



# INTERNATIONAL STUDENT HANDBOOK

**The Roman Catholic Trust Corporation for the Diocese of Rockhampton trading as**

**The Cathedral College - CRICOS Code: 00506G**

**189 William Street, ALLENSTOWN Q 4700**

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**EMERGENCY CONTACT – MR RON ARMSTRONG**

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## International Student Enrolment

Enrolment at The Cathedral College will be open and accessible to those who respect the Catholic identity of the College, agree to support, and contribute to that identity and ethos. All enrolments will be treated with dignity and respect.

All prospective students must go through and comply with the enrolment procedures and systems in place at The Cathedral College.

The College can only accept students into classes if vacancies exist. The determination of acceptable class sizes shall be at the sole discretion of the Principal. The enrolment of a student will take into consideration the needs of all students.

Any further enquires can be sent to [enrolments@tccr.com.au](mailto:enrolments@tccr.com.au)

Yours sincerely

Mr Rob Alexander

B.A., Grad.Dip.T., B.Ed.St., M.Ed.St., M.Ed(Lead)  
Principal

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# Welcome to The Cathedral College



## Mission Statement

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

## Vision Statement

We, the members of The Cathedral College community accept the Gospel invitation ...

***"I have come that you might have life – life in all its fullness"*** (John 10:10)

as incorporated in our College motto:

***"Come, live life in all its fullness."***

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

# College 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.

## Absence from the College

If a student is absent from the College, parents/caregivers are required to telephone the College (**4999 1300**) by 10.00am to explain the absence. Students who arrive late must report to the Student Counter. If a student's absence remains unexplained, the College will contact parents/caregivers by short message service (SMS). Extended absences will need some form of verification e.g. medical certificate. Extended leave from the College is to be requested by the parents/caregivers in writing at least one week (if possible) before the commencement of the leave. Please refer to the **Course Progress and Attendance Policy**.

Whenever students are required to leave the College grounds during the day, for whatever reason, parents/caregivers are requested to provide a permission note to the House Dean. The House Dean will issue a "Student Movement Form" and students are then required to sign out at the Student Counter before leaving the College grounds.

## Assessment, Reporting and Parental Contact

Assessment is carried out throughout the year. Students are required to meet assessment deadlines. The College has a comprehensive Assignment Policy - details of which can be found in the Student Planner. It is imperative that all students understand the importance of meeting such deadlines.

Attitudinal Reports will be issued at the end of Term 1 and 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 the year.

## 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 12pm (midday) on that day. 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.

## Boarding Students

Boarding life is an important part of the College. There are two boarding campuses where over 180 students live during term time. Additional information regarding boarding will be provided separately.

## Bullying/Harassment

The Cathedral College community will strive to ensure that members of the College and its community are not subjected to harassment/bullying in any form, be it verbal, spiritual, physical, sexual, emotional or racial. The Cathedral College considers harassment/bullying behaviours to be unacceptable at any time. Please see the Student Planner for details on how to report any perceived incident of bullying/harassment.

## Co-Curricular Activities/Sport

Students are encouraged to participate in a variety of co-curricular activities:

- ❖ AFL
- ❖ Agricultural Show Team
- ❖ Athletics
- ❖ Bands
- ❖ Basketball
- ❖ Chess Competitions
- ❖ Choirs
- ❖ Cricket
- ❖ Cross Country
- ❖ Equestrian
- ❖ Futsal
- ❖ Oratory Competition
- ❖ Maths Challenges
- ❖ Netball
- ❖ Rotary Quiz
- ❖ Rowing
- ❖ Rugby League
- ❖ College Musicals/Productions
- ❖ Soccer
- ❖ Swimming
- ❖ Tennis
- ❖ Touch Football (All Schools Competition)
- ❖ Opti-Minds
- ❖ Water polo

## College Website

The College website [www.tccr.com.au](http://www.tccr.com.au) contains a range of information about the College including College map, the weekly TCC News broadcast, assessment calendars and upcoming events including live streaming of events.

## Communication with the College/Teacher

To speak with a teacher, parents/caregivers can send an email or phone the College office and leave a message for the teacher to return their call. We strongly encourage you to join our **Facebook Page** and download our **College App** via SkoolBag (especially for sport) to keep up to date with all events at the College.

### Parent Lounge

To assist Parents with keeping up to date and connected with various College-based digital services, each family will have access to an online College services portal known as Parent Lounge.

Parent Lounge will provide access to student timetables, academic results reports, electronic payments for School fees & other excursions, electronic diary, College calendar; daily notices and access to our Learning Management System.

## Detention

For some infringements, a detention may be given either at lunchtime or after school. 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.

## 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 will be made for the student to take the test. The Assignment Policy in the Student Planner stipulates the College's procedures regarding examinations.

## Homework and 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:

<b>Year Level</b>	<b>Recommended Time Allocation (per week)</b>
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 (the Student Planner 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 and 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.

## Illness and Accidents

If a student becomes ill or injured at the College, a teacher must be informed immediately and the student will be taken to Sick Bay. Parents/caregivers will be contacted if deemed necessary.

# Information Technology and College 1-to-1 Notebook Program (Laptop)

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, College email, personal data storage, a Learning Management System, 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 mandatory 1-to-1 notebook program for all students, which begins in Year 7 and finishes in Year 12. Students are also 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 Protocol (see the Student Planner and College website under ‘**Our Catholic College**’ tab then select ‘**Enrolment**’ in the menu table. The ‘ICT Code of Practice’ document is located with the Enrolment documents and forms.

## Instrumental Music

This Program allows students to have individual or group instruction in the areas of voice, string, woodwind, brass, guitar and percussion (including piano). The College has well established instrumental and vocal ensembles – Concert & Jazz Bands, Choir & Vocal Groups, String, Percussion and Guitar Groups. Tuition fees apply. For more information regarding Instrumental Music, please email [music@tccr.com.au](mailto:music@tccr.com.au) or browse [www.tccr.com.au](http://www.tccr.com.au).

## Lockers

Each student at the College is allocated a locker and provided with a combination lock. Students are to keep their bags in their locker during school time and go to their lockers before lessons and during breaks to organise books and other equipment.

## Lost Property

All personal property (clothing, books, etc.) must be labelled with the student’s name. Lost property may be claimed from the Student Counter. Students are warned against bringing large sums of money to school. Should it be necessary to bring such money or valuable items, they should be left at the Student Counter.



# Pastoral Care System

The House system plays an important part in the life of TCC. There are six Houses that students are divided into – Glover (green), McAuley (blue), Quinn (orange), Rice (red), Ryan (purple), and Wallace (yellow). House Deans are responsible for the pastoral care and wellbeing of all students in their House. They are a key point of contact for Parents and Students with regard to pastoral matters. Each House is divided into 7 Pastoral Care (PC) groups. The PC groups are vertically structured (students from Years 7-12 in each PC group). Students meet each day for administration purposes such as having the Daily Notices read, and for pastoral care. The PC Teacher is a significant contact for parents/caregivers and students for issues regarding the student's well-being. Students remain with their PC group throughout their time at TCC.

## Pastoral Student Support Services

The Student Support Team consists of House Deans, College Counsellors, a Student Support Officer and an Indigenous Education Liaison Officer. 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.

## Personal Electronic Devices

Mobile phones may be brought to the College but must remain turned off between 8.00am and 3.00pm. Staff will confiscate phones if they are seen between these times. Only a parent/caregiver will be able to reclaim the phone from the office. Phones and/or other electronic devices will be confiscated if they have been used inappropriately. Any devices used or allegedly used for illegal purposes will be confiscated and given to Queensland Police for further investigation.

## Policies

Entry Requirements Policy, Accommodation & Welfare Policy, Complaints & Appeals Policy, Course Progress & Attendance Policy, Student Transfer Request Assessment Policy, Deferment, Suspension & Cancellation Policy, Behaviour Policy/Code of Conduct, Fees Policy, Refund Policy are available on the College website.

## Prohibited Items

Students are NOT permitted to bring to the College nor may they have in their possession while at the College, any of the following items:

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

Any student who has, or purports to have, a dangerous and/or an illegal item will have it confiscated. Queensland Police will be notified immediately and the Principal will have the right to terminate enrolment.

## Resource Centre

Borrowing facilities are available at the Library Resource Centre. If the student loses or damages resources, he/she will be charged for the replacement.

## English Language Proficiency Requirements

1. Applicants are assessed individually based on the contents of their report cards and personal references, and may also be required to undertake a language proficiency test set by the College.
2. If supplied, The Cathedral College will assess evidence of English language proficiency presented by a student at the time of application, but reserves the right to confirm the student's English language proficiency through additional tests.
3. If not presenting appropriate evidence of English language proficiency at the time of application, The Cathedral College will assess the student's application for entry based on satisfactory test results as follows:

Acceptable Test	Minimum Test Result	For Entry to
The Neale Analysis & ESL Band Scale	Minimum of a Level 2	Middle School Years – Year 7, Year 8 and Year 9
The Neale Analysis & ESL Band Scale	Minimum of a Level 2	Senior School Years – Year 10, Year 11 and Year 12

4. Students should note that if their language proficiency is below that outlined above, they may be required to undertake an intensive English language course before beginning mainstream studies.
5. If undertaking an intensive English language course before beginning mainstream studies, English language proficiency will be reassessed at the conclusion of the language course to ensure the student's level of proficiency is sufficient to allow them to commence their mainstream course.

## International Student Course Codes

The Cathedral College's CRICOS (Commonwealth Register of Institutions and Courses for Overseas Students) Registration details:

The Roman Catholic Trust Corporation trading as The Cathedral College  
CRICOS Provider No: 00506G

CRICOS Course Name: **Secondary Junior Years 7-10 Boys & Girls**  
CRICOS Course No: **082647D**

CRICOS Course Name: **Secondary Senior Yrs 11-12 Boys & Girls**  
CRICOS Course No: **007379G**

## Typical Calendar Year Study Periods

		Duration	Holiday Break
Semester One	Term 1	Approximately 9-11 weeks	Approximately 2 weeks (Easter)
	Term 2	Approximately 9-11 weeks	Approximately 2 weeks (June/July)
Semester Two	Term 3	Approximately 9-11 weeks	Approximately 2 weeks (September)
	Term 4	Approximately 9-11 weeks	Approximately 6 weeks (Christmas)

## International Student Fees

Please refer to College website – [International Student Fees](#)

- Enrolment application fee of \$50.00 is non-refundable.
- 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 Term One.
- Bags will be issued to new students 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.
- Enrolment Acceptance Fees paid will be credited on Term 1 fee statements.
- 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.

## Indicative Costs of Living in Australia

It is important that international families understand the cost of the son/daughter living in Australia. The below costs are indicative only: -

- Groceries and eating out - \$80(AUD) to \$280(AUD) per week
- Phone and Internet - \$20(AUD) to \$55(AUD) per week
- Public transport - \$15(AUD) to \$55(AUD) per week
- Entertainment - \$80(AUD) to \$150(AUD) per week

Reference – Australian Government Living Costs in Australia

<https://www.studyinaustralia.gov.au/english/live-in-australia/living-costs>

# Fees Policy

School fee accounts are normally issued in the second week of each term, and payable within fourteen (14) days.

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

**All fees must be paid in full by the due date shown on the top right hand corner of your School fee account.**

Payment by credit card can also be made by completing the Credit Card Authority on the back of the School fee account, or telephoning your credit card details to the College Administration Office.

**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 Administration Office and completed forms must be **RETURNED TO THE COLLEGE 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 Administration Office and completed forms must be **RETURNED TO THE COLLEGE OFFICE** at least one (1) week prior to the required cancellation or amendment date.

**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 Our Catholic College heading on our Website.

If you have any questions in relation to school fees, please contact the office via e-mail to [school.fees@tccr.com.au](mailto:school.fees@tccr.com.au). In all instances, it is helpful to quote your school fee **ACCOUNT NUMBER**. This is on your school fee account in the format **XXXX999**.

## Suspended, deferred or cancelled enrolments

Please refer to the College's **Deferment, Suspension and Cancellation Policy**.

# College Refund Policy

Please refer to the College's **Refund Policy**.

## Education Services for Overseas Students (ESOS) Legislative Framework

[ESOS Legislative Framework](#)

### Text Book 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 textbooks supplied to each student.

### 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 9 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.

### 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 websites for further details:

<http://www.tmr.qld.gov.au/Travel-and-transport/Qconnect/Urban-bus-services.aspx>

<http://www.rotheryscoaches.com/services.html>

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

[http://www.sunbus.com.au/sit\\_rockhampton.htm](http://www.sunbus.com.au/sit_rockhampton.htm)

Rod North and Sons Coaches (High Street Bajool – 49346211) provide transportation.

#### 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 an appropriate form of transport to and from school.

# How Can You Best Help Your Child?

Your support can help your child in many ways including:

- Ensuring students have a suitable study environment
- Checking the Student Planner and on work completed
- Ensuring deadlines are kept by checking term assessment calendars provided for each class on the College website
- Being aware of College routine and activities
- Paying fees, levies, College building fund, etc by the due date
- Providing students with all stationery and uniforms
- Communicating with the College 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
- Visit the College website at [www.tccr.com.au](http://www.tccr.com.au) regularly
- View the weekly segment of TCC TV (link emailed out)
- Read the hyperlinks contained in the College News weekly email

## Uniform

For a detailed description of the College uniform, please refer to the College website: [www.tccr.com.au](http://www.tccr.com.au). Details can be found under the '**Our Catholic College**' tab, then select '**Uniform**' in the menu table.

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. All Year 12 students are to wear the Senior Tie for the whole school year.
3. All items must be clearly labelled with the student's name.

<b>GIRLS' UNIFORM</b>	<b>BOYS' UNIFORM</b>
* Skirt: skirts must be below the knee	* College charcoal shorts
* Blouse	* College charcoal trousers
* Tie	* Black leather belt
* College formal socks	* Shirt
* Black pantyhose (not tights) may be worn Term 2 and 3 instead of socks.	* Tie (only Term 2 and 3)
* Grey Panama Hat	* College formal socks
	* Broad Brim Grey Felt Hat

Uniforms and bags can be purchased from:

Wearitto Rockhampton (Smart Clothing Centre) located at 87 Denham St, Allenstown.

Phone: 4927 9322

Email: [rocky@wearitto.com](mailto:rocky@wearitto.com)

Opening Hours: Monday to Friday 8.45am-4.45pm (closed 12 noon to 12.30pm)

Saturday 9.00am - 11.45am

### **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**

Blue College sports shorts

College sports shirt (Physical Education)

House Shirt (Inter-house Sports Days)

White TCC sports socks

Lace-up joggers

College sports cap is to be worn.

### **College Bag**

A TCC College bag is part of the College uniform.

### **Physical Education Uniform**

Students are to bring their Physical Education clothes to school and change into them at the appropriate time. House shirts are to be worn at all inter-house carnivals throughout the year.

### **Jewellery**

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

Any other jewellery worn to school will be confiscated and sanctions may apply.

### **Hair**

Hairstyles should be conservative in nature.

As a guide, boys hair should be well above the collar in length, short at the front and ears clearly visible.

**One or two blade haircuts are not acceptable.** Side burns should be kept short. Hair should not be noticeably changed in colour. Facial hair needs to be shaved on a daily basis.

Girls hair that is long should be tied back with white, green or blue hair tie or ribbon, and all styles must be clear of the face with loose hair pinned/tied back (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**

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

### **The Badge**

The College badge and/or House badge may be worn pinned to the tie. Badges can be purchased at the College office. Only these badges may be worn.

# Stationery Requirements

(Please label all items clearly)

Years 7, 8 and 9 Stationery Requirements can be found [here](#).

Years 10, 11 and 12 Stationery Requirements can be found [here](#).

## Triple C Cafe

The Triple C Cafe is open every day but relies on parents/caregivers to volunteer to assist. Pre-orders are available from 8am – 8.25am.