

2024



THE CATHEDRAL COLLEGE

Middle School Handbook

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

189 William St, Rockhampton | www.tccr.com.au | 07 4999 1300

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Welcome to Our College

Dear Parents,

At The Cathedral College, a Catholic College in the Diocese of Rockhampton, we pride ourselves on the level of care we provide for our students. We also believe that we offer an excellent educational experience, which is faith-based and has considerable breadth.

The Middle School Program acknowledges the special needs of adolescents and strives to provide opportunities for our Year 7, 8 and 9 students to become reflective and self-directed learners through rich, innovative and rigorous curricular and co-curricular experiences.

Ms Karen Lester is our Assistant Principal: Students (Middle School) and is assisted by Miss Jacinta Taske.



MS KAREN LESTER

Assistant Principal: Students (Middle School)



MISS JACINTA TASKE

Assistant Middle School

This handbook should be a useful guide to you and I encourage you to go through it with your son or daughter.

Mr Rob Alexander

Principal

B.A., Grad Dip Teach, B.Ed.St, M.Ed.St, M.Ed.Lead, GAICD

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



GRATITUDE



RESPECT



COMPASSION

Our Core Values

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

GRATITUDE

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.

RESPECT

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 the earth, all creation and all that we use.

COMPASSION

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.

Our College Expectations

WHAT WE EXPECT

The Cathedral College is a place where students, staff and parents 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 while wearing the College uniform - in the classroom, at lunch times, 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/caregivers notified)

- Community Service
- placed in other classes for a lesson
- carry a behaviour/uniform card
- internal suspension
- external suspension

Advanced notification will be given if students are required to stay after school. Parents/caregivers will be expected to arrange transport home if a student is given an after school detention.

The Principal may intervene at any stage of the behaviour management program and has the right to terminate enrolment at the College.

CODE OF CLASSROOM BEHAVIOUR

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

THE TCC WAY

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

RELATIONSHIPS

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

BEHAVIOUR MANAGEMENT

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

- Classroom teacher
- PC Teacher
- House Dean
- Students' Dean/Assistant Students' Dean
- Assistant Principal: Students (Middle/Senior)
- Assistant Principal: Boarding
- Principal

College Communication

PARENT LOUNGE

Parent Lounge is a very useful platform for parents, where student timetables, academic reports, the school calendar, electronic diary and daily notices can be viewed. Parent Lounge also facilitates electronic payments for school fees and other excursions, communicating student absentees, booking Parent-Teacher interviews and updating your personal details. Access details will be emailed to new parents in January.

WEEKLY NEWSLETTER

Every Wednesday, parents will receive an email newsletter from the College that contains current important information. As part of this newsletter, you will be able to view our weekly TCC TV News presented by our students.

SOCIAL MEDIA

The Cathedral College Facebook Page is a platform where we share all of the good news stories from our College. Our Facebook Page is also used to promote any upcoming events or important notices. If you are on Facebook, we definitely recommend that you follow our Page.

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.

COLLEGE APP

The Cathedral College App allows quick and easy access to the College website for the latest news, Exam timetables, Sports and Culture plus more. It also allows for you to receive notifications. Download today from your favourite App Store and be sure to set your notification alerts in the settings. Please note the College **does not use** Skoolbag.

COLLEGE WEBSITE

The College website www.tccr.com.au contains a range of useful information. The Menu Button can be found in the top right corner next to the Search icon. As a parent you will find important information under *For Our Community*. The *For Our Community* drop down menu includes *For Parents, Curriculum, For Boarders, Community of Faith, Culture & Music, Sport* etc. Middle School Information is listed under '[Curriculum](#)'.

Parent Lounge can be found under the *For Parents* tab.

Our website will be updated in the near future and we're sure you will appreciate it's user friendly appeal.

HOW TO COMMUNICATE WITH THE COLLEGE

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



EMAIL

Send email to a staff member (firstname.lastname@tccr.com.au)



BRIEF NOTE

Leave a brief note in the Student Planner for the Subject or PC Teacher



NOTE

Write a note to any staff member



MESSAGE

Leave a message requesting a staff member to return your call



ARRANGE INTERVIEW

Send an email to the staff member indicating you would like an interview and your available times



Information for Parents + Students

STUDENT COUNTER

The Student Counter is the main point of contact between parents and students at the College. This is where students sign in for late arrivals and early departures and also where students are cared for when they are unwell or injured until a parent arrives. Our Student Counter staff always greet the students with a smile and are available to assist with any worries or concerns that they have throughout the day.

VISITOR CAR PARK

There is a 20 minute visitor car park located in the Mercy Centre Car Park (Derby Street) for easy and convenient access to our Student Counter.



LATE ARRIVAL

Students who arrive after 8:35am, must report to the Student Counter. Students should be accompanied by their parent/caregivers or have a note explaining their lateness to obtain a Late Slip. Students must present the late slip to the teacher of their class. A late arrival is recorded as a partial absence on the College's Attendance Register.

LEAVING COLLEGE EARLY

If students must leave the College before 3:00pm, they are to present a note or appointment slip to their House Dean before school or during the Pastoral Care Meeting in the morning. Permission to leave will then be given by the House Dean. The student must then report to the student counter to sign out before they leave the College. All early dismissals will be recorded on the College's Attendance Register.

ABSENCE FROM COLLEGE

If a student is absent from the College, parents/caregivers must notify the College before 10am to explain the absence. This can be done through Parent Lounge or by phoning the College (**4999 1300**). If a student's absence remains unexplained, then the College will contact parents/caregivers by Short Message Service (SMS). 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/caregivers in writing at least 1 week (if possible) before the commencement of the leave.

SICKNESS OR ACCIDENTS AT COLLEGE

If students become ill or are injured at College, a teacher is informed immediately and the student is taken to sick bay. All visits to the College sick bay are recorded in the College's Attendance Register. Parents/caregivers will be contacted if deemed necessary.

TRANSPORTATION

BUS SERVICES

The Sun Bus Company services students living in the city area. Students living outside the city are provided with concessional transport. It is the responsibility of parents/caregivers to arrange with the bus companies transport options for their child. Refer to the following for further details:

<https://www.qld.gov.au/transport/public/transport/timetables/qconnect>

<https://www.rotheryscoaches.com/>

<http://www.youngsbusservice.com.au/>

<https://www.sunbus.com.au/>

Rod North and Sons Coaches (High Street, Bajool | T 49 346 211)

CYCLISTS

Students who choose to ride a bike to school 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 an appropriate form of transport to and from school.

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 school bags in their lockers and carry their laptop bags to each lesson. The new laptop bags allows for laptops, textbooks and other materials to be easily carried 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/caregiver will be able to reclaim the personal electronic devices from the office. Disclosure of inappropriate material on personal electronic devices must be reported.

PROHIBITED ITEMS

The following items are not permitted within the College:

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

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 a dangerous item at school, the Principal or Principal's delegate 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.

TRIPLE C CAFE

The Triple C Café operates each day at both lunch breaks. There is a variety of food and drinks available. 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 they 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.

The Triple C Cafe relies on parents/caregivers to volunteer to assist. If you would like to volunteer, please phone the College Office on 4999 1300.



TRIPLE C CAFE

Menu



MONDAY

Wedges	\$5.50	Chunky seasoned potato wedges with sour cream, tasty cheese and sweet chilli sauce
Bacon, Egg + Cheese Muffin or Wrap	\$4.50	Crispy bacon, egg, tasty cheese and bbq sauce
Gourmet Beef Burger	\$5.50	Low fat beef patty with burger cheese, onion rings, bbq sauce, lettuce carrot and tomato
Pasta	\$5.00	Chicken and bacon carbonara, made with fresh cream
Tossed Salad	\$5.00	Ham or Chicken MUST BE PRE-ORDERED

TUESDAY

Chicken Chips	\$3.00	6 per serve
Sweet Chilli Chicken Wrap	\$4.50	Sweet chilli chicken tender, lettuce, tomato, carrot and mayonnaise in a wrap
Fried Rice	\$5.00	
Sushi	\$5.00	Crispy chicken, avocado and cucumber
Caesar Salad	\$5.00	
Honey Chicken/ Sweet & Sour Pork	\$5.00	With rice. ALTERNATING EACH WEEK

WEDNESDAY

Roast Rib Roll	\$5.00	Pork riblet with BBQ sauce in a long roll with grated tasty cheese
Chicken Burger	\$5.00	Crispy crumbed chicken patty with lettuce, tomato, carrot and mayonnaise in a burger bun
Chicken Nuggets	\$3.00	6 per serve
Loaded Potato	\$5.00	
Caesar Salad	\$5.00	

THURSDAY

Nachos	\$5.50	Gluten free CC corn chips with taco mince, tasty grated cheese and sour cream
Chicken Parma Roll	\$5.00	Crispy chicken tender with parmigiana sauce and grated tasty cheese
Potato Salad	\$5.00	
Sausage Roll	\$3.00	Mrs Mac's lite sausage roll
Sushi	\$5.00	Crispy chicken, avocado and cucumber

FRIDAY

Meatball Sub	\$5.00	5 beef meatballs with bolognese sauce and grated tasty cheese in a long roll
Pizza	\$4.00	Bacon and pineapple with mozzarella cheese
Pies	\$4.00	Mrs Mac's lite beef pie
Tossed Salad	\$5.00	Ham or Chicken
Pasta	\$5.00	Chicken and bacon carbonara, made with fresh cream

DAILY SPECIALS

Hot Dog	\$4.00	American hotdog in a long bun with tomato sauce
Hot Dog with Cheese	\$4.50	American hotdog in a long bun with cheese and tomato sauce
Roast Roll	\$5.00	Beef or Pork, cooked in house with gravy on a long roll
Toasted Sandwiches	\$4.50	Ingredients available include: chicken, ham, tomato, cheese, mayonnaise, vegemite, red onion
Sandwiches	from \$4.50	Plain Ham or Chicken, Plain Ham or Chicken with Cheese, Ham or Chicken with Salad, Egg and Lettuce (available on white or grain bread)
Wraps	from \$4.50	Ham or chicken and salad, Egg and salad, salad

Drinks

Poppers	\$2.00
600ml plain water	\$2.00
Mineral Water Can	\$3.00
1L Pop Top Water	\$3.00
Fuze Ice Tea (Mango, lemon, peach)	\$4.00
300ml Flavoured Milk (Chocolate, strawberry, coffee)	\$3.00
500ml Flavoured Milk (Chocolate, strawberry, vanilla, coffee)	\$4.00
300ml Juice (orange, orange mango)	\$3.00
500ml Juice (orange, orange mango)	\$4.00
Zymil Milk (chocolate)	\$4.00



Snacks



Muffins (Assorted)	\$2.00
Cheese and Crackers	\$3.00
Salami, Cheese and Crackers	\$3.50
Icecreams (Assorted)	\$1.00 - \$3.00
Frozen Yoghurt	\$2.50
Uncle Toby's Oat Slice (Apple cinnamon/choc chip)	\$3.00

TERM 4 2023

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 and is also listed on pages 48 and 49 of this Handbook. 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.

BULLYING + HARASSMENT

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 behaviours 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/caregivers and staff have the expectation that everyone is treated with respect and dignity.

To view the full Anti-Bullying Statement, please refer to the Student Planner or visit our website under 'Student Wellbeing'.

TIMETABLE

All students are required to be at school by the first bell at 8.25am. Classes commence at 8.35am and finish at 3.00pm each day.

The College operates on a 10 Day Cycle. The College calendar and Student Planner will indicate the day of the cycle. Students need to plan ahead in order to ensure that they bring the correct books and other materials to school. Students will be issued with their timetables on their first day.



College Uniform + Grooming

UNIFORM

1. 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
2. Girls are to wear ties for the whole school year. Boys are to wear ties Term 2 and 3 only.
3. All items must be clearly labelled with the student's name.

For a detailed description of the College uniform, please refer to the College [website](#).

GIRLS UNIFORM	BOYS UNIFORM
<ul style="list-style-type: none"> • Skirt (knee length) or College charcoal trousers 	<ul style="list-style-type: none"> • College charcoal shorts
<ul style="list-style-type: none"> • Blouse 	<ul style="list-style-type: none"> • College charcoal trousers
<ul style="list-style-type: none"> • Tie 	<ul style="list-style-type: none"> • Black leather belt
<ul style="list-style-type: none"> • College formal socks 	<ul style="list-style-type: none"> • Shirt
<ul style="list-style-type: none"> • Black pantyhose (not tights) may be worn in Term 2 and 3 instead of socks 	<ul style="list-style-type: none"> • Tie (only Term 2 and 3)
<ul style="list-style-type: none"> • Grey Panama Hat 	<ul style="list-style-type: none"> • College formal socks
<ul style="list-style-type: none"> • TCC hair ribbon 	<ul style="list-style-type: none"> • Broad brim grey felt hat

UNIFORM SUPPLIER

Wearitto Rockhampton (Smart Clothing Centre)

87 Denham Street, Rockhampton

T 07 4927 9322 or online at www.wearitto.com.au/schools/the-cathedral-college

Wearitto advises Parents to order uniforms in Term 4 to avoid the start of year rush and will extend their Saturday trading hours in the month of January to 1pm.



The **TCC Second Hand Uniform Buy & Sell Group** Facebook group provides access to good quality, well priced second hand uniform garments and accessories.

SHOES

Black leather College lace-up shoes with low heels must be cleaned and polished. These are the only acceptable shoes. Black leather joggers (often worn in primary school) are NOT acceptable.

TCC PULLOVER

Woollen V-Neck pullover available from Wearitto Rockhampton (Smart Clothing Centre).

TCC SPRAY JACKET

TCC spray jacket available from Wearitto Rockhampton (Smart Clothing Centre).

SPORTS UNIFORM

The Sports Uniform is compulsory for all Year 7 and 8 students and Year 9 students studying PE. The Sports Uniform consists of:

- TCC sports/House polo shirt
- TCC sports shorts (not league or soccer shorts)
- TCC sports socks
- TCC sports cap
- Lace-up joggers

Students are to bring their Sports Uniforms to school and change into them at the appropriate time.

SCHOOL BAG

A TCC school bag is part of the College uniform.

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, 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 TCC ribbon or 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 and no scrunchies).

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) 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. Badges may be purchased at the College office. These are the only badges to be worn.

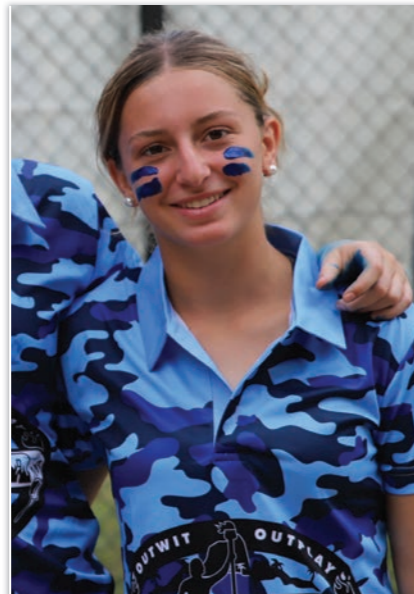
Pastoral Care

THE HOUSE SYSTEM

The House system plays an important part in the life of TCC. There are six Houses into which students are divided – Glover, McAuley, Quinn, Rice, Ryan and Wallace. Each House has eight Pastoral Care groups.



GLOVER



McAULEY



QUINN



RICE



RYAN



WALLACE



Hi, my name is Leilani and this is how I fit at TCC.

HOUSE GROUP



QUINN

I am in Quinn House.

This is where I belong when it is time for **Interhouse Sport, House Choir** and **House Assembly**.

PASTORAL CARE



Q1/GRIJ

My PC Class is Q/GRIJ and my PC Teacher is Mr Griffin.
I meet with my PC every day and this group is made up of Quinn students from each year level with approximately 28 students in total. I will stay with this same PC Group for the whole time I am at TCC.

SCHOOL WORK



7 GREEN

This is my Core Teacher, Mrs Etherden.
Mrs Etherden is my teacher for 3 subjects. I have different teachers for my remaining subjects. I will stay with my Core Class all year.

STUDENT SUPPORT SERVICES

The Student Support Team consists of Students' Dean, Assistant Students' Dean, House Deans, College Counsellors (Mr Andrew Prince, Miss Bridget Duffin and Miss Claire Miller), a Student Support Officer (Mr Roy Thompson) and an Indigenous Education Liaison Officer (Mrs Shannon Littleboy). This team provides free confidential counselling and support to all students, parents/ caregivers within the TCC community who wish to access the service.

Our Learning Support Team offers assistance to verified students and all other students who may need additional assistance with their studies.



MR BRYAN GAUKROGER
Students' Dean



MR MARK GABRIEL
Assistant Students' Dean

HOUSE DEANS



MS PATRICIA CUMMING
Glover House Dean



MRS MEGAN GROVE
McAuley House Dean



MR STUART REOCH
Quinn House Dean



MR SHANE CAIRD
Rice House Dean



MRS LEONIE WANCHAP
Ryan House Dean



MR KEVIN CHOPPING
Wallace House Dean

STUDENT SUPPORT



MISS BRIDGET DUFFIN
College Counsellor



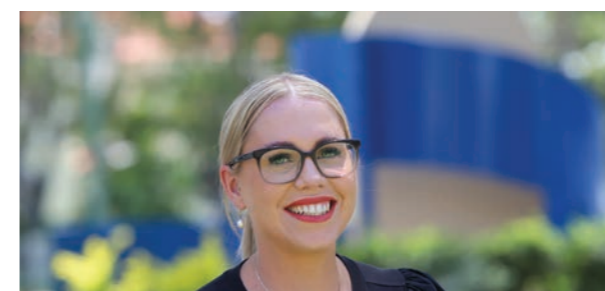
MR ANDREW PRINCE
College Counsellor



MISS CLAIRE MILLER
College Counsellor



MR ROY THOMPSON
Student Support Officer



MRS SHANNON LITTLEBOY
Indigenous Education Liaison Officer



MRS CARMEN ANDERSON
Indigenous Education Liaison Officer

CAMPS/CORE DAYS

Outdoor education is an integral part of Middle School, with Year 7 students attending a Core Class Connect Day early in Term 1 and Year 9 students participating in a “Survivor” camp in Term 3. These events are designed to challenge students, encourage initiative and to promote friendships and cooperation with teachers and other students. Attendance at these events is compulsory.

DANIEL MORCOMBE CURRICULUM

The Daniel Morcombe Curriculum, endorsed by Catholic Education Office, Rockhampton is delivered to all students in Year 7, 8 and 9.

ONLINE SAFETY

The College recommends the eSafety Commission website as a useful resource for parents to assist with educating their child on online safety. The College regularly reminds students to use safe online behaviours.



Academic



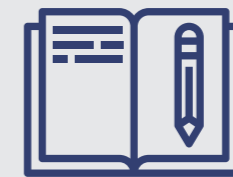
MIDDLE SCHOOL CURRICULUM

The Cathedral College community works to foster and enhance the three-way partnership of parents, teachers and students so that strong relationships are forged among them to allow a rich, meaningful learning environment to develop. The learning environment is characterised by an effective pedagogy developed collaboratively by teachers in response to the needs of the students and the expectations of parents.

In Year 7, students are assigned to one of eight core classes. Each core class has a Core Teacher who teaches the students for three (3) subjects. All students in Year 7 study the following subjects for the duration of the year:



RELIGIOUS EDUCATION



ENGLISH



MATHEMATICS



SCIENCE



HUMANITIES



HEALTH & PHYSICAL EDUCATION



Students will also study the following subjects on a semester basis throughout either Semester 1 or Semester 2:

 INDUSTRIAL DESIGN & TECHNOLOGY	 FOOD & TEXTILES	 VISUAL ARTS
 PERFORMING ARTS	 BUSINESS + IT	 JAPANESE



In Year 8 and 9, students are assigned to one of eight core classes. Each core class has a core teacher who teaches the students for two subjects. The curriculum is divided into core subjects with all students studying the following for the duration of the year: Religious Education, English, Mathematics, Science and Humanities. Students also choose three elective subjects from the following list to study all year: Business, Digital Technologies, Drama, Fashion, Food Technology, Health & Physical Education, Horticulture, Industrial Technology & Design, Japanese, Music, STEM & Visual Art. In addition, Year 9 students can also choose Graphics & Design and Food & Nutrition.

HOMework + STUDENT PLANNER

Homework is a valuable and integral part of academic life at The Cathedral College. It is our policy that a certain amount of time should be spent each evening and during weekends on written assignments and on home study. The following are recommended homework time allocations:

YEAR 7 3 hours	YEAR 8 5 hours	YEAR 9 6 hours
YEAR 10 10 hours	YEAR 11 12 hours	YEAR 12 15 hours

All students are required to use their Student Planner to record their homework and assessment details which will be distributed to the student on their first day of schooling at the College. The Student Planner contains valuable information for both parents and students and can also be used for parents and teachers to comment on work set or other matters. Parents are advised to read the information contained in the Student Planner. It is to be taken to every class and must be produced when required by the teacher. Parents are asked to sign the Student Planner weekly.



HOMework CENTRE + TUTORING

A Homework Centre and tutoring service are available to provide students with additional help with their studies. Times of operation are published in the Daily Notices which are read to students during Pastoral Care time, or can be accessed online by students through Student Café. There is no charge for these services. Free Mathematics tutoring is also provided after school.

ASSESSMENT + REPORTING

Assessment is carried out throughout the year. Students are required to meet assessment deadlines. The College has a comprehensive [Learning and Assessment Policy](#) - details of which can be found in the Student Planner and on our website. It is imperative that all students understand the importance of meeting such deadlines.

An Interim Report will be issued at the end of Term 1 and comprehensive Academic Reports will be issued at the end of Semester 1 and Semester 2. Parent/Teacher interviews will be held at the beginning of Term 2 and Term 3. Requests for interviews outside the scheduled and formal interview sessions are available at any time the need arises. Alternatively, parents/caregivers may wish to contact teachers via email or by telephone. Core teachers will distribute a list of teacher email addresses at the beginning of each term.

ASSIGNMENTS

All assignments must be completed by the due date. Assessment calendars are published on the College website under the '[Curriculum](#)' tab at the beginning of each term. Students who are absent on the day the assignment is due must ensure that assignments are submitted by the time indicated on the task sheet. If, in extenuating circumstances, students are unable to meet these deadlines, parents/caregivers must contact the Assistant Principal: Curriculum or the relevant Academic Dean to explain the situation before the deadline.

EXAMINATIONS

Examinations are another means of determining academic progress. Attendance at examinations as scheduled is compulsory for all students. Where a student has been unable to sit an exam because of extenuating circumstances, alternate arrangements must be made in consultation with the relevant Academic Dean. The Learning and Assessment Policy in the Student Planner and on our website stipulates the College's procedures regarding examinations.

INFORMATION TECHNOLOGY

The College is committed to providing staff and students with access to the latest Information Communication Technologies (ICT) to assist with teaching and learning.

While at the College campus, students have access to a high-speed filtered internet connection, an extensive site wide wireless network, printing facilities, school email, personal data storage, electronic textbooks and specialist computer labs.

During business hours, all students have access to an IT Service Desk, which is run by College ICT Support Staff and provides support for all technology related issues.

To further support the use of ICT within our learning areas, the College provides a laptop as part of the mandatory 1-to-1 notebook program for all students, which begins in Year 7 and finishes in Year 12. Students are responsible for the College owned laptop and must take good care of it and to assist with this, all students will be provided with a laptop case. The 1-to-1 notebook program has been customised to provide an opportunity to create dynamic and meaningful learning opportunities for our Students "Anywhere, Anytime".

All students who accept enrolment at The Cathedral College are bound by, and must agree to The Cathedral College's Acceptable Usage Policy. The policy can be found on the TCC website under '[Student Agreements](#)'.

LIBRARY RESOURCE CENTRE

The Cathedral College Library Resource Centre (LRC) offers a wide range of resources to meet the research and recreational reading needs of students and staff. The LRC and its staff aim to provide information access for research, student-centred learning, informed literacy and recreational reading. If a student loses or damages resources, he/she will be charged for the replacement.

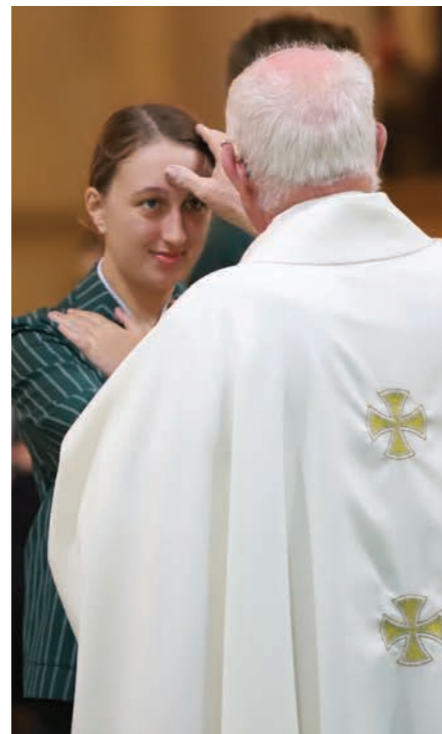
Community of Faith

SACRAMENTS

With their parents' permission, the opportunity is provided for students to prepare for all of the Sacraments of Initiation into the Catholic Church, Baptism, Confirmation and First Eucharist. They are also able to prepare for the first Rite of Reconciliation. Lessons are held during lunchtimes and the reception of the Sacraments generally occurs at a TCC Mass in late August.

LITURGY + PRAYER

There are many opportunities for students and staff to pray and worship together. Each morning the whole community shares in morning prayer led over the PA by Year 12 students. The whole school gathers for various Masses and Liturgies of the Word throughout the year at St Joseph's Cathedral including the Opening College Mass, Year 12 Farewell Mass and term Liturgies. The community also joins with the Cathedral Parish for monthly TCC Masses and weekly 8am Thursday Masses.



OUTREACH

Outreach is an important part of life at TCC. There are many opportunities for students to assist others through such initiatives as Caritas's Project Compassion, Catholic Mission's Socktober, the St Vincent de Paul Giving Tree and many other College and House initiatives.

YOUTH MINISTRY

There are a number of opportunities for students to develop their faith through Youth Ministry events and retreats organised by the College, the Parish, the Catholic Education Office and the Diocese. Our Youth Ministry co-ordinator, Miss Jacinta Taske, assists in running the Parish-based Youth group, Elevate, which is a popular activity for many TCC students.



Co-Curricular

At TCC in order to live out our school motto, "Come, live life in all its fullness," we encourage students to participate in co-curricular activities.

ACTIVITIES + CULTURE

Listed below is the wide variety of activities on offer:

- Book Club
- Chess Competitions
- Choirs
- Creative Writing Club
- Environmental Committee
- Instrumental Music Program
- Interhouse Carnivals
- Maths Challenges
- Music Ministry
- Oratory Competition
- Rotary Quiz
- School Musicals/Productions
- STEM Society (Robotics, Rocketry)

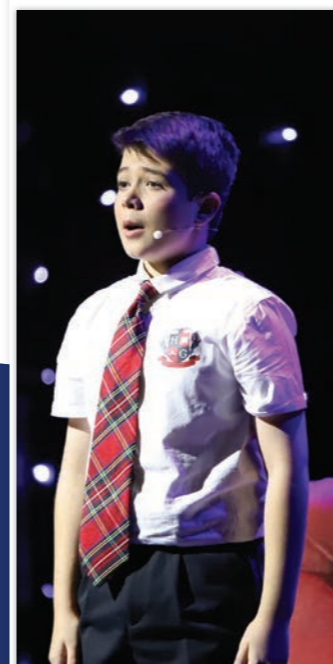
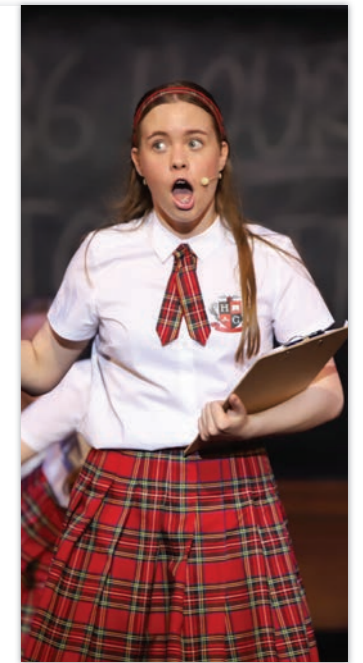
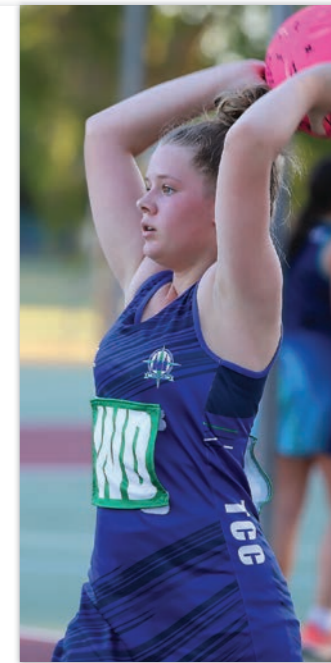
SPORT

Listed below is the wide variety of sport on offer:

- AFL
- Basketball
- Cricket
- Equestrian
- Futsal
- Netball
- Oztag
- Rowing
- Rugby League
- Rugby Union
- Soccer
- Tennis
- Touch Football
- Volleyball
- Water polo

There are Sport and Cultural Co-ordinators who organise these activities. Activities are usually coached and managed by teachers, parents, community volunteers and senior students.

Information about these co-curricular activities (sign-up, training, try-outs, etc) is usually conveyed through the daily notices and on our website and College App.



INSTRUMENTAL MUSIC

The College's Instrumental Music Program allows students to have individual or group instruction in the areas of voice, string, woodwind, brass, guitar and percussion (including piano).



BRASS

Trumpet, Trombone,
French Horn,
Euphonium



WOODWIND

Flute, Clarinet,
Bass Clarinet, Alto
Saxophone, Tenor
Saxophone



PERCUSSION

Drums, Xylophone,
Auxiliary Percussion



STRINGS

Violin, Viola, Cello,
Double Bass



GUITAR

Acoustic, Electric, Bass



VOICE

Soprano, Alto, Tenor,
Bass



KEYS

Piano, Keyboard

The College has well established instrumental and vocal ensembles – Concert & Jazz Bands, Choir & Vocal Groups, String, Percussion and Guitar Groups. Tuition fees apply. To enrol your child in our Instrumental Music Program, you will need to complete the Enrolment Form on our website, under 'Instrumental Music Program'.

For more information regarding Instrumental Music, please email music@tccr.com.au or browse www.tccr.com.au.



Fees

ANNUAL SCHOOL FEES

School Fees are charged annually during Term 1 each year. Fees are due for payment 30 days after the date of issue.

YEARS 7,8,9

	DAY	BOARDING
TUITION	\$4,459.50	\$4,459.50
PART A	\$2,607.60	\$2,607.60
PART B	\$1,851.90	\$1,851.90
TECHNOLOGY LEVY (NB - maximum \$240 per family)	\$130.00	\$130.00
BUILDING LEVY (NB - only paid once per family)	\$615.60	\$615.60
P&F FAMILY CONTRIBUTION (NB - only paid once per family)	\$80.00	\$80.00
BOARDING FEES	N/A	\$17,750.00
TOTAL ANNUAL FEES	\$5,285.10	\$23,035.10
Prompt Payment Discount (2.5%)	\$132.13	\$575.88

NOTES

- NOTE 1: Enrolment processing fee of \$100.00 is non-refundable.
- NOTE 2: An Enrolment Acceptance Fee of \$400.00 is required to be paid upon acceptance of an offer and will be credited to Fees.
- NOTE 3: Family Discounts (when families have more than ONE student enrolled at a Rockhampton Diocesan Catholic School) and Concession Card Discounts are allowed on Tuition Fees – PART A only. **Family Discounts must be applied for EACH YEAR by completing a College Update Form at the beginning of 2024.**
- NOTE 4: Discounts are available for all fees paid in full at the beginning of the school year. A 2.5% discount is available for all fees paid in full by the due date on the Annual Fee Statement received in Term 1 each year. A 1.5% discount is available for all fees paid in full by end of October 2024. Regular approved payments must be made throughout the year.
- NOTE 5: Laptop Bags will be issued to new students in Years 7 - 9 upon collection of their laptop and will be not required to be handed back at the end of the year. They can be used in future years when laptops are reissued.
- NOTE 6: The cost of camps, retreats, instrumental music lessons and most excursions are not included in the above fees. A separate fee will be charged for such activities.



SCHOOL FEE PAYMENT OPTIONS

Annual school fee accounts are issued in the second week of Term 1. A discount of 2.5% is offered for fees paid in full by the due date shown on the account. All fees must be paid in full by the end of October each year. Statements of Account are issued each term.

Fees can be paid at the College Finance Office by **CASH, CHEQUE** (accepted subject to clearance), **CREDIT CARD** (MasterCard or Visa), **EFTPOS** and **BPAY** or by using **PARENT LOUNGE**.

DIRECT BANK DEBIT is a popular method of keeping school fees up to date by making small regular payments directly from your bank account.

There are some matters you should be aware of if you wish to use this facility:

- Direct Bank Debits will continue to be debited from your bank until the nominated finish date or until cancelled;
- Direct Debits will CONTINUE TO BE PAID DURING SCHOOL HOLIDAYS.
- Direct Debit Authority forms can be downloaded from College Website or collected from the Finance Office. Completed forms must be RETURNED TO THE FINANCE OFFICE at least one (1) week prior to the required commencement date;
- Direct Debit CANCELLATION & AMENDMENT forms can be downloaded from the College Website or collected from the Finance Office. Completed forms must be RETURNED TO THE FINANCE OFFICE at least one (1) week prior to the required cancellation or amendment date.

Should you wish to begin paying your school fees via direct debit, the College will be supplying each family with a 2023 Fee Estimate.

BPAY Biller Code and Reference details will be on the top right-hand side of your Term 1 statement. BPAY Telephone and Internet Banking - contact your bank or financial institution to make this payment from your cheque, savings, debit, credit card or transaction account.

PARENT LOUNGE Login details and all instructions will be sent home with the Term 1 fees. Use the "Make a Payment" section of the Dashboard and simply follow prompts which will take you through the payment process.

Should you wish to pay your school fee account by utilising INTERNET BANKING, please contact the College and we will provide you with the necessary information to include when you are processing your transaction. Without this vital information, we are unable to allocate your payment correctly.

All fee related matters are located under the '[Enrolment](#)' heading on our Website.

If you have any questions in relation to school fees, please contact the Finance Office via e-mail to school.fees@tccr.com.au or by telephoning 49991319. In all instances, it is helpful to quote your school fee ACCOUNT NUMBER.



TEXTBOOK SCHEME

Students are responsible for all books provided free by the College. If lost or damaged, parents/ caregivers will be sent an account to provide replacement books. The College receives a textbook allowance on behalf of each student. This allowance is paid directly to the College and covers all electronic and hardcopy textbooks supplied to each student.

How can you best help your child?

You can help your child by:

- ✦ helping with developing organisational skills at home
- ✦ providing a suitable study environment
- ✦ checking the Student Planner and homework is completed
- ✦ ensuring deadlines are kept by checking term assessment calendars provided for each class on the College website
- ✦ providing students with all stationery and uniforms
- ✦ checking that correct books are taken home and that uniform and dress regulations are followed
- ✦ being aware of school routine and activities by reading the weekly email and College communication
- ✦ paying fees, levies, school building fund, etc by the due date
- ✦ providing absentee notes or telephone calls explaining any student absence
- ✦ communicating with the school with a concern: in the first instance, contact your child's Pastoral Care Teacher or Core Teacher. He/she may refer your concern to the appropriate Dean or Assistant Principal if needed
- ✦ visiting the College website at www.tccr.com.au regularly
- ✦ being active in your participation as a parent/caregiver. These activities include:
 - Attending parent/teacher interviews, parent information evenings
 - Parents and Friends Association meetings
 - Parents and Friends "Just-One-Thing" initiative
 - Volunteer assistance at the Triple C Cafe
- ✦ Catholic School Parents Queensland provides resources to help you support your child's transition to high school. Visit <https://www.parentengagementcspa.edu.au/>

Key Dates for Year 7

Monday 22 January 2024	First day of school for Years 7, 8, 11 & 12
Tuesday 23 January 2024	First day of school for Years 9 & 10
Thursday 25 January 2024	College Photo Day (boys to bring College tie)
Tuesday 6 February 2024	Year 7-12 Parent Information Evening
Wednesday 7 February 2024	Year 7 Core Experience Day - 4 Core Classes
Thursday 8 February 2024	Year 7 Core Experience Day - 4 Core Classes
Friday 9 February 2024	Year 7 House Day
Friday 23 February 2024	Year 7 & 12 Buddy Afternoon (optional)

TERM DATES

TERM 1	
22 January 2024	Term 1 commences for Years 7, 8, 11 & 12
23 January 2024	Term 1 commences for Years 9 & 10
28 March 2024	End Term 1
TERM 2	
15 April 2024	Term 2 commences
21 June 2024	End Term 2
TERM 3	
8 July 2024	Term 3 commences
13 September 2024	End Term 3
TERM 4	
30 September 2024	Term 4 commences
6 December 2024	End Term 4

Stationery list

GENERAL REQUIREMENTS

All students in Year 7, 8 & 9 will be required to have the following stationery items.

STATIONERY	
<ul style="list-style-type: none"> Pencil case 2 x blue pens 2 x black pens 1 x red pen 2 x 2B pencils Eraser Pencil sharpener 	<ul style="list-style-type: none"> USB memory stick Glue stick Highlighter pen(s) Ruler Coloured pencils Calculator TI30XB
EXERCISE BOOKS + DISPLAY FOLDERS	
Exercise books	Year 7 11 x 128 page A4 exercise books Maths, English, Religious Education, Science, Humanities, Health & Physical Education, Food & Textiles, Visual Arts, Performing Arts, Business & IT and Japanese. ITD does not require an exercise book.
	Year 8 7 x 128 page A4 exercise books
	Year 9 7 x 128 page A4 exercise books
A4 display book	<ul style="list-style-type: none"> Food & Textiles Industrial Technology & Design Japanese
<p>Please ensure your student has a separate exercise book for each subject as they may be collected by the classroom teacher at various stages.</p>	

SUBJECT SPECIFIC REQUIREMENTS

Some subjects require specific items to be purchased in order for your child to complete that subject. These requirements are listed below.



PHYSICAL EDUCATION

- TCC sports shirt and shorts
- TCC cap
- TCC socks
- Footwear with adequate grip
- Swimming units:
 - Girls - one piece swimming togs and sun safe shirt (TCC sports shorts optional)
 - Boys - TCC sports shorts and sun safe shirt



FOOD TECHNOLOGY + FOOD & NUTRITION + FASHION

- Small plastic container (All subjects)
- Tape measure, Quick Unpick, Scissors x2 (fabric & thread), Pins, Janome Bobbins x4, Chalk (Chaco pen), Reel of Thread (Fashion only).



INDUSTRIAL TECHNOLOGY & DESIGN

- clear safety glasses (Year 8 & 9)
- blue cotton apron (Year 8 & 9)

These items can be purchased from Wearitto Rockhampton.

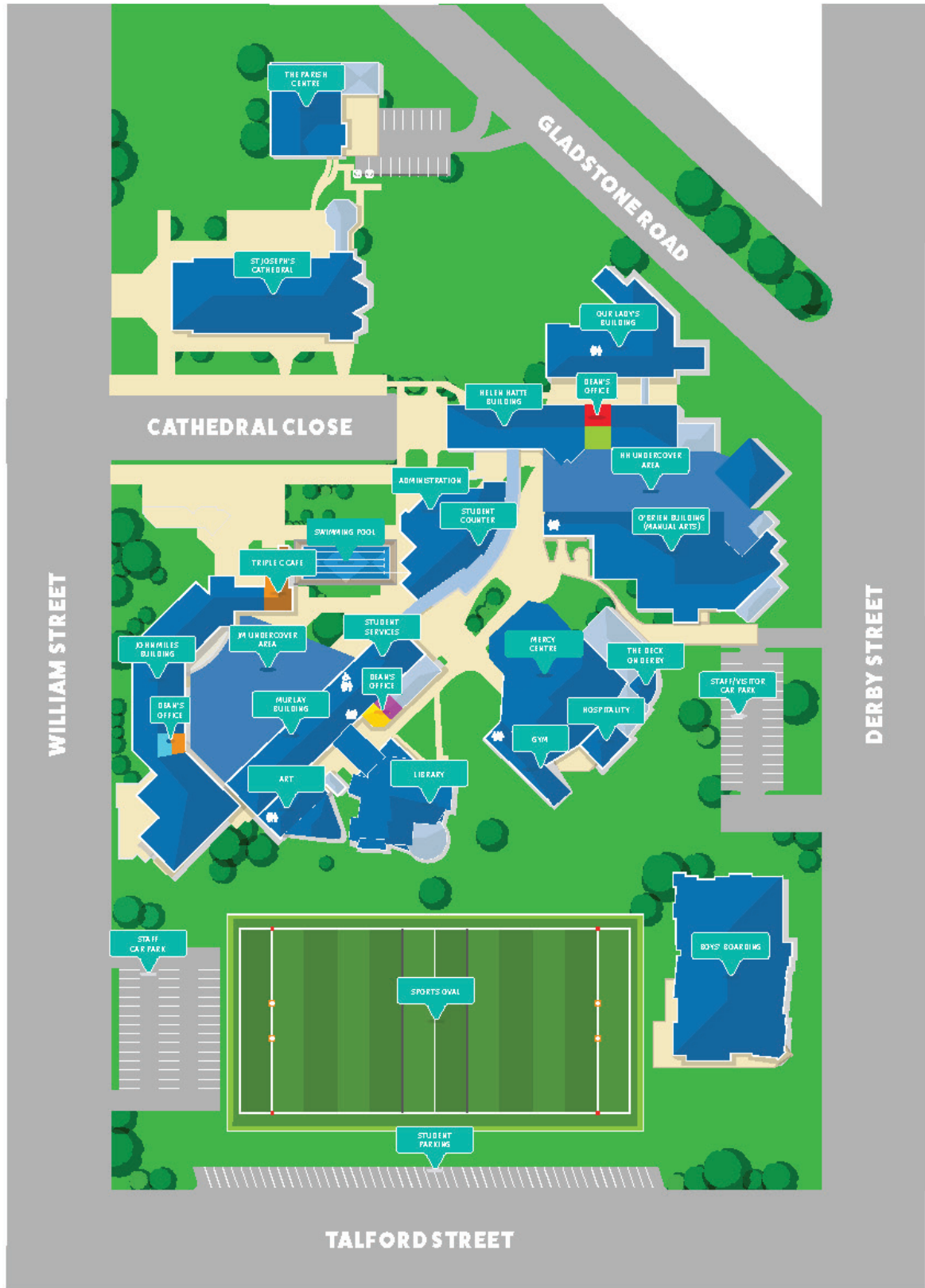
Day 1 for 2024

All students are to meet in the Cathedral Close by 8.25am where they will be greeted by the Year 12 Student Leaders and teachers and escorted to House areas. The day will finish at 3:00pm.

- Students will need to bring their lunch and/or money for the Triple C Cafe, hat and stationery.
- Students will collect their timetables, Student Planners and locker/lock allocations.
- Students will collect their laptops and laptop cases in their Core groups. (The signed ICT Code of Practice should be returned before the first day of school.)
- Time will be spent with PC Teachers, Core Teachers and Senior Students on a range of activities throughout the day so students are comfortable with processes/ procedures of the school environment.
- Encourage students to always carry a water bottle.
- Please make sure hat and all belongings are clearly labelled.
- The boys do not wear their ties in Term 1 or Term 4 (required for College photos)
- Bus students will be dismissed slightly earlier and escorted to their bus pick up area.

All information in relation to ['Back to School'](#) can be found on our website. If there are any questions or concerns, please do not hesitate to contact Ms Karen Lester, Assistant Principal: Students (Middle School) or House Deans on (07) 4999 1300.





COLLEGE MAP