours are substantiated after thorough investigation. At this level the procedure is:

- Parents/care givers informed of incident.
- Interview with student, parents/care givers, Assistant Principal: Students (Middle/Senior School). At this point it is clearly explained that at the next level, the student will be excluded from The Cathedral College.
- Official notification sent to parents/care givers.
- Period of exclusion - internal suspension.
- Continuation of education phase.
- Follow-up will also be offered to other student/s affected.

**Level 3** - Students already on Level 2 will proceed to this level if any further reports of harassing/bullying behaviours are again substantiated after thorough investigation. At this level the procedure is:

- Parent/s/care giver/s informed of incident.
- Interview with student, parents/care givers, Assistant Principal: Students and Principal.
- Exclusion from the College.

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# THE CATHEDRAL COLLEGE

## ACADEMIC POLICIES AND PROCEDURES

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### RESPONSIBILITIES OF STUDENTS

Students are responsible for:

- obtaining a copy of the assessment calendar
- completing all assessment tasks honestly and to the best of their ability
- meeting all assessment deadlines
- communicating difficulties with assessment to the class teacher or Academic Dean in a timely manner.

### ASSESSMENT SCHEDULE

An electronic assessment calendar is maintained for all year levels in all subjects by the Academic Deans. It is published on the College website, under the Curriculum tab. Students and parents/care givers are expected to view and print the assessment schedule for each school term.

### HOMEWORK

The table below outlines time allocations that are recommended, as a minimum, to be allocated to homework. There is an expectation that students will need to increase the amount of time spent on homework when they are required to complete assessment tasks (usually mid to late within each term).

Year Level	Recommended Time Allocation (per week)	Year Level	Recommended Time Allocation (per week)
Year 7	3	Year 10	10
Year 8	5	Year 11	12
Year 9	7	Year 12	15

### ASSESSMENT POLICY

Assessment is defined as any technique used to gather evidence towards results. It includes, but is not restricted to: examinations, assignments, practical projects, oral presentations, multi-modal presentations.

### ASSIGNMENT POLICY

In the interests of equity, reliability and validity, all assignment work should be completed and submitted on time on the due date. Students are advised to treat due dates as absolute deadlines and to aim at an earlier submission to avoid unforeseen circumstances that prevent submission.

**Due dates and method of submission** (paper copy or electronic) will be clearly stated on the assessment task sheet.

All assignments are due in at the **beginning** of the lesson for that subject on the due date. In the event that the relevant subject has no lesson on that day the assignment must be submitted into the assignment box by 12.00pm (midday).

If a student neglects to bring a completed assignment to school, the student must email the assignment to the teacher by the designated time and an exact hard copy handed in the next day.

### Attendance and Assessment

It is not acceptable for students to absent themselves from a school day or part thereof to study for an examination or to complete assignment work. This practice constitutes an unfair advantage and is indefensible on any grounds.

## ACADEMIC POLICIES AND PROCEDURES continued

Year 10, 11, 12 students who are absent on a school day, immediately prior to or on the day (or part thereof) of an examination or due date for an assignment, will be required to substantiate such absence with a **medical certificate**. The **exception is** if the assignment is submitted prior to or by **9.00am** on the due date.

Year 7, 8, 9 students who are absent on the day (or part thereof) of an examination or due date for an assignment will be required to substantiate such absence with any of the following: a medical certificate, written note from a parent/care giver to explain the absence. The **exception is** if the assignment is submitted prior to or by **9.00am** on the due date.

If, due to illness, an assignment needs to be submitted via email, a paper copy must be submitted on the student's return to school. The paper copy must be identical to the email submission. Any changes will constitute a non-submission.

### Applications for extension

An "Application for Extension" form must be completed 5 days prior to the due date of an assignment. Extensions can only be granted in consultation with the subject teacher and the Academic Dean of that subject. Extensions will only be considered on the basis of demonstrable educational disadvantage in extenuating circumstances. Supporting documentation will be required.

### Non-submission of assignments

If the above policy is not followed and an assignment is not submitted by the due date and time the student will receive a grade based on their draft OR any completed work located in the *I drive* of the College laptop. If this evidence is not available, the student will be given 60 minutes in which to respond to the assessment task. This 60 minute session will be in the form of an afternoon detention as designated by the teacher as soon as possible after the due date.

Students will not be given a grading where no work exists as evidence to support a result. This is in line with the Queensland Curriculum & Assessment Authority (QCAA) Policy. If a student, after the provision of reasonable opportunities, has failed to complete mandatory aspects of the syllabus, they will be denied an exit level of achievement for that semester of work. This course of action is at the discretion of the Principal and will be communicated in writing to the student and parents/care givers. Persistent cases of non-submission of assignments by a student may result in cancellation of enrolment.

### Technology issues affecting submission

Should an assignment submission be delayed because of computer malfunction, the following additional conditions apply:

1. Evidence of work completed to date must be attached to the Application for Extension form.
2. Communication from a parent/care giver explaining the situation must be attached to the Application for Extension form.
3. The class teacher will access the student's *I drive* to view evidence of completion.

The College provides printers for student use so home printer issues do not constitute an acceptable reason for extension.

## ACADEMIC POLICIES AND PROCEDURES *continued*

### EXAMINATIONS

#### Formal Examinations

Formal examination periods are communicated via the College Calendar at the commencement of the school year.

All students are expected to be in attendance for all scheduled examinations.

If an unavoidable absence from an examination occurs, parents/care givers must contact the College before 9.00am on that day. The student must then report to the Academic Dean immediately on returning to school for advice of subsequent assessment arrangements. Documentary evidence explaining the absence must be provided.

A student is not permitted to sit an examination prior to the remainder of the class or cohort. This compromises the security of the examination.

#### **If a student is absent from an exam:**

**Senior students (Year 10, 11, 12)** must apply to sit for the examination at an alternative time after the rest of the cohort and the changed conditions will be noted on the Student Profile. No student can be advantaged by sitting an examination after the rest of the cohort.

**Middle School students (Year 7, 8, 9)** must make arrangements with their class teacher to sit for any missed examinations.

**All year levels** - all absences during Exam Block must be substantiated with a medical certificate.

### SPECIAL PROVISION

Special provision in relation to assessment may be available depending on the learning needs of students. What is critical is that the process for determining appropriate special provision is equitable, reasonable and accountable. The purpose of special provision is to remove educational disadvantage without giving unfair advantage.

Applications for special provision is a consultative process involving the student's teachers, House Dean, the appropriate Academic Dean and the Assistant Principal: Curriculum. The QCAA policy is available at [www.qcaa.qld.edu.au](http://www.qcaa.qld.edu.au).

It is important to note that special provisions does not cover exemptions from assessment.

### AUTHENTICATION OF STUDENT WORK

Students should be aware that the following are acts of plagiarism:

- Paragraphs or sentences paraphrased or summarised, and the source of the material is not acknowledged within the text
- Taking an idea or work from another person without reference being made to the source
- Copying some or all of the work of a fellow student, older sibling or past student
- Producing work in conjunction with a parent or tutor when it is purported to be the student's own work
- Using electronically available media, images, audio, video, graphic or photographs without indicating their origin.

If any of the above occurs, only the original part of the assessment will be graded and the plagiarised component will not be given any credit.

Students must take great care to acknowledge their sources and be aware that plagiarism is a form of CHEATING.

## **ACADEMIC POLICIES AND PROCEDURES continued**

### **APPEALS AGAINST ASSESSMENT DECISIONS**

All students have the avenue to appeal against assessment decisions. The classroom teacher is the first point of reference for appeals. A notation of the appeal and outcome is to be made on the student's assessment profile. If a satisfactory outcome is not reached, the appeal may be referred to the Academic Dean, the Assistant Principal: Curriculum and finally the Principal. The Principal's decision on all assessment appeals is final.

### **STUDY PERIODS (Year 11 & 12)**

Senior students who choose Study of Religion (SOR) or a school based traineeship or undertake a recognised TAFE course, are given the flexibility to access Study Periods to work independently on research and assignments in their various subjects (it is not possible for students to engage in practical subjects during Study Periods). These Study Periods provide an ideal preparation for later life when students are expected to be able to work responsibly with different degrees of supervision. At The Cathedral College Year 11 and 12 students are allocated a designated study room for the duration of the lesson. At all times students are expected to be responsible and to show respect for their peers. Study privileges may be withdrawn from those who do not act accordingly.

### **REPORTING**

Interim reports are issued at the end of Term One each year. The interim report is an attitudinal report and does not reflect academic results. Academic reporting is done at the end of each semester. The end of semester report is a formal communication to parents/care givers indicating student achievement within subjects.

Achievement is reported aligned to the Standards outlined in the Australian Curriculum and QCAA Syllabus documents.

### **PARENT/TEACHER INTERVIEWS**

Scheduled parent/teacher interviews are made available at two points throughout the year: at the beginning of Term Two and Term Three. The purpose of scheduled parent/teacher interviews is to provide an opportunity for parents/ care givers to meet with teachers to discuss the progress and learning needs of students. Whilst scheduled parent/ teacher interviews are seen as an important communication between home and school, interviews may be requested by parents/care givers or teachers at any time.

### **LAPTOP - I DRIVE FILE MANAGEMENT**

All students are provided with a College laptop for use in their academic studies. It is the student's responsibility to ensure the security of the laptop.

Students are required to save all files in an appropriate manner and the following guidelines are provided to assist students in this process.

- Create a folder on the *I drive* for each subject studied
- It is a requirement that all academic work is to be stored on the *I drive*. (The *I drive* is the only drive that is backed up and where files can be retrieved in the case of a malfunction)
- The College laptop remains the property of The Cathedral College and as such all teachers have access to students' *I drives*.



## ACADEMIC POLICIES AND PROCEDURES *continued*

### DRAFTING POLICY

#### Purpose

"The purpose of viewing student drafts is to provide students with feedback so that improvements can be made to the response. Drafting is a consultation process, not a marking process". (Queensland Curriculum and Assessment Authority, 2010)

#### Definition

A draft is a complete written, spoken or visual response (according to the task) that has been submitted by the specified due date. A draft is not the student's first attempt at the task, but a response that shows refined understanding, reflection and expression of ideas. It also includes in-text referencing, a reference list (APA style) and correct formatting and layout.

#### Mode

Drafts may take the form of:

- Individual written submission
- Individual electronic submission
- Face-to-face conference with teacher

#### Student responsibility

A completed draft (which includes in-text referencing and a Reference list/Bibliography) must be submitted on the due date so that feedback can be provided. Feedback can only be provided based on what is submitted.

The draft submitted to the teacher should not be the first attempt. It is the student's responsibility to refine the work prior to submission. Grammatical and spelling errors should not be evident. The College subscribes to Grammarly and a report should be attached to the draft.

If a student requests drafting from a teacher who is not their classroom teacher, as a courtesy, they must consult the classroom teacher. Students are not permitted to request drafting from more than one teacher.

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# THE CATHEDRAL COLLEGE

## LIBRARY RESOURCE CENTRE PROCEDURES

The Cathedral College Library Resource Centre (LRC) offers a wide range of resources to meet the research and recreational reading needs of students and staff. The LRC and its staff aim to provide information access for research, student-centred learning, informed literacy and recreational reading.

### OPENING TIMES

Monday to Friday: 8:30am - to 3pm

Tuesday - Thursday: 8am - 4.30pm

Friday: 8am - 3.30pm

The Library is closed for staff briefing Monday mornings and for Department meetings and training sessions on Monday afternoons.

### LOANS

Fiction and non-fiction loans are for a three (3) week period. Textbooks are usually for a term, semester or full year depending on the subject and unit of work.

Years 7 -10 students: 4 fiction and 4 non-fiction books.

Years 11 and 12 students: 5 fiction and 5 non-fiction books.

### ACCESS TO THE TCC ONLINE RESEARCH PORTAL

(search for resources available online, as well as those held within the library)

On your TCC laptop, click the gold TCC library search star (or go to [www.tccr.cmeweb.libcode.com.au/](http://www.tccr.cmeweb.libcode.com.au/)).

Type your subject/keywords into the green search bar, click go and select the most appropriate search subject from the list that comes up. This will generate a list of online resources as well as those available within the Library.

You will also find information on referencing, as well as how to become a State Library of Queensland member.

The online catalogue can also be accessed via the Library Resource Centre page on the school website. To make an online loan, the user name is the student's TCC email address and the password is tccr. Students need to collect their reserved items within 48 hours.

**WHAT IF I have an overdue or damaged book?** Overdue notices are issued on a regular basis through the PC folders and emailed to individuals via student email. If you wish to renew the book, bring it to the LRC for reissuing. After the second overdue notice is issued, a letter will go home. A third and final notice will be given and then if the items are not returned (or they are damaged) the replacement cost will be placed on the school fees. A refund will be issued if/when the resource is returned to the LRC. If you have a damaged book, please take it immediately to the Library staff who are skilled in book repairs and have the correct materials. Please do not attempt to repair a book yourself.

**WHAT IF I end my enrolment at TCC?** All resources are to be returned to the Library BEFORE students depart the College. Parents/care givers will be invoiced for the replacement cost of any damaged/ outstanding/unreturned resources.

**WHAT IF I'm in Year 12 and have not returned all of my resources?** Year 12 students need to return all resources before or during their final exam period. Failure to return these expensive resources could result in references being withheld.

### CARE OF TEXT BOOKS

It is the responsibility of all students to care for the text books in their possession. Any text book that is damaged must be returned immediately to the library to be repaired or replaced.

### HOW TO REFERENCE CORRECTLY

#### REFERENCE LIST – APA (6TH EDITION)

**Reference List** – contains only details of sources cited in the text.

**Why reference?** Referencing is necessary to avoid plagiarism (copying), to verify quotations, and to enable readers to follow-up and read more fully the cited author's arguments.

Referencing is a standard method of acknowledging sources of information and ideas that students use in assignments in a way that uniquely identifies their source. It is evidence of wide research and gives authority to your work. Direct quotations, facts and figures, images, ideas and theories etc. from both published and unpublished works must be referenced.

#### HANDY TIPS – USING APA (6TH EDITION)

- Bibliographic information for books is written on the title cover page inside the book.
- Use the latest copyright date, not a reprint date. Look for the little ©
- Use the first place of publication listed where there are several places listed.
- Do not include the country after the place of publication but include the state if the place of publication is not well known (eg Rozelle, NSW)
- Arrange and list resources alphabetically. Authors are listed according to surname.
- Where the resource has no author, it is cited by its title and ordered alphabetically by the first significant word of the title. (eg do not use "The")
- Write the Reference List on a separate page with the title Reference List
- All resources are listed together. There is no separation between web sites, books, newspapers, journals.
- In 6th edition, lower case in titles is used except for the first word, names of places and people and for journals eg. Cultures of the ancient world.
- Use italics (not underscoring) for titles if computer written.
- Underscoring is used if bibliography is hand-written.
- Either single or double quotation marks is acceptable.
- Correct use of full-stops, commas, colons, semi-colons, curved and/or square brackets as per examples is essential.
- Matter of choice as to whether single or double-line spacing is used between resources. Ask your teacher for their preference.

# THE CATHEDRAL COLLEGE

THE CATHEDRAL COLLEGE

## EXAMPLES

REFERENCE TYPE	IN-TEXT EXAMPLES	REFERENCE LIST EXAMPLE	SOURCE TYPE
One author	Sophisticated searching techniques are important in finding information (Berkman, 1994)  OR Berkman (1994) claimed that ...	Berkman, R. I. (1994). Find it fast: How to uncover expert information. New York, NY: Harper Perrenial.	Book
Two authors	It is futile to maintain that the sexes are interchangeable (Moir & Jessel, 1991)  OR Moir and Jessel (1991) found students...  Always list the authors in the order in which they appear in the publication. Cite both authors for each use of reference.	Moir, A., & Jessel, D. (1991). Brain sex: The real difference between men and women. London: Mandarin.	Book
Three to five authors	(O'Keefe, Bell, & Wyne, 2009)  (O'Keefe et al., 2009)	O'Keefe, J. H., Bell, D. S. H., & Wyne, K.L. (2009). Diabetes essentials. Sudbury, MA: Jones and Bartlett Publishers.	Book
Web page - with author	(Atherton, 2005)	Atherton, J. (2005). Behaviour modification. Retrieved from <a href="http://www.learningandteaching.info/learning/behaviour_mod.htm">http:// www.learningandteaching.info/ learning/ behaviour_ mod.htm</a>	Web Page
Web page - no author	(Behaviour modification, 2007)  Use title instead of author name	Behaviour modification. (2007). Retrieved from <a href="http://www.educational-psychologist.org.uk/behaviour.html">http://www.educational-psychologist.org.uk/ behaviour.html</a>	Web Page
Webpage - no date	(Society of Clinical Psychology, n.d.)	Society of Clinical Psychology. (n.d.). About clinical psychology. Retrieved from <a href="http://www.apa.org/about/division/div12.aspx">http://www.apa.org/about/ division/div12.aspx</a>	Web Page

Students can find further examples of end text referencing and in-text citations on the Referencing APA tab of the TCC Online Search Portal (click on the gold TCC Library Search star on the student computer desktop or go to <http://tccr.cmeweb.libcode.com.au/>) There is also a hard copy example for students to use within the Library.

# THE CATHEDRAL COLLEGE

## EVACUATION PROCEDURES

### EVACUATION PROCEDURES - DAY CAMPUS

1. Alarm raised - siren (from Administration Office)
2. EVACUATE PREMISES
  - a) Don't panic.
  - b) Listen to directions - check all group is present
  - c) Stand and place stools, chairs, etc out of the way
  - d) Turn off fuels (gas, electricity, etc)
  - e) Leave room in single file - Teacher last out (take medication, glasses)
  - f) WALK quickly, as directed, to assembly area (**Talford Street fence**)
  - g) Line up in Pastoral Care Groups in Roll Order (alphabetical by year level)
  - h) After the Teacher marks the roll, remain in your PC groups and sit down.
  - i) The Teacher returns the roll to the supervisor.
  - j) If an alarm is raised during lunch breaks students are to walk to the evacuation assembly area (Talford Street fence) and wait for their pastoral care group teacher.

### EXITS

ART	Normal exit
MURLAY	Nearest stairwell
EDMUND RICE CENTRE	Normal exit
MERCY	Normal exit
O'BRIEN	Normal exit
JOHN MILES	Nearest stairwell
HELEN HATTE	Nearest stairwell
HELEN HATTE DOWNSTAIRS	Normal exit
MUSIC ROOM	Normal exit
DRAMA ROOM	Nearest stairwell
MULTI-PURPOSE HALL	Normal exit
HPE ROOM	Normal exit
EARLY CHILDHOOD ROOM	Normal exit
Sick Bay	Mrs Hinchliffe/Mrs O'Grady to check
Staff Room	Mrs Halberstater to check
Library	Mrs Wolfenden to check
ERC	Mr Nunn to check
Café	Mrs Wooler to check
HH Toilets	Ms Lester to check
MC and Change Rooms	Mr Murphy to check
Rolls	Receptionist to bring Pastoral Care Group Rolls and pencils (backup rolls with Librarian)
Principal's Secretary	To check staff roll
Café Convenor	To check café helpers

### Key Evacuation Personnel

Chief Fire Warden – Mr Stein  
Office Evacuation – Mrs Thackeray (Business Manager)  
Fire Wardens – 6 House Deans  
Murlay (MU) – Wallace House Dean  
Miles Wing (JM) – McAuley and Ryan House Deans  
Hatte (HH) – Glover House Dean  
Our Lady's – Rice House Dean  
MC & O'Brien – Quinn House Dean

### **CODE BLACK EMERGENCY (CONTAINMENT)**

All staff are asked to contact the office immediately if they are aware of any behaviour which would indicate a potential Code Black situation. The Code Black (lock down) would be made by an announcement over both the internal and external PA system. Staff and students would be informed that a Code Black Emergency is to be undertaken.

On hearing a Code Black Announcement teachers will

- lock all windows and doors
- instruct students to get under their desks and remain quiet and calm
- inform the office (if possible) by internal phone if students are outside classroom

Students who are outside the classroom should seek shelter in the nearest classroom/safe area.

Students who are in the toilets are to remain there until directed otherwise.

Students on the back oval will be directed by a staff member.

In the event of a Code Black situation occurring during break time all students are to report to the Mercy Centre or OLH.

### SIGNIFICANT PRAYERS

#### Morning Prayers

**1.**

Dear God, thank you for being with us this day.  
Help us to take a moment to feel your presence.

Lift our hearts and our souls and help us to be faith-filled people as we move through this day. Amen.

**2.**

Loving God, thank you for this day.  
I offer to you all that this day brings.  
Grant me peace in who I am and joy in all I do.  
Amen.

**3.**

Almighty God, thank you for this new day.  
Keep me safe today.  
I offer myself to you through Jesus Christ,  
your Son.  
May your Spirit make all my actions this day  
pleasing in your sight. Amen.

**4.**

God of all creation,  
as we gather today we remember that  
you are with us, guiding us, loving us and  
protecting us. Help us to live today in the way  
that Jesus lived – as people who care about  
justice, peace and respect for all. Amen.

**5.**

Loving God,  
we pray that today we will recognise  
your presence here with us  
through the people we meet.  
Help us to know that you will be with us  
through all the happy times and all the difficult  
times.  
Help us to remember that you will always be  
with us, no matter what happens. Amen.

**6.**

Lord God,  
may everything we do begin with your inspira-  
tion and continue with your help,  
so that all our prayers and works may begin in  
you and by you be happily ended.  
We ask this through Christ our Lord. Amen.

**7.**

Lord, help me to live this day  
quietly, easily.  
To lean upon your great strength  
trustfully, restfully.  
To wait for the unfolding of your will  
patiently, joyously.  
To face tomorrow  
confidently, courageously. Amen.

**8.**

Lord, I thank you for your gifts.  
I know that you gift me,  
so as to free me to love others and to love you  
more deeply.  
Lord, give me an understanding heart that I  
may hear your voice.  
Give me your Spirit.  
Enable me to go forth empowered to love  
tenderly, to act justly, to walk humbly with you,  
my God. Amen.

## SIGNIFICANT PRAYERS

### **The Sign of the Cross**

In the name of the Father,  
and of the Son,  
and of the Holy Spirit. Amen.

### **Glory be to the Father**

Glory be to the Father,  
and to the Son,  
and to the Holy Spirit.  
As it was in the beginning,  
is now and ever shall be,  
world without end. Amen.

### **Hail Mary**

Hail Mary, full of grace  
the Lord is with you.  
Blessed are you among women  
and blessed is the fruit of your womb, Jesus.  
Holy Mary, Mother of God,  
pray for us sinners now and at the  
hour of our death. Amen.

### **The Lord's Prayer**

Our Father who art in heaven,  
hallowed be thy name.  
Thy kingdom come.  
Thy will be done  
on earth as it is in heaven.  
Give us this day our daily bread  
and forgive us our trespasses,  
as we forgive those who trespass against us,  
and lead us not into temptation  
but deliver us from evil. Amen.

### **Prayer of Sorrow**

O my God, I am sorry  
that I have sinned against you  
because you are so good  
and with your help  
I will not sin again.

### **Prayer for Exams**

Holy Spirit,  
help and guide us as we sit our exams.  
May we recall what we have learnt.  
Keep our minds focused as we  
analyse and solve problems.  
Let our imagination soar as we express  
ourselves and help us to remember to do the  
simple things well.  
May Jesus be our example and inspiration  
as we are put to the test. Amen.

### **Common Responses**

The Lord be with you.  
**And with your spirit.**

The Word of the Lord.  
**Thanks be to God.**

The Gospel of the Lord.  
**Praise to you, Lord Jesus Christ.**

We pray to the Lord.  
**Lord, hear our prayer.**



# THE CATHEDRAL COLLEGE

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## SIGNIFICANT PRAYERS

### **TCC Prayer**

Loving God,  
you call us to fullness of life.  
Thank you for the gift of quality education that  
is provided here at The Cathedral College.

We pray that you help us to make the most  
of the opportunities that are offered to us to  
share our gifts and so experience life in all its  
fullness.

May the years we spend here be not only  
enjoyable but help us to grow as individuals in  
your image.

Bless the students, staff and families – past,  
present and future – as they are the heart and  
soul of this College.

We ask this through Christ our Lord. Amen.

(Written by Meg Bongers, Rachael Conaghan,

Vanessa Petrie. Year Twelve 2011)

### **Stewardship Prayer**

Heavenly Father, we thank you for the gifts you  
have given us.

You ask us to develop these gifts and share  
them with others.

Help us also, to recognise the gifts in others,  
so that together, we may respond to the  
call of Jesus, to spread the Good News in our  
communities.

May your Spirit of Love guide us on our  
journey. Amen.

### **Cathedral Prayer**

God of Grace and Mercy, for over one  
hundred years St Joseph's Cathedral has  
served as the central Church of our Diocese of  
Rockhampton.

We give you thanks for the generosity of our  
ancestors in the faith who built this house to  
your glory and honour.

Transform us, the Church of living stones, in  
heart, mind and spirit so that our communion  
with You and one another may grow.

Help us to pass on the faith to yet another  
generation in our Diocese so that all may know  
Jesus Christ and follow Him with a generous  
heart.

We ask this through the intercession of St  
Joseph, the Patron of our Diocese, and St Mary  
of the Cross McKillop. Amen.

### **Prayer for Australia**

Loving God,  
we thank you for giving us this land  
of prosperity and peace.

For those who govern our land,  
we ask integrity, wisdom and courage  
as they act for us within our country  
and among the nations of the world.

May we, and all Australians, cherish our life and  
our land, and be always willing to share with  
others the bounty that is ours.

We ask this through Christ our Lord. Amen.

## SCHOOL SONG

Gather people everywhere  
Listen to the words we share.  
Cast your troubles, fear and pain  
Faith and hope will stand the strain.

COME, LIVE LIVE IN ALL ITS FULLNESS  
COME, LIVE LIFE IN ALL ITS FULLNESS  
COME, LIVE LIFE IN ALL ITS FULLNESS  
SHOW THE WORLD WE ARE FREE!

From the past a joyful song  
Through the years we journey on.  
Strength and wisdom, guiding lights -  
May we strive to reach the heights.

All our people come to share  
With the hope that justice flares.  
Through our motto live to know  
Jesus' presence as we grow.

Breathing free, the Spirit lives  
Guiding all the future gives.  
Those who journey through this place  
They will know what to embrace.

**Bob White**

## 2018 YEAR OF YOUTH

### **Open New Horizons for Spreading Joy: Young People, Faith and Vocational Discernment**

The Australian Bishops have identified the liturgical year of 2018, beginning on the first Sunday of Advent (3rd December 2017), as a national Year of Youth. At World Youth Day 2016, Pope Francis called young people and the Church to 'open new horizons for spreading joy'.

#### **Prayer for Youth**

##### **Come Holy Spirit of this Great Southland**

Inspire our entire faith community,  
As we prayerfully discern new horizons for spreading joy  
in the lives and communities of the People of God.

##### **Come Holy Spirit of Youth**

Fill the hearts of young people with the hope and love of Jesus Christ.  
Enliven our community with the creativity, energy and joy of youth.  
Guide us together, as we strive to offer God's mercy  
to those who feel abandoned or outcast.

##### **Come Holy Spirit of Faith**

Empower our community to be courageous.  
Unite your people as witnesses of love.  
Walk with us, as we blaze new trails of discipleship,  
Accompanying young people as we renew the Church together.

##### **Come Holy Spirit of Vocation**

Stir within young people an awareness of God's call.  
Reveal to us the graces of young people.  
Guide us all, in finding our place and raising our voices  
To build a civilization of love.

#### **Amen**

Our Lady of the Southern Cross, Help of Christians, pray for us.  
St Mary of the Cross MacKillop, friend of the young, pray for us.