



Student Planner

STUDENT NAME:

Come, live life in all its fullness JOHN 10:10

DEAR STUDENTS,

Welcome back to school! We want to extend a warm welcome to any new students, particularly our Year 7s.

As we face a brand new school year, it is a chance to embrace new challenges, make new friends and discover new passions, so, we hope you make the most of each day.

This Student Planner is the perfect way to stay organised, prioritise your study and make time for Thursday Morning Mass and those fun extra-curricular activities.

In the front pages you will find interesting information about our College. Check out the House pages too. It is also a good idea to familiarise yourself with the College Expectations/Uniform & Grooming/Academic Policies as well as other information in this planner.

In the mornings, we recommend having this Planner handy so we can pray together. It's a great way to start each day.

We hope you have a successful year learning and living life in all its fullness.

God Bless,

Taitum, Anna, Edward + Felix

2024 College Captains





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

Phone: 07 4999 1300

www.tccr.com.au

BOYS' BOARDING

104 Derby Street, Rockhampton QLD 4700

(PO Box 8211, Allenstown Qld 4700)

Phone: 07 4999 1380

GIRLS' BOARDING

265 Agnes Street, Rockhampton Qld 4700

PO Box 8211, Allenstown Qld 4700

Phone: 07 4999 1390

STUDENT PERSONAL INFORMATION

Name: Year level:

Address: Post code:

Pastoral Care Group Teachers:

IN CASE OF ANY EMERGENCY, PLEASE NOTIFY

Name: Relationship:

Phone numbers:

Allergies (if any): Blood Group:

Medications (if any):

COLLEGE LEADERSHIP

Principal Mr Rob Alexander	Deputy Principal - Mission Mrs Claire Stitt
Assistant Principal - Students (Senior School) Mr Tim Murphy	Assistant Principal - Students (Middle School) Ms Karen Lester
Assistant Principal - Boarding Mr Ron Armstrong Mr Mick Busby (Acting AP Term 1)	Assistant Principal - Curriculum Mrs Brenda Mallory

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STUDENT PROTECTION IN CATHOLIC SCHOOLS

Student protection and wellbeing are paramount in Catholic kindergartens, schools, colleges and OSHC centres. Our commitment to the protection of children is based on our belief that each person is made in the image of God, and our ethos is to provide a safe and supportive environment for all. All children have the right to expect that the school will always act to protect them from any kind of harm.

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.

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

ACKNOWLEDGEMENT OF COUNTRY

The Cathedral College community acknowledges the traditional custodians of the land on which it stands, the Darumbal people, and pays respect to the Elders; past, present and emerging; for they hold the memories, the traditions, the culture and the hopes of Indigenous Australia.

YARNING CIRCLE GUIDELINES & PROTOCOLS

In 2021 a Yarning Circle was established at The Cathedral College. It is located at the William Street entrance of the Close.

A Yarning Circle is a very spiritual and sacred place.

Yarning Circles have been used by Indigenous people for thousands of years, and they are important within Aboriginal and Torres Strait Islander culture. It is an opportunity to discuss issues in an inclusive and collaborative manner. This area is out of bounds during school hours, unless accompanied by staff.

Protocols for use of the Yarning Circle

Gain permission from the Indigenous Education Liaison Office to enter and use the Yarning Circle.

Full supervision from a staff member is required

Use Yarning Circle in a respectable, culturally appropriate manner

We do not eat in the Yarning Circle

The Yarning Circle is part of the school environment and must be treated in the same way as other school buildings and equipment.

OUR VISION

Our vision is that all members of the College community will strive by word and action to respond to Christ's call to "Come, live life in all its fullness" (John 10:10).

To realise our Vision our Mission is to:

- embody the core values of gratitude, respect and compassion as lived by Christ.
- share in the evangelising role of the Church and to promote leadership as service.
- provide a quality curriculum that encourages excellence, engages with the beliefs and values of a Catholic worldview and prepares young people to embrace their future with confidence and resilience.
- accept, support and encourage the unique giftedness, of each member of the community in a spirit of respectful collaboration.
- value the traditions of the past by which the ethos of the College is influenced, particularly the charisms of Venerable Catherine McAuley and Blessed Edmund Rice.
- celebrate the gifts that the Boarding community brings to the College and support their particular needs.
- provide opportunities for growth of the whole person - spiritually, academically, personally, socially, culturally and physically.
- create an environment of outreach, particularly to the marginalised, through just and peaceful actions.
- acknowledge and support the First Nations peoples who belong to the College community.

OUR CORE VALUES

Our values are drawn from the Gospels and are reflected in the charisms of Venerable Catherine McAuley and Blessed Edmund Rice, the founders of the Sisters of Mercy and Christian Brothers.

We practise GRATITUDE by:

- choosing each day to be grateful and see life as a gift
- acknowledging, praising and thanking God for God's unconditional love for us and all that God has given us
- appreciating and expressing our thanks in word and deed for what we receive from others
- allowing others to show their appreciation of us.

We practise RESPECT by:

- thinking and acting in a positive way about ourselves and others because we are all made in the image of God
- recognising and appreciating that each person is unique with their own skills and talents
- seeking to create an environment where discussion, constructive feedback and new ideas are valued
- valuing and caring for earth, all creation and all that we use.

We practise COMPASSION by:

- recognising that compassion was at the heart of the ministry of Jesus
- forgiving ourselves when we fail in some way in order that we can also forgive others
- being deeply aware of others in their pain and fears and doing what we can to ease their suffering
- acknowledging the interdependence of all living beings who are all part of one another and all involved in one another.

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 1300 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 College Community gathers periodically for Liturgies in St Joseph's Cathedral or at school or virtually via a Youtube livestream during PC. Liturgies of the Word are led by students and staff and the Liturgies of the Eucharist are led by our Bishop, Bishop Michael McCarthy or our Parish Priest.

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 Hatte: 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. **Centre of Teaching and Learning Excellence:** Incorporating the new Library and Tiered Learning Area this new centre was completed in 2018 and was officially opened in 2019. **Student Services:** Refurbishments to old library completed in 2018.

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

Our motto - **Con Brio** - challenges us to do everything **'with spirit'**. When we work as a team with wholehearted 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

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

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 found 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

VENERABLE 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

Jame McAuley provided Catherine with her first model of service to the poor – personal involvement with those in his own community

Orphaned at 20, Catherine relied on her extended family

In her mid twenties she 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 two others, trained as a Religious Sister

Catherine 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

In 1846 the Sisters of Mercy came to Australia; August 4 1873 the 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 in 1991 until 2022, a Sister of Mercy has been a member of staff:

Sr M St Luke 1991 – 1998 and Sr Margaret Dixon 1997 – 2022.

“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.



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

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

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

BLESSED 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



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

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
- 2008-2017 Volunteer work at Base Hospital, in Parish and with the Sisters of Mercy
- 2009 Ryan House was established at the College. As its living 'patron,' Sr Andrina Ryan attended many House Assemblies, Interhouse and other College events, always with a touch of purple, as a show of support for the staff and students of Ryan House.
- Sr Mary Andrina Ryan died on 12 August 2020 and is buried in the Nerimbera cemetery, Rockhampton. At her funeral, Ryan House Captains carried the House Shield in the procession, honouring her and her life's dedication to education.

"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

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

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 a lesson
- 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.

Continued next page

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

Assistant Students' Dean

Students' Dean

Assistant Principal: Students (Middle/Senior)

Assistant Principal: Boarding

Principal

COLLEGE INFORMATION

COLLEGE COMMUNICATION

The weekly newsletter is emailed Wednesday and contains link to TCC TV News and important information for Student Wellbeing, Curriculum, Community of Faith and Cultural activities. The College APP sends notifications and reminders.

DAILY NOTICES

Each morning a bulletin, which includes all important College notices, is read to the students in each Pastoral Care Group.

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
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.

ONLINE

College Website: www.tccr.com.au

College Email: tccr@tccr.com.au

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

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 Dervy St. Students must walk their bikes into 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. Students should be accompanied by their parent/care givers or have a note explaining their lateness. A late arrival is recorded as a partial absence on the College's Attendance Register.

LEAVING COLLEGE EARLY

If a student needs to depart from the College before 3:00pm, parents/care givers should proceed to the College Student Counter to sign out their child. Subsequently, students will be called from their classes. All instances of early dismissal will be documented in the College's administrative computer system.

ABSENCE FROM COLLEGE

It is expected that students attend school every day. However, if a student is absent from the College, parents/care givers are required to notify the College by 10am to explain the absence. This can be done through Parent Lounge, phoning our absentee line on 4999 1399 or by phoning the College. 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 one 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 (www.tccr.com.au/student-agreements). This form is to be returned to the College Office for recording.

Students who drive and park their vehicles at the College are required to:

- maintain a current Student Drivers Agreement for all vehicles driven
- park in Talford Street (reverse angle parking)
- exit their vehicle fully dressed for the school day
- not congregate or loiter in or around vehicles
- not access their vehicles during the school day
- comply with staff directions and requests regarding vehicles
- obtain leave confirmation from a member of the Leadership Team or Students' Dean if signing out from the College.

Failure to follow these conditions may result in the removal of parking privileges at the College. The Cathedral College takes no responsibility for the safety of the driver or any

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.

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 cash must be brought to the College, 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 and locked in Lockers for the duration of the school day. 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, vapes
- c) any dangerous weapons (all types of knives including pocket knives)

Any weapon or instrument that could be used to cause harm is prohibited at any school/College sanctioned activity. Students breaching this requirement may face serious consequences including suspension and the termination of their enrolment. If a student has dangerous items at school, the Principal can inform 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 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 are expected to be extremely courteous to the volunteers who are serving them. There are NO STUDENT charge accounts at our Café and electronic devices cannot be used for payment.

Continued next page

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 on the College website. Some subjects have specialist stationery needs. Each teacher will outline the stationery requirements when the class first meets.

STUDENT PHOTO ID CARD

College photographs are taken early in the school year. Once taken, all students will be issued with a Photo ID Card soon after. All students require this card when releasing printing and 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 & GROOMING

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.

House Deans have the responsibility for maintaining uniform standards in their House and should be consulted about these matters. If a student is not in the full expected uniform they should see their House Dean before school of that day to explain.

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 year.

Black College leather lace-up shoes (with low heels) are to be worn with the uniform. They are to be kept clean and polished. This should occur at home.

Boys are to wear black or grey business socks with long pants.

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 2 and 3 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 proudly represents our College and must not be worn at inappropriate times. The uniform is to be worn in full and should not be defaced in any way.

The College reserves the right to decide on appropriate uniform and grooming standards for our community and to interpret these guidelines as necessary.

HOUSE UNIFORM

Students' House shirt/TCC Sports shirt, TCC Sports shorts, TCC socks and joggers are to be worn at all Interhouse carnivals throughout the year.

Continued next page

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. Circular studs should be silver, gold, white pearl or clear stoned no greater than 8mm in diameter. Coloured stones, beads, flowers, adornments 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 such, one or two blade haircuts, shaved tracks, undercuts or any other unusual lines or shapes cut into the hair are not acceptable. Hair must be a natural single colour at all times with fringes for both girls and boys clear of the eyebrows.

Boys hair should be short, neat and tidy. Side burns should be kept short. 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 ties or ribbon, and all styles must be clear of the face with loose hair pinned/tied back allowing hats to be worn correctly (no buns on top)

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.

COSMETICS

Makeup and nail polish (including additions/extensions) are not acceptable for students in uniform. Students in breach of this condition will be asked to rectify this as soon as possible. Consequences may apply.

THE BADGE

The College badge and/or House badge may be worn pinned to the tie. 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.

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, Assistant 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.

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ANTI-BULLYING STATEMENT

CONTEXT

Our Mission Statement affirms that The Cathedral College strives to seek excellence in learning, while instilling a spirit of service and Catholic values. The Core Values of this statement calls those in our College Community to challenge those values which erode the dignity of the person. As such, we believe that bullying in any form has no place in such an environment.

Students are entitled to enjoy their education free from humiliation, oppression and abuse.

Bullying affects everyone – not just the bullies and their victims. It also affects other students who may witness violence, intimidation and the distress of the victim. It can damage the atmosphere of the classroom and the climate of our College.

Bullying goes against the grain of what makes The Cathedral College special – an inclusive and caring co-educational environment. Intimidation and violence have no place in our community and will not be accepted under any circumstances.

At The Cathedral College, students, parents/care givers and staff have the expectation that everyone is treated with respect and dignity.

WHAT IS BULLYING?

Bullying is when an individual or group misuses power to target another individual or group to intentionally threaten or harm or intimidate them on more than one occasion. This may involve verbal, physical, relational and psychological forms of bullying. Teasing or fighting between peers is not necessarily bullying.

BULLYING MAY INVOLVE:

Verbal bullying: The repeated use of words to hurt or humiliate another individual or group. Verbal bullying includes using put-downs, insulting language, name-calling, swearing, nasty notes and homophobic, racist or sexist comments.

Non-verbal bullying: Includes writing offensive notes, use of rude gestures and graffiti.

Emotional bullying: Includes repeated stalking, threats or implied threats, unwanted email or text messaging, abusive websites, threatening gestures, manipulation, emotional blackmail and threats to an individual's reputation and sense of safety.

Social bullying: Usually involves repeatedly ostracising others by leaving them out or convincing others to exclude or reject another individual or group, making up or spreading rumours, and sharing or threatening to share another's personal information.

Physical bullying: Includes repetitive low level hitting, kicking, pinching, pushing, tripping, 'ganging up' and unwanted physical or sexual touching and damage to personal property. More serious violent behaviours are not necessarily treated as bullying and may be better managed through the College's Behaviour Management Expectations.

Cyber bullying: Involves the use of information and communication technologies such as email, text messages, instant messaging and websites to engage in the bullying of other individuals or groups. This technology provides an alternative means for verbal, psychological and relational forms of bullying.

Image-based abuse: Occurs when intimate, nude or sexual images are distributed without the consent of those pictured. This includes real, altered (e.g. Photo shopped) and drawn pictures and videos. Image-based abuse also includes threatening to send nude pictures of someone unless some demand is met by the victim.

WHAT IS NOT BULLYING?

- Mutual arguments and disagreements
- Single episodes of social rejection or dislike
- Single-episode acts of nastiness or spite
- Random acts of aggression or intimidation
- A student deciding they do not want to be friends

OBSERVERS OF BULLYING CAN DO SOMETHING ABOUT IT BY:

- Telling the person acting like a bully to stop
- Talking to a teacher, supervisor or other staff member
- Not watching or joining in
- Calming the situation
- Trying to comfort and or include the person who is being targeted

At The Cathedral College, every report of bullying will be investigated and responded to in an appropriate manner. Students who are being bullied should speak to their House Dean or Head of House (Boarding).

STUDENTS BEING BULLIED CAN TAKE ACTION BY:

- Telling the person to stop
- Using neutral language to respond to the bullying i.e. 'maybe' or 'that's what you think'
- Walking away
- Trying to act unimpressed
- Talking to your friends and ask for support
- Talking to your parents
- Talking to a teacher or staff member at the College

IF CYBERBULLIED:

- Save the evidence
- Do not respond to the message or image
- Block and delete the sender
- Report the situation to the website or internet service provider
- Tell trusted people – friends, parents, teachers

Doing nothing will accomplish nothing. Reporting bullying is not 'dobbing'. It is standing up for yourself the right way.

WHAT PARENTS CAN DO:

- Talk: Start a conversation about being bullied. But do not make it intense it might deter your child from talking.
- Listen: Hear the whole story without interrupting. Ask what they want to happen before any suggestions are made.
- Explain: It is normal to feel hurt. It is never OK to be bullied, and it is NOT their fault.
- Find out what is happening: Ask what, when and where the behaviours occurred, who was involved, how often and if anybody else saw it.

Continued next page

ANTI-BULLYING STATEMENT continued

Contact the College: Make an appointment to speak to your child's teacher or House Dean or Head of House (Boarding).

Be calm and sensible: Do not advise your child to fight back. Do not explain that the child doing the bullying did not mean it – they may have. Do not tell them it will go away – it may not. Do not let your child stay away from school – it will not solve the problem.

Help: Do help your child work out some things to do – practise some useful strategies.

WHAT THE CATHEDRAL COLLEGE DOES:

Responds appropriately to every report of bullying

Includes anti-bullying presentations in House, Year Group, Middle School, Senior School and College Assemblies

Encourages positive peer group pressure

Explains the College's anti-bullying expectations to all students

Delivers targeted anti-bullying programs to students

Encourages peer support and bystanders support

Provide accessible electronic reporting for students (respect@tccr.com.au)

Teacher observation of students in and out of classes

Ongoing professional development of staff

Provides a supportive environment for students that develops pro-social skills

Provides counselling support for victims and bystanders affected by bullying

Provides counselling support for the perpetrators of bullying incidents

PROCEDURES:

Procedures 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 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 or Head of House (Boarding) and Assistant Principal: Boarding. At this point the bullying procedures are clearly explained.

Official notification sent to parents/care givers.

Education is provided for student exhibiting the unacceptable behaviour. This includes compulsory sessions with a 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 bullying behaviours are again substantiated after thorough investigation. At this level the procedure is:

Parents/care givers informed of incident.

Interview with student, parents/care givers, Students' Dean and Assistant Principal: Students or Assistant Principal: Boarding. At this point it is clearly explained that at the next level, the student will be excluded from the College.

Official notification sent to parents/care givers.

Period of exclusion in the form of a suspension.

Return to College within the guidelines of a continued enrolment contract.

Continuation of supported education. This includes further compulsory sessions with a 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 3

Students already on Level 2 will proceed to this level if any further reports of bullying behaviours are again 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, Assistant Principal: Boarding or the Principal.

Exclusion from the College.

CATHOLIC EDUCATION DIOCESE OF ROCKHAMPTON POLICIES:

www.rok.catholic.edu.au/about-us/policies-publications/

USEFUL SUPPORTING INFORMATION FOR PARENTS AND STUDENTS:

www.bullyingnoway.gov.au

www.studentwellbeinghub.edu.au

www.beyou.edu.au

www.esafety.gov.au

www.au.reachout.com/bullying

www.youthbeyondblue.com/understand-what's-going-on/bullying-and-cyberbullying

www.ncab.org.au

www.parentengagementcspa.edu.au

ATTENDANCE EXPECTATIONS

The Cathedral College is committed to providing quality educational experiences in a safe and supportive learning environment. Research shows that regular attendance is integral to successful holistic educational outcomes. It is important that staff, students and parents/care givers have the same understanding of the importance of punctual regular student attendance.

Regular attendance is important because students:

- learn better
- make friends
- are happier
- have a brighter future.

The Cathedral College expects all students to have an attendance of 95-100% throughout the school year.

For the full Attendance Expectations Policy, visit the College website.

(www.tccr.com.au/for-our-community/for-parents/student-wellbeing/attendance-expectations)

BEHAVIOUR EXPECTATIONS

The Cathedral College is committed to providing quality educational experiences in a safe, supportive and disciplined learning environment.

The management of student behaviour at the College is the responsibility of all staff. Students are called to account for their behaviour in a fair and consistent manner with the intention that they develop their own self-discipline strategies as they mature and grow. It is important that staff, students and parents have the same understanding of the importance of appropriate student behaviour.

At The Cathedral College the following conditions are to be respected:

- all students have the right to learn
- teachers have the right to teach
- everyone has the right to be safe.

For the full Behaviour Expectations Policy, visit the College website.

(www.tccr.com.au/for-our-community/for-parents/student-wellbeing/behaviour-expectations)

ACADEMIC POLICIES & PROCEDURES

RESPONSIBILITIES OF STUDENTS

Students are responsible for:

- obtaining a copy of the assessment schedule on the College website
- 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
- catching up on missed classwork due to absence from class

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.

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** will be clearly stated on the assessment task sheet.

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.

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. 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 result for that semester of work. 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:

- Evidence of work completed to date must be attached to the Application for Extension form.
- Communication from a parent/care giver explaining the situation must be attached to the Application for Extension form.

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 a comparable examination at an alternative time after the rest of the cohort. A medical certificate must be supplied to support the absence. 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. Taking holidays during Term time is not an acceptable reason to reschedule an exam.

ACCESS ARRANGEMENTS AND REASONABLE ADJUSTMENTS (AARA)

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

Application for AARA is a consultative process involving the student's teachers, the appropriate Academic Dean and the Assistant Principal: Curriculum. The QCAA policy is available at www.qcaa.qld.edu.au.

It is important to note that AARA 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
- Using Artificial Intelligence to produce assessment responses.

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.

Cases of academic misconduct will be dealt with by the Academic Dean and Assistant Principal: Curriculum.

CHALLENGE TO AN ASSESSMENT DECISION

All students have the avenue to appeal against assessment decisions. The classroom teacher is the first point of reference for appeals. A “Grade Challenge Application” form must be completed and emailed to the classroom teacher and Academic Dean of the subject within 5 school days of receipt of assessment results.

STUDY PERIODS (YEAR 11 & 12)

Senior students 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 for Year 7, 8, 9, 10 and the end of each unit for Year 11 & 12. An Academic 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.

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)

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.

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.

Students must share their OneDrive assessment folder with their teacher.

TEACHER RESPONSIBILITY

Increasing independence over a course of study is recommended. A teacher should refer to the Syllabus guidelines for drafting advice.

Teachers should provide structured feedback using the Syllabus standards and instrument-specific marking guide to help the students identify the areas they need to review. Rewriting sentences/ paragraphs is not recommended.

Teachers must ensure consistency in their marking of drafts for a particular year level, both in the amount and form of feedback. Any queries or concerns must be communicated with the Academic Dean.

Examples of feedback might be:

- Tailor the response to better suit the purpose and audience
- Resequence ideas, express points more succinctly, or clarify a point raised
- Substantiate points through referencing
- Conduct further research
- Enhance messages/meaning by reformatting text or presentation
- Refine vocabulary
- Consider restructuring sentences and paragraphs
- Edit spelling, punctuation and grammar (use College drafting key symbols to indicate areas of improvement)
- Refer to “How to Reference Correctly” in the Student Planner for the correct format for in-text referencing and Reference List or Bibliography.

Teachers may also provide a summary of their feedback and advice to the whole class.

LIBRARY (CENTRE OF TEACHING & LEARNING EXCELLENCE)

Our College Library, the Centre of Teaching and Learning Excellence, offers a wide range of resources to meet the research and recreational reading needs of students and staff. The Library and its staff aim to provide access to information for research, student-centred learning, information literacy and recreational reading.

OPENING TIMES

Monday: 8.00am - 3pm

Tuesday - Thursday: 8am - 4.30pm

Friday: 8am - 3.00pm

LOANS

Fiction and non-fiction loans are for a three (3) week period. Textbooks are usually for a 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 ONLINE RESOURCES

To access the Online Library Catalogue, click the gold TCC library search star (or go to <https://libcollege.rok.catholic.edu.au/oliver/home/news>).

The online catalogue can also be accessed via the Library Resource Centre page on the school website. Books can be reserved through the Online Library Catalogue, these need to be collected from the library within 48 hours.

To access the College's ebook and audiobook collection, go to <http://tccr.wheelers.co>

To access the College's online video collection, go to <https://www.clickview.com.au/welcome/catholic-diocese/>

Access to online databases is through The State Library of Queensland. Please see the Library staff for membership information, which is free for all residents of Qld.

WHAT IF I have an overdue or damaged book? Overdue notices are issued on a regular basis and emailed to individuals via student email. If you wish to renew the book, bring it to the Library for reissuing. After the second overdue notice is issued, an email 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 Library. 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 (7TH 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 (7TH EDITION)

Bibliographic information for books is written on the title cover page and verso 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 APA 7th 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, provided they are used in a consistent manner.

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.

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). <i>Find it fast: How to uncover expert information</i> . Harper Perrenial.	Book
Two authors	Accurate referencing is key to academic integrity (McQueen & Knussen, 2006). OR McQueen and Knussen (2006) argue that...	McQueen, R. A., & Knussen, C. (2006). <i>An introduction to research methods and statistics in psychology</i> . Harlow: Pearson Prentice Hall.	Book
Three to 20 authors	(O'Keefe et al., 2009)	O'Keefe, J. H., Bell, D. S. H., & Wyne, K.L. (2009). <i>Diabetes essentials</i> . Sudbury, MA: Jones and Bartlett Publishers.	Book
Web page - with author	(Atherton, 2005)	Atherton, J. (2005). <i>Behaviour modification</i> . http:// www. learningandteaching.info/ learning/ behaviour_mod. htm	Web Page
Web page - no author	(Behaviour modification, 2007) Use title instead of author name	<i>Behaviour modification</i> . (2007, April 15). http://www.educational-psychologist.org.uk/behaviour.html *If no month or date these can be left out.	Web Page
Webpage - no date	(Society of Clinical Psychology, n.d.)	Society of Clinical Psychology. (n.d.). <i>About clinical psychology</i> . http:// www.apa.org/about/ division/div12.aspx	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. There is also a hard copy example for students to use within the Library.

EVACUATION PROCEDURES

EVACUATION PROCEDURES - DAY CAMPUS

Alarm raised - siren (from Administration Office)

EVACUATE PREMISES

Don't panic.

Listen to directions - check all group is present

Stand and place stools, chairs, etc out of the way

Turn off fuels (gas, electricity, etc)

Leave room in single file - Teacher last out (take medication, glasses)

WALK quickly, as directed, to assembly area (Talford Street fence)

Line up in Pastoral Care Groups in Roll Order (alphabetical by year level)

After the Teacher marks the roll, remain in your PC groups and sit down.

The Teacher returns the roll to the supervisor.

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

All exits should be via the nearest, safest exit.

KEY EVACUATION PERSONNEL

MURLAY (UPSTAIRS) – WALLACE HOUSE DEAN

STUDENT SUPPORT, ERC AND CMC – RYAN HOUSE DEAN

JOHN MILES (UPSTAIRS) – McAULEY HOUSE DEAN

JOHN MILES (DOWNSTAIRS)– QUINN HOUSE DEAN

OUR LADY'S – RICE HOUSE DEAN

HELEN HATTE – GLOVER HOUSE DEAN

O'BRIEN AND MERCY CENTRE – ASSISTANT STUDENTS' DEAN

LIBRARY – LIBRARIAN

ADMINISTRATION – BUSINESS MANAGER

In the instance of an absent key staff member, our Students' Dean is to assume responsibility.

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 and respond immediately.

On hearing a Code Black Announcement during class time teachers will:

- lock all windows and doors
- instruct students to get under their desks or in a safe position on the floor and remain quiet and calm
- inform the office (if possible) by internal phone if students are outside the 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

On hearing a Code Black Announcement during break time students and staff are to move to the nearest safe area:

- designated safe areas at breaks are: Library, JM 5-6, Our Lady's Hall, HH1-3, OB 2-4
- break time supervising teachers should unlock and direct students to the safe area
- once students are inside the designated safe area, supervising teachers will follow the procedure as identified for a class time Code Black (above).

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 inspiration 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.

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.

COLLEGE 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.

Mr Bob White
Foundation Principal of TCC (1991 - 1994)

MONDAY 22 January (Day 1) Term 1 Commences for Years 7, 8, 11, 12

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P3

P4

TUESDAY 23 (Day 2) Term 1 Commences for Years 9 & 10

P1

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WEDNESDAY 24 (Day 3)

P1

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THURSDAY 25 (Day 4) 8am Mass, College Photo Day, 12.55pm Welcome Liturgy of the Word

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P4

FRIDAY 26 Australia Day (Public Holiday)

P1

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P4

SATURDAY 27 BOARDERS' CLOSED WEEKEND, 6pm Mass with Boarders

MONDAY 29 January (Day 6)

ACER Testing Yr 7-10 Lessons 1 & 2

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TUESDAY 30 (Day 7)

P1

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WEDNESDAY 31 (Day 8)

P1

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THURSDAY 1 February (Day 9)

8am Mass, Year 12 Opening College Mass Practice lesson 3

P1

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FRIDAY 2 (Day 10)

8.45am Opening College Mass, 10.30am Morning Tea with Year 12 Parents

P1

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SATURDAY 3

WEEK 3

MONDAY 5 February (Day 1)

P1

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TUESDAY 6 (Day 2) 5pm Parent Information Evening, Safer Internet Day

P1

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WEDNESDAY 7 (Day 3) Year 7 Core Experience Day

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THURSDAY 8 (Day 4) 8am Mass, Year 7 Core Experience Day, RDSPA Student Leaders' Induction

P1

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FRIDAY 9 (Day 5) Year 7 House Day

P1

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P4

SATURDAY 10 6pm TCC/Parish Mass St Joseph's Cathedral, State Aquathon

WEEK 4

MONDAY 12 February (Day 6) 3.30pm Interhouse Swimming Carnival

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TUESDAY 13 (Day 7) Shrove Tuesday, Boarding St Valentine's Day Dinner

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WEDNESDAY 14 February (Day 8) Ash Wednesday - 8.45am Liturgy Yr 7-10, 9am Mass Yr 11 & 12

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THURSDAY 15 (Day 9) 8am Mass, 10.55am Academic Assembly

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FRIDAY 16 Student Free Day (Bishop's Inservice Day), Boarders' Long Weekend

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SATURDAY 17 Boarders' Long Weekend

WEEK 5

MONDAY 19 February (Day 1)

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TUESDAY 20 (Day 2)

P1

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WEDNESDAY 21 (Day 3) 10.55am House Assemblies

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THURSDAY 22 (Day 4) 8am Mass, CQ Interschool Chess Competition

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FRIDAY 23 (Day 5) 3pm Year 7 Buddy Afternoon, 3pm TCC Music Camp

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SATURDAY 24 TCC Music Camp

WEEK 6

MONDAY 26 February (Day 6)

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TUESDAY 27 (Day 7) Year 12 Indigenous Students Leadership Day

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P3

P4

WEDNESDAY 28 (Day 8) 10am Year 12 Indigenous Students Commencement Mass (SJC)

P1

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THURSDAY 29 (Day 9) 8am Mass

P1

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FRIDAY 1 March (Day 10) 9.45am Senior School Assembly, 10.55am Middle School Assembly

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SATURDAY 2

WEEK 7

MONDAY 4 March (Day 1)

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TUESDAY 5 (Day 2) 8.45am Year 7 Mass

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WEDNESDAY 6 (Day 3)

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THURSDAY 7 (Day 4) 8am Mass, Year 12 Indigenous Students Leadership Day 1, 10.55am House Assemblies

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FRIDAY 8 (Day 5) Year 12 Indigenous Students Leadership Day 2

P1

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SATURDAY 9 6pm TCC/Parish Mass St Joseph's Cathedral

WEEK 8

MONDAY 11 March (Day 6)

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TUESDAY 12 (Day 7) Year 7 Vaccinations

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WEDNESDAY 13 (Day 8) NAPLAN testing commences, Boarders' St Patrick's Day Dinner

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THURSDAY 14 (Day 9) 8am Mass

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FRIDAY 15 (Day 10) 10.55am College Assembly

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SATURDAY 16 St Patrick's Race Day

WEEK 9

MONDAY 18 March (Day 1) Feast of Saint Patrick, TCC Music Evening (MC)

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TUESDAY 19 (Day 2) Saint Joseph - Spouse of the Blessed Virgin Mary

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WEDNESDAY 20 (Day 3) 10.55am House Assemblies

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THURSDAY 21 (Day 4) 10am Mass of Chrism, National Close the Gap Day, Harmony Day

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FRIDAY 22 (Day 5) SHEP Middle School commences

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SATURDAY 23 SHEP Middle School

WEEK 10

MONDAY 25 March (Day 6)

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TUESDAY 26 (Day 7)

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WEDNESDAY 27 (Day 8)

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THURSDAY 28 Holy Thursday, Boarders' Western Bus Run to Alpha, Interhouse Cross Country, Term 1 Ends

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FRIDAY 29 Good Friday (Public Holiday)

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SATURDAY 30 Holy Saturday

MONDAY 15 April (Day 1)

Term 2 Commences, 3.30pm Parent/Teacher Interviews

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TUESDAY 16 (Day 2)

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WEDNESDAY 17 (Day 3)

P1

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THURSDAY 18 (Day 4)

8am Mass

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FRIDAY 19 (Day 5)

10.55am Welcome Liturgy - Yrs 8/11/12 SJC, Yrs 7/9/10 MC

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SATURDAY 20

6pm TCC/Parish Mass St Joseph's Cathedral

WEEK 2

MONDAY 22 April (Day 6)

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P3

P4

TUESDAY 23 (Day 7)

P1

P2

P3

P4

WEDNESDAY 24 (Day 8) JCU Science & Engineering Challenge (hosted at TCC), P.A.R.T.Y Program

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THURSDAY 25 ANZAC Day 4am Dawn Service, 10am Anzac Day R'ton March

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FRIDAY 26 (Day 10) Saint Mark (Feast)

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SATURDAY 27

WEEK 3

MONDAY 29 April (Day 1)

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TUESDAY 30 (Day 2)

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WEDNESDAY 1 May (Day 3)

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THURSDAY 2 (Day 4) 8am Mass, Yr 9-12 Maths Teams' Challenge

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FRIDAY 3 (Day 5) Year 7 & 8 Maths Teams' Challenge, Rockhampton Eisteddfod commences

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SATURDAY 4

WEEK 4

MONDAY 6 May Labour Day BEEF WEEK

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TUESDAY 7 (Day 7) 5pm Year 10 Set Plan Parent Session (online event), BEEF WEEK

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WEDNESDAY 8 (Day 8) BEEF WEEK

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THURSDAY 9 (Day 9) 8am Mother's Day Mass, Instrumental Eisteddfod commences, BEEF WEEK

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FRIDAY 10 (Day 10) 10.55am House Assemblies, BEEF WEEK

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SATURDAY 11 Rice House Carwash, 6pm TCC/Parish Mass St Joseph's Cathedral, BEEF WEEK

WEEK 5

MONDAY 13 May (Day 1)

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TUESDAY 14 (Day 2) Saint Matthias (Feast)

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WEDNESDAY 15 (Day 3)

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THURSDAY 16 (Day 4) 8am Mass, 9.45am Senior School Assembly, 10.55am Middle School Assembly

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FRIDAY 17 (Day 5) SHEP Capricornia commences

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SATURDAY 18

WEEK 6

MONDAY 20 May (Day 6) Vocal Eisteddfod commences

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TUESDAY 21 (Day 7)

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WEDNESDAY 22 (Day 8)

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THURSDAY 23 (Day 9) 8am Mass, CQ Interschool Chess Competition

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FRIDAY 24 Our Lady Help of Christians (Solemnity), Interhouse Athletics (Kettle Park)

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SATURDAY 25

Lined writing area consisting of 16 horizontal lines, with a thicker line separating each of the eight four-line segments.

SUNDAY 26 National Sorry Day

Signed Parent:
Signed Teacher:

WEEK 7

MONDAY 27 May (Day 1)

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TUESDAY 28 (Day 2)

P1

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WEDNESDAY 29 (Day 3) 10.55am College Assembly

P1

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THURSDAY 30 (Day 4) 8am Mass, Rockhampton Eisteddfod concludes

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FRIDAY 31 (Day 5) The Visitation of the Blessed Virgin Mary (Feast)

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SATURDAY 1 June

WEEK 8

MONDAY 3 June (Day 6) Mabo Day

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TUESDAY 4 (Day 7) Year 11 Indigenous Leadership Camp (Yeppoon PCYC)

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WEDNESDAY 5 (Day 8) Year 11 Indigenous Leadership Camp, Year 10 Careers Exploration Event

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THURSDAY 6 (Day 9) 8am Mass, Year 11 Indigenous Leadership Camp

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FRIDAY 7 (Day 10) The Most Sacred Heart of Jesus, 10.55am House Assemblies

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SATURDAY 8 6pm TCC/Parish Mass St Joseph's Cathedral

WEEK 9

MONDAY 10 June (Day 1)

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TUESDAY 11 (Day 2)

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P4

WEDNESDAY 12 (Day 3) Year 10 Exam Block commences

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THURSDAY 13 Rockhampton Show Holiday (Public Holiday)

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FRIDAY 14 (Day 5) Year 10 Exams

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SATURDAY 15

WEEK 10

MONDAY 17 June (Day 6) Year 10 Exams

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TUESDAY 18 (Day 7) Year 10 Exams, Gala Concert Workshop (TCC)

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WEDNESDAY 19 (Day 8) Year 10 Exams conclude, Year 10 WEX, Gala Concert (Pilbeam Theatre)

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THURSDAY 20 (Day 8) 8am Mass, Year 10 WEX, Year 7-9 Retreat

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FRIDAY 21 (Day 10) Year 10 WEX, Term 2 Ends

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SATURDAY 22 CQ Schools Rowing Regatta

TERM 3 WEEK 1

MONDAY 8 July (Day 1) Term 3 Commences, NAIDOC Week, 3pm Parent/Teacher Interviews

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TUESDAY 9 (Day 2) 10.30am Combined schools NAIDOC Mass

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WEDNESDAY 10 (Day 3) Year 11 ACTS Camp (Yeppoon PCYC)

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THURSDAY 11 (Day 4) 8am Mass, Year 11 ACTS Camp

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FRIDAY 12 (Day 5) 9.45am Welcome Liturgy, Year 11 ACTS Camp

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SATURDAY 13 6pm TCC/Parish Mass St Joseph's Cathedral

WEEK 2

MONDAY 15 July (Day 6) Year 7 Real Talk

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TUESDAY 16 (Day 7) Year 9 Real Talk

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WEDNESDAY 17 (Day 8) Year 8 Real Talk, Year 10 Real Talk

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THURSDAY 18 (Day 8) 8am Mass

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FRIDAY 19 (Day 10)

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SATURDAY 20 Rockhampton Rowing Regatta

State of Origin 3

Girls Football commences

SUNDAY 21
Catholic Education Week commences

Signed Parent:
Signed Teacher:

WEEK 3

MONDAY 22 July (Day 1) Catholic Education Week

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TUESDAY 23 (Day 2) Catholic Education Week

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WEDNESDAY 24 (Day 3) Catholic Education Week Mass (St Joseph's Cathedral)

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THURSDAY 25 (Day 4) 8am Mass, Catholic Education Week

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FRIDAY 26 (Day 5) Catholic Education Week, 10.55am Academic Assembly

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SATURDAY 27 Catholic Education Week, Ryan House High Tea (Mercy Works)

WEEK 4

MONDAY 29 July (Day 6)

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TUESDAY 30 (Day 7)

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WEDNESDAY 31 (Day 8)

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THURSDAY 1 August (Day 9) 8am Mass, 10.55am House Assemblies

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FRIDAY 2 (Day 10) 10am Priests' Jubilee Mass (SJC), Cultural Showcase - 5pm BBQ, 6pm Showcase (MC)

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SATURDAY 3 NQ Schools Regatta Townsville, Rice House Carwash

WEEK 5

MONDAY 5 August (Day 1)

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TUESDAY 6 (Day 2)

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WEDNESDAY 7 (Day 3)

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THURSDAY 8 (Day 4) 8am Mass, St Mary MacKillop of the Cross

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FRIDAY 9 (Day 5) TCC DAY

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SATURDAY 10 National Science Week commences

WEEK 6

MONDAY 12 August (Day 6) Years 8-10 Subject Selections for 2025

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TUESDAY 13 (Day 7) Year 10 Vaccinations

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WEDNESDAY 14 (Day 8)

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THURSDAY 15 (Day 9) 8am Mass, 9.45am Senior School Assembly, 10.55am Middle School Assembly

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FRIDAY 16 (Day 10) Body Kind Schools Picnic on the Lawn, QCMF commences

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SATURDAY 17 National Science Week concludes, CBCA Book Week commences

WEEK 7

MONDAY 19 August (Day 1) CBCA Book Week

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TUESDAY 20 (Day 2)

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P4

WEDNESDAY 21 (Day 3)

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THURSDAY 22 (Day 4) 8am Mass

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FRIDAY 23 (Day 5) Year 7 Grandparents' Morning Tea, 10.55am House Assemblies

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SATURDAY 24 Rockhampton Rowing Regatta, Walk for Edmund, 6pm TCC/Parish Mass (Sacraments) SJC

WEEK 8

MONDAY 26 August (Day 6)

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TUESDAY 27 (Day 7)

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WEDNESDAY 28 (Day 8)

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THURSDAY 29 (Day 9) 8am Father's Day Mass

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FRIDAY 30 Student Free Day Battle of the Bands

P1

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SATURDAY 31

WEEK 9

MONDAY 2 September (Day 1) Year 12 Mock External Exams commence

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TUESDAY 3 (Day 2) 10.55am House Assemblies

P1

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WEDNESDAY 4 (Day 3) Indigenous Literacy Day, Year 10 ACTS Camp

P1

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THURSDAY 5 (Day 4) 8am Mass, Year 10 ACTS Camp

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FRIDAY 6 (Day 5) Year 10 ACTS Camp

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SATURDAY 7 6pm TCC/Parish Mass St Joseph's Cathedral, Rugby League Grand Finals

WEEK 10

MONDAY 9 September (Day 6) Year 9 (Boys) Camp, Year 9 (Girls) University Experience

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TUESDAY 10 (Day 7) Year 9 (Boys/Girls) Camp

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WEDNESDAY 11 (Day 8) Year 9 (Girls) Camp, Year 9 (Boys) University Experience

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THURSDAY 12 (Day 9) 8am Mass, Year 9 (Girls) Camp, Year 9 (Boys) University Experience

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FRIDAY 13 (Day 10) Term 3 Ends, 5.15pm Year 12 Walkthrough, 7.00pm Year 12 Formal

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SATURDAY 14 Queensland Schools Championship Rowing Regatta

Year 11 Exam Block commences

Year 11 Exams

Year 11 Exams

Year 11 Exams

Year 11 Exams

SUNDAY 15

Queensland Schools Championship Rowing Regatta

Signed Parent:

Signed Teacher:

MONDAY 30 September (Day 1)

Term 4 Commences

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TUESDAY 1 October (Day 2)

P1

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WEDNESDAY 2 (Day 3)

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THURSDAY 3 (Day 4) 8am Mass

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FRIDAY 4 (Day 5) 10.55am College Assembly (Giving Tree), 5pm Cultural Awards Evening

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SATURDAY 5 All Schools Touch

WEEK 2

MONDAY 7 October King's Birthday (Public Holiday)

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TUESDAY 8 (Day 7) Year 11 PD Day - Your Choicez, 5pm Sports Awards Evening

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WEDNESDAY 9 (Day 8) Year 11 Leadership Camp

P1

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P3

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THURSDAY 10 (Day 9) 8am Mass, Year 11 Leadership Camp

P1

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P4

FRIDAY 11 (Day 10) Year 12 PC Farewells, 5pm Academic Awards Evening

P1

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SATURDAY 12 6pm TCC/Parish Mass St Joseph's Cathedral

WEEK 3

MONDAY 14 October (Day 1)

PAT/ACER Testing (Year 7-10) Lessons 1 & 2

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TUESDAY 15 (Day 2)

Year 10 Vaccinations

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WEDNESDAY 16 (Day 3)

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THURSDAY 17 (Day 4)

8am Mass, Year 12 Mass Practice Lesson 3, 5.30pm Boarders' Farewell

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FRIDAY 18 (Day 5)

8.45am Year 12 Farewell Mass & Guard of Honour

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SATURDAY 19

MONDAY 21 October (Day 6)

Year 12 External Exams commence

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TUESDAY 22 (Day 7)

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WEDNESDAY 23 (Day 8)

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THURSDAY 24 (Day 9) 8am Mass

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FRIDAY 25 (Day 10) World Teachers' Day, Day for Daniel

P1

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SATURDAY 26

SUNDAY 27

Signed Parent:

Signed Teacher:

WEEK 5

MONDAY 28 October (Day 1)

Year 12 External Exams continue

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TUESDAY 29 (Day 2)

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WEDNESDAY 30 (Day 3)

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THURSDAY 31 (Day 4)

8am Mass

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FRIDAY 1 November (Day 5)

All Saints Day, 10.55am College Assembly

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SATURDAY 2

All Souls Day

WEEK 6

MONDAY 4 November (Day 6)

Year 12 External Exams continue

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TUESDAY 5 (Day 7)

Melbourne Cup Day

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P3

P4

WEDNESDAY 6 (Day 8)

P1

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THURSDAY 7 (Day 9)

8am Mass

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FRIDAY 8 (Day 10)

9.45am Senior School Assembly, 10.55am Middle School Assembly

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SATURDAY 9

6pm TCC/Parish Mass St Joseph's Cathedral

WEEK 7

MONDAY 11 November (Day 1)

Remembrance Day, 12noon 2025 Leaders Seminar

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TUESDAY 12 (Day 2)

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WEDNESDAY 13 (Day 3)

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THURSDAY 14 (Day 4)

8am Mass, 10.55am House Assemblies

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FRIDAY 15 (Day 5)

Arts Night, Year 12 Finishing Day

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SATURDAY 16

WEEK 8

MONDAY 18 November (Day 6) Final week of Instrumental music lessons & ensembles

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TUESDAY 19 (Day 7)

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WEDNESDAY 20 (Day 8)

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P3

P4

THURSDAY 21 (Day 9) 8am Mass

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FRIDAY 22 (Day 10)

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SATURDAY 23

WEEK 9

MONDAY 25 November (Day 1)

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TUESDAY 26 (Day 2) Yr 9/10 Exams

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WEDNESDAY 27 (Day 3)

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THURSDAY 28 (Day 4) 8am Mass

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FRIDAY 29 (Day 5) 10.50am Advent Liturgy, Year 10, 11 & all Boarders Finish

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SATURDAY 30 Sony Camp

WEEK 10

MONDAY 2 December (Day 6)

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TUESDAY 3 (Day7)

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WEDNESDAY 4 (Day 8) Year 7-9 Activities Day, Year 7-9 Finish

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THURSDAY 5 (Day 9) 8am Mass

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FRIDAY 6 (Day 10) Term 4 Ends

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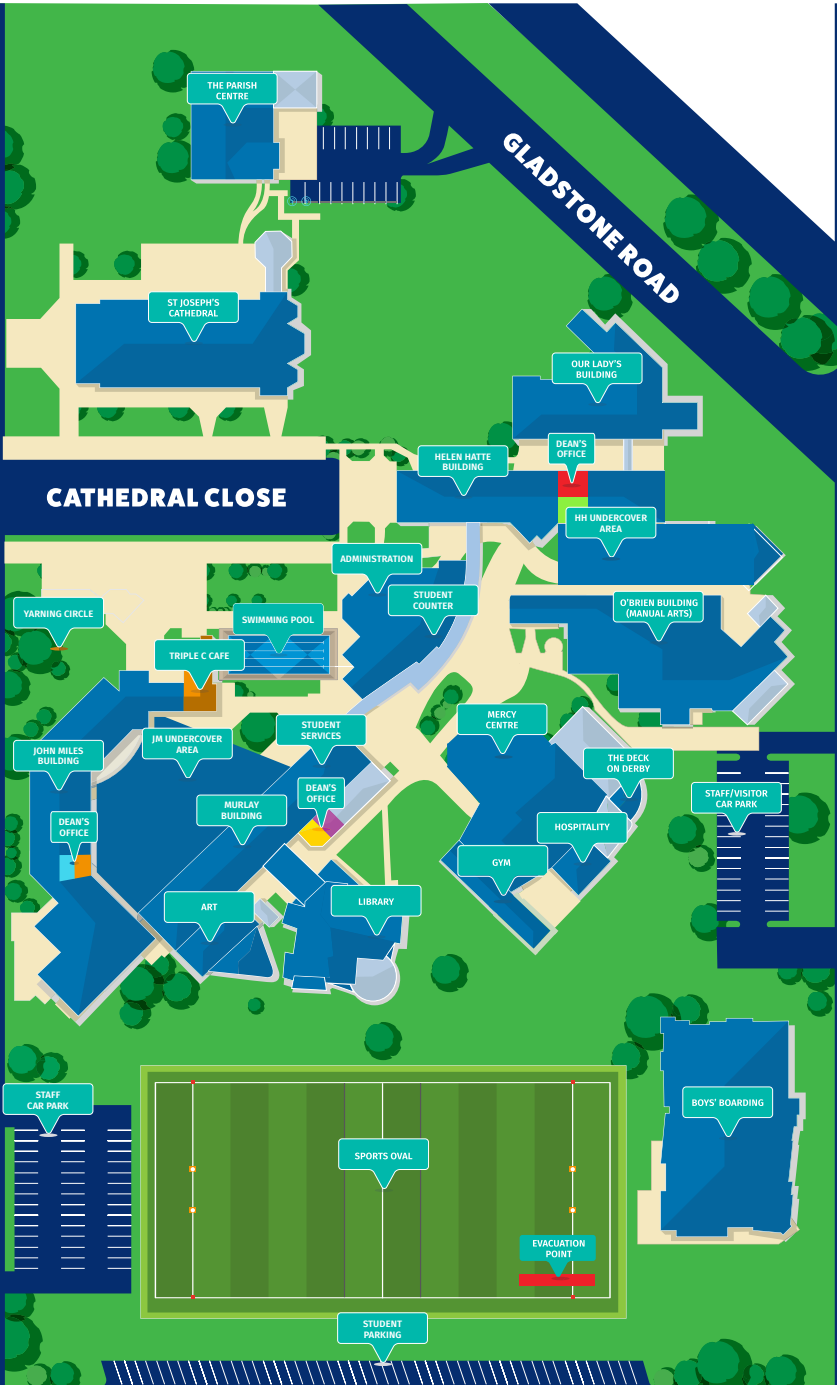
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SATURDAY 7

- NOTES -

- NOTES -

- NOTES -



WILLIAM STREET

DERBY STREET

CATHEDRAL CLOSE

GLADSTONE ROAD

TALFORD STREET

College Map



Come, give life
in all its fullness

JOHN 10:10

2024 