



## CHANEL COLLEGE

11 Paterson Street  
GLADSTONE Qld 4680

Tel. No. (07) 4978 1566

Fax No. (07) 4978 3991

E-mail: [the.secretary@chanelcollege.qld.edu.au](mailto:the.secretary@chanelcollege.qld.edu.au)

Office Hours: 7:30am – 4:00pm

### PERSONAL INFORMATION

Name: .....

Address: .....

..... Postcode .....

Phone No: ..... Year Level .....

Pastoral Care Teacher ..... P.C. Group .....

Year Level Liaison Teacher .....

Emergency Contact Person .....

Phone No: .....

### TERM DATES

**TERM 1** ..... to .....

**TERM 2** ..... to .....

**TERM 3** ..... to .....

**TERM 4** ..... to .....



## ABOUT THIS DIARY

### **Purpose of the Diary**

The diary is intended to assist you in planning and organising your schoolwork. You will use it for a number of specific tasks through the whole year. These will include:

- Recording homework and assignments.
- Reminding you of special events and/or requirements.
- Pointing out in detail some conventions of Chanel life (refer to following pages).
- Allowing your parents to view a record of your homework.
- Giving your parent a convenient way to communicate with your teachers (and vice-versa).
- Parents are able to view and sign on a weekly basis for Year 8 – 10 students.

### **Your Responsibilities**

In order to ensure the successful operation of this diary, you will need to do the following:

- Maintain the booklet in good order. Do not tear out or fold over any pages. This booklet must last you for the entire year.
- **Bring it to every class – every day.**
- Write your homework (etc.) in the diary when given to you.
- Don't write anything in it which you would not be prepared to show anyone as it is subject to inspection at any time.

This book remains the property of Chanel College. It is your responsibility to use it correctly. If it is lost, damaged or graffitied another diary is to be purchased from the College at your expense, within 7 days of a replacement being requested.

I agree to use my diary as instructed.

.....  
Student's Agreement

.....  
Parent Acknowledgement

## MISSION STATEMENT

***“To live justly, to love tenderly and to walk humbly with your God”***

*Micah 6:8*

### **Chanel College is a place of learning where the life of Jesus is a model for action and**

- a safe and caring environment is fostered
- the total talents and contribution of each individual, staff, student and parent alike, are encouraged and developed in ways that will enable each to grow spiritually, socially, intellectually, physically and culturally
- excellence, effort and sincerity are valued
- students are able to develop high moral standards and so be prepared for adult life.

### **Chanel College is part of the Catholic community**

- giving to the life of the Church, receiving from the life of the Church, giving to the life of the wider community, receiving from the life of the wider community.

### **Chanel College is missionary**

- promoting the Catholic teachings, traditions and practices of the Christian faith.

### **Chanel College is a lived experience**

- encouraging and promoting respect for all members of the school community, for life, the environment, the beliefs, values and faith of others.



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## COLLEGE INFORMATION

### **COLLEGE MOTTO**

The College motto, “TO LIVE JUSTLY”; is taken from the Old Testament prophet Micah (6:8) “This is what Yahweh asks of you, only this – to live justly, to love tenderly, and to walk humbly with your God”.

The motto sums up the aim for which the College was founded in 1966 and exists today – to teach people to live justly in the sight of God and in the sight of their fellow men and women.

### **COLLEGE BADGE**

During 1978, a single badge was introduced to replace the two previous separate badges of ‘Stella Maris College’ and ‘Chanel College’.

The badge is very simple in design, but rich in meaning and symbolism. The basic symbol incorporates the Chi-Rho sign and a distinctive anchor.

The Chi-Rho sign is an ancient Christian symbol representing Jesus Christ, while the anchor, also an old symbol of Christ, reminds us of Gladstone and its port facilities.

### **COLLEGE PATRON**

The College Patron is St. Peter Chanel (1803-1841). He was ordained a priest at the age of twenty-four, and for the next four years worked within the Diocese of Belly, France. In 1831, he received permission to join the newly found Marists, who appointed him the spiritual director and then the headmaster of a College.

However, late 1836 saw him setting off for the Pacific as the head of the first band of Marist missionaries. He was let off the island of Futuna, about six hundred kilometers north-east of Fiji, where he was to serve three and a half years before his martyrdom on the 28 April 1841.

His remains rested in Sydney in 1849 en route to France. Peter Chanel was declared a saint in 1954. His remains visited our shores a second time in 1977 on their way back for final rest at Futuna on the spot where he was martyred.

Peter Chanel is a patron of all those who follow Jesus and Mary closely, not counting the cost, trying to be gentle and heroic in their love, and humbly wanting to follow the Gospel of Jesus and to share this with those most in need.

## COLLEGE HOUSES

Upon enrolment, all students become a member of one of the four House Teams. The origin of these names is as follows:



### **MARCELLIN HOUSE (Red)**

Marcellin House derives from its name from Saint Marcellin Champagnat, the French priest who founded the congregation of the Marist Brothers in 1817. The congregation which Marcellin founded, began its first school in Australia in 1872, arriving in Queensland (in Brisbane) in 1929, and in Gladstone at the beginning of 1968.



### **STELLA MARIS (Green)**

This traditional title for Our Lady meaning “The Star of the Sea,” had its origins in the seafaring ports of Europe. Explorers and sea travelers sought the protection and guidance of Mary in their many travels. Our local Catholic parish in 1900, adopted the title of “Star of the Sea” whilst the girls’ section of the Gladstone Catholic High School was called Stella Maris College.



### **FUTUNA HOUSE (Gold)**

Futuna House derives its name from the island of Futuna, the place of martyrdom of St. Peter Chanel in 1841. Futuna Island is situated in the Pacific Ocean about 600 kms north-east of Fiji. In 1837, Fr. Peter Chanel endured the hardship and persecution of cannibalistic Pacific Islanders. In four years of missionary work, fewer than one hundred natives were baptised. He was martyred in 1841 and this eventually led to the conversion of the whole island. Today, Futuna is a strong Catholic community whose inhabitants are grateful to the missionary work of St. Peter Chanel.



### **McAULEY HOUSE (Blue)**

The name McAuley House originates from Mother Catherine McAuley, the foundress of the Sisters of Mercy. The establishment of the Sisters of Mercy in 1831 was a major event in the life of the Catholic Church. Today, the Sisters of Mercy are found worldwide. The first group of Sisters arrived in Australia in 1846. On 11th July 1900, a community of Sisters arrived in Gladstone and was involved in the education of young people until 1994.

## PRAYERS

### **OUR FATHER**

Our Father, who is in heaven, hallowed be your name;  
your kingdom come;  
your 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.  
Lead us not into temptation,  
but deliver us from evil. 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.

### **CHANEL COLLEGE PRAYER**

Lord,  
Bless our school, Chanel College.  
Bless all our students, staff, parents  
and others in the Chanel community.  
Help us to work together as a Christian  
school to gain the knowledge, faith  
and courage to live justly in the world.  
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.  
Amen.

### **MARCELLIN PRAYER**

Lord God, you gave us your servant, Saint Marcellin Champagnat as our model and guide.  
Grant us the willingness, courage, generosity and compassion to respond to your call as he did.  
May we be led, as he was, by the example of Mary, the mother of Jesus, to always follow your will,  
and work to create a world of justice, peace and equality.  
May Marcellin’s vision, strength and faith, continue to inspire us as we reach towards you in  
our daily lives.  
We make this prayer through Christ our Lord. Amen.

### **LORD HELP ME TO CARE**

Lord help me to care – to care about myself, my studies, my conduct, my clothes, my prayers,  
my conversation.  
Help me to care about others – to be concerned about their lives, about their dignity as  
human being, and about the future that awaits them.  
In all school activities, I can uplift or lower the attitude and conduct of those about me.  
They all need the good influence you want me to be as your true follower.  
Help me, above all, to care about you. Amen.

**FOR OUR PARENTS**

Lord, help me be grateful to my parents for all they have done for me since I was born.  
 May I express my thanks in word and in action.  
 Help me to understand my parents, to love and obey them always and to look up to them at all times.  
 Give me the generosity to help them when I am needed and to bring them happiness when they are sad or depressed.  
 Help me to do this O Lord, for without my parents I would not have life;  
 They have protected me and watched over me. May my life be some reward to them now.  
 Amen.

**PRAYER FOR THE FAITHFUL DEPARTED**

Eternal rest grant to them O Lord,  
 And let your perpetual light shine upon them.  
 May they rest in peace. Amen.

**PRAYER OF ST. FRANCIS**

Lord make me an instrument of your Peace.  
 Where there is hatred let me sow love,  
 Where there is injury pardon,  
 Where there is doubt faith,  
 Where there is despair hope,  
 Where there is darkness light,  
 Where there is sadness joy.  
 O Divine Master, grant that I may not so much  
 seek to be consoled ... as to console  
 to be understood ... as to understand  
 to be loved ... as to love.  
 For it is in giving that we receive,  
 it is in pardoning that we are pardoned,  
 it is in dying that we are born to Eternal Life.

**MARY MacKILLOP PRAYER (August 8)**

All powerful God,  
 we thank you for making Mary MacKillop  
 a woman strong in faith and conviction;  
 a person for all Australians.  
 Inspired by her example may we strive to  
 make our country a place free of poverty  
 and injustice, a place full of wisdom and  
 learning  
 and a land where you are praised in peace  
 and love. Amen.

**COMMUNITY PRAYER**

O God, give us the things which will make us able to live well today.  
 Give us -  
     A sense of proportion,  
     that we may see what is important and what is not  
     important, and that we may not get all hot and  
     bothered about things which do not matter;  
 Give us -  
     A sense of humor,  
     that we may learn to laugh,  
     and especially to laugh at ourselves and not to take  
     ourselves too seriously;  
 Give us -  
     A sense of responsibility  
     that we may look on each tasks as something which we  
     are doing for the general good and for you;  
 Give us -  
     A new sensitiveness of spirit,  
     that we may see when we are hurting people,  
     and that we may not blindly and thoughtlessly trample  
     on the feelings of others.  
 Give us too, a continual awareness of the presence of Jesus,  
 that we may do nothing which would grieve Him to see, and  
 say nothing that would hurt Him to hear.  
 This we ask through Christ our Lord. Amen.

**MASS**

Mass is celebrated Thursday lunchtimes in the College Chapel. These are organised by classes. All are welcome to attend.

## SCHOOL UNIFORM

The purpose of the uniform is to eliminate competition between students. It is also a source of school pride. Students are expected to dress neatly in the complete College uniform. The uniform is to be worn correctly in school, at school functions and when traveling to and from school. This is a sign of respect for themselves and of loyalty to the College. Formal Uniform is to worn for ALL Masses and Celebrations unless otherwise directed.

COLLEGE FORMAL UNIFORM	
<b>Girls: Years 8 – 10</b> <ul style="list-style-type: none"> <li>Green skirt with Chi-Rho</li> <li>White and green striped short sleeve blouse with crest</li> <li>Black leather lace-up shoes</li> <li>Standard Green College hat</li> <li>White Chanel ankle socks</li> </ul>	<b>Boys: Years 8 – 10</b> <ul style="list-style-type: none"> <li>Grey tab shorts with Chi-Rho</li> <li>White and green striped short sleeve shirt with crest</li> <li>Long grey socks with green and gold trim</li> <li>Black leather lace-up shoes</li> <li>Standard Green College hat</li> </ul>
<b>Girls: Years 11 &amp; 12</b> <ul style="list-style-type: none"> <li>Green skirt with Chi-Rho</li> <li>White short sleeve blouse</li> <li>Standard Green College hat</li> <li>Black leather lace-up shoes</li> <li>White Chanel ankle socks</li> </ul>	<b>Boys: Years 11 &amp; 12</b> <ul style="list-style-type: none"> <li>Grey tab shorts with Chi-Rho</li> <li>White short sleeve shirt with crest</li> <li>Long grey socks with green and gold trim</li> <li>Black leather lace-up shoes</li> <li>Standard Green College hat</li> </ul>
<b>Girls variations:</b> <ul style="list-style-type: none"> <li>Girls' school tie may be worn at any time by senior students</li> <li>Kolotex Sheer Relief Black pantyhose may be worn instead of socks</li> </ul>	<b>Boys variations:</b> <ul style="list-style-type: none"> <li>Boys' school tie may be work at any time by senior students</li> </ul>
Sports Uniform – Years 8 – 12 Girls and Boys	
<p><i>Only to be worn on days students are doing sports subjects or other designated College events e.g. representing the College at sporting events. College Cross Country, Swimming Carnivals, Chanel Day.</i></p> <p><i>On these days if the students do not have a sports uniform or house uniform they will be required to wear their formal uniform.</i></p>	
<ul style="list-style-type: none"> <li>Black micro weave shorts Green with Chi-Rho</li> <li>College ankle socks</li> </ul>	<ul style="list-style-type: none"> <li>Green and gold polo shirt</li> <li>Black leather lace-up shoes</li> </ul>
House Uniform – Years 8 – 12 Girls and Boys	
<ul style="list-style-type: none"> <li>Black micro weave shorts Green with Chi-Rho</li> <li>College ankle socks</li> </ul>	<ul style="list-style-type: none"> <li>House shirt</li> <li>Black leather lace-up shoes</li> </ul>
<p><i>College tracksuit jacket available – may be worn with either day or sports uniform</i></p>	

### HATS

The Official Standard Green College Hat is compulsory uniform and all students must have one.

### JEWELLERY

Students are not to wear jewellery of any description (including body piercings i.e. nose, eyebrow, tongue etc.) with the exception of:

- a cross or crucifix on a fine chain around the neck.
- a watch.
- one signet ring.
- one pair of earrings – either plain studs or sleepers – to be worn in the lobe of each ear (GIRLS ONLY).

### MAKE-UP

Make-up is not to be worn and finger nails are not to have coloured nail polish.

### HAIRCUTS AND GROOMING

#### HAIR

Hair should be kept neat, tidy (above the collar for boys) and above the eyebrows at all times. Girls with hair longer than the shoulders are to have it tied back.

The following specific regulations must be adhered to. If any clarification is required regarding hair issue, then a decision is to be sought from the College Leadership Team, so as to maintain consistency.

- Blade 3 is the shortest acceptable for 'all over' cuts.
- Undercuts, tails and tracks are not acceptable in any form.
- Colour: Unusual hair colouring which detracts from the natural look of an individual's hair is not permitted.
- Students who do Manual Arts and Technology subjects must have a haircut which ensures safety at all times.
- Hair must be clean and combed/groomed.
- Extreme hairstyles which draw attention to the student will not be permitted (eg. 'afro', 'mohawk', 'mullet' or 'dreadlocks').
- Boys must be clean shaven at all times with side burns no longer than mid-ear.

In the case of a breach of the above regulations, the students in question will be given lunchtime detentions until she/he is able to comply with the uniform regulations.

### GROOMING

So as to maintain high standards of dress, the following specific regulations must be adhered to:

- Uniform must be worn appropriately at all times:
  - socks up
  - shirts tucked in
  - black leather shoes (clean and polished)
  - top button of shirt done up when wearing a tie
  - girls are to have top button done up at all times
  - underwear should not be obvious or visible at any time
  - College hat worn at all times when not under cover
  - shorts / skirts to be worn on the waistline
  - clothes to be pressed / ironed
- Students must maintain a high standard of personal hygiene
- Detentions: if any students are requested to attend a Wednesday or Saturday detention, the College uniform must be worn in the appropriate manner as set by the College.

**CASUAL DRESS DAYS**

Rules for casual dress days are as follows:

## Clothing

- Shoulders and midribs must be covered
- No inappropriate messages or images on T-shirts, caps, etc.
- Appropriate length of shorts, skirts.

## Footwear

- Closed in shoes must be worn by all students
- All students should remember that they have an obligation under the Workplace Health and Safety Act in relation to wearing anything that would risk their own or anyone else's safety.

## Hats

- Caps permitted – however they must not be worn in the classroom.

## Accessories

As above

***Behaviour code and school rules must be adhered to on Casual Dress Days.***

**UNIFORM SHOP**

Please note that the only place you can purchase the College Uniform is at the Uniform Shop at the College.

For 2009 the normal operating hours for the Uniform Shop will be Monday & Thursday between the hours of 1.00pm and 4.00pm during school terms.

Please note the Uniform Shop does not accept cheques. EFTPOS or cash purchase are required.

No-deposit lay-buy is available.

For further enquiries, please contact Mrs Butterworth on 4978 1566 or email [butterworthk1@chanelcollege.qld.edu.au](mailto:butterworthk1@chanelcollege.qld.edu.au)

**SCHOOL ORGANISATION****WHAT TO DO AND WHO TO SEE IF YOU...****... are late to school.**

Go to the Office as soon as you arrive and sign the Late Book giving the reason for your lateness.

Collect a 'Late Slip' from the office staff and take it to the teacher for whom you are late.

**... are late to class.**

Knock and ask permission to enter the classroom. Collect a late slip from the office or the teacher who kept you behind and present it to the class teacher.

**... have been absent.**

Bring a note from your parents explaining your absence and give it to your Pastoral Care teacher on the first day you return to school.

**... know you will be absent in advance.**

Tell your teacher/s as soon as you know about the absence (even if it will be for only one period) and check what work may need to be completed before, during or after the absence.

**... are ill or injured at school.**

Inform your teacher/ the teacher on playground duty of the problem and report to the Office. The College has a sick bay policy which will be followed. Before leaving sick bay to return to class you must report again to the Office staff.

**... need to leave school during the day.**

Bring a note from your parents and give it to your Pastoral Co-ordinator who will give you a Leave Pass. Show this pass to your teacher when you need to leave. Go to the Office and sign the Leave Book when you leave. If you return before the end of the school day report to the Office and sign the Leave Book to notify your return before you go back to class. Permission to leave the College can only be given by the Pastoral Co-ordinators or member of the College Administration.

**... have approved flex off time or attend other places for classes.**

Sign the Leave Book in the Office when you leave. If you return before the end of the school day report to the Office and sign the Leave Book to notify your return before you go back to class.

**... have an approved study period (seniors only):**

Go immediately to the Library at the start of the period and sign the study book. Work quietly in the designated area. Follow the rules for study periods.

**... are not in correct uniform.**

Bring a note from your parents explaining why you are out of uniform and show it to your Pastoral Care teacher. The note will be signed and dated. Carry that note with you and show it when asked by teachers.

**... have lost or found property.**

Go to the Office and give details of lost property or hand in found property. Return later to check if property has been returned. Property not claimed by the end of each term will be donated to the Uniform shop or St. Vincent de Paul society.

**... have lost or need a textbook repaired.**

Go to the Book Hire room. Do this as soon as possible when the loss/damage is discovered.

**... are returning a permission slip and/or money to the College.**

Put the money/form in an envelope with your name, your PC Group and what it is for, on the outside. Place envelope in the box for money received, located in the office. Do not carry it with you unnecessarily. Personal special purpose money and other valuables should not be brought to the College.

**... wish to see the College Counsellor.**

Appointments can be made at the Counsellor's office.

**... are having problems at school.**

See your Pastoral Care teacher, Pastoral Co-ordinator or College Counsellor.

**... are being bullied/harassed.**

Do not keep it to yourself. The College has developed a policy and set out safe procedures to deal with harassment. Harassment can be reported by you, or by a friend or parent on your behalf. It can be reported to the College Counsellor, your Pastoral Care teacher, your Pastoral Co-ordinator or any member of the teaching staff.

**... wish to change subjects.**

Talk to your subject teacher first about any difficulties you may be having. Go to the Deputy Principal and see if a change is possible. College a change of subject form, complete it with all required signatures and return to the Deputy Principal. Changes are only allowed in the first two weeks of a term and are dependent on class size limitations.

**... have a weekly detention (3.30 to 4.30pm)**

Give the signed detention form to your Pastoral Co-ordinator. Report to the office on the day of your detention with your port and in correct uniform by 3.30pm.

**... have a Saturday detention (8.30 to 11:30am)**

Give the signed detention form to your Pastoral Co-ordinator. Come to school in correct uniform at 8.30am and report to detention area as indicated by the teacher taking the detention. If you are not sure where to go, wait at the Office front steps.

**... want to use the Blue Phone.**

You will need the correct money. Use of the phone is only allowed before school, at recess, at lunch or after school. It must not be used between classes or during class time.

**... have changed your address or phone number.**

Tell the Office as soon as possible.

**... intend to leave school permanently.**

Collect a Blue Departure Form from the Office before the leaving date. Complete the form and have it signed by the appropriate people. Hand it in to the Office before you leave.

**... want careers advice.**

Go to the Student Access Centre and see the Careers Officer. You may need to make an appointment to come at a later time. The Student Access Centre has up to date information on work and training opportunities as well as Tertiary courses. You are encouraged to use this material to make informed decisions.

**... if the Fire Alarm sounds (continuous bell sounds).**

Follow the instructions of your teacher carefully. Follow the evacuation route to the Assembly area on the oval as shown on the red notice in the classroom. Line up in alphabetical order in Pastoral Care groups in the designated Year Level area on the oval. Wait quietly until dismissed or directed to move elsewhere. If you were late to school line up with the late group. If the alarm sounds during lunch, recess or other out of class time such as Sports Day, move immediately to the oval and line up as above.

## STUDENT BEHAVIOUR

The following pages describe the College expectations of students and include rules and behaviour requirements.

### Entering/Leaving classrooms:

- **Students are not to enter or leave classrooms unless directed by a teacher.**
- Students are to remain lined up outside the classroom until their teacher arrives. If, after 5 minutes, their teacher has not arrived, one student should report to the Office.
- Books may only be collected from Homerooms at the start of periods 1, 3 and 5. Ensure that any books left in desks are tidy and lids can close properly.

### In the classroom:

- It is reasonable to expect that students will:
- Arrive on time – be in the right place at the right time.
- Arrive prepared for work – set work and homework completed, bring all necessary books/equipment,
- bring organiser including complete pencil case.
- Stay on task – participate in learning activities, pay attention, do your best.
- Show courtesy – to peers, teacher and visitors. Stand to welcome visitors.
- Respect the rights of others to learn – work co-operatively and independently, do not be disruptive.
- Respect the rights of the teacher to teach – follow directions, seek help in learning
- Follow safety procedures – all actions likely to result in personal injury, offence or damage to property are prohibited.
- Take care of the classroom environment – be tidy, respect College property and property of others.

### Movement around the School:

- Move directly from one classroom to another at the change of periods.
- Keep to the left on verandahs and stairways.
- Use the closest stairway and use ground level for movement between rooms as much as possible.
- Do not run or behave boisterously.
- Stand aside for teacher and those carrying College equipment.
- Move directly to assemblies when held and sit in the designated area.
- During recess and lunch, students are to remain in designated eating areas until the first bell.
- During class time, students should not be out of classrooms unless teacher permission is given.

### Travel to/from School:

Exemplary behaviour is expected when traveling to and from school. Earn the school a good name – dress properly, behave courteously, respect property, follow traffic rules. Complaints against students will be investigated.

### Bicycles:

- A bicycle safety helmet must be worn.
- Entry by bicycles in the main entrance is prohibited. Students with bicycles should use the Morley Street or Bus Gate entrances and must use the bike racks closest to their entrance. Bicycles must not cross the school roadway.

- It is advisable to have a chain lock attached to the bike for protection.
- In riding to and from school, students must observe the road safety and traffic rules.

**Buses:**

- Students who travel on buses are expected to behave courteously at all times and to obey instructions given by the bus driver. All safety instructions must be followed eg. no hands outside windows, and buses must not be littered.
- When arriving students should go directly to their year level area.
- While waiting for buses students must remain in the College grounds until their bus comes and follow directions of teacher on bus duty.
- Students should then board in an orderly manner. Let younger students board first.

**College Bus:**

- Students using the College bus for various activities should wait outside the bus until told to board by the relevant teacher.
- All bus rules (as above) should be followed.
- Students leaving the bus should check for belongings and ensure any rubbish is taken to the bin. Windows should be closed.
- The bus is often driven by volunteer parents – please ensure that they are thanked for their service to you.

**Student cars:**

- Students driving to school may not park cars in the school grounds. They should not drive cars into the school grounds.
- Students should not drive other students to/from school unless parent and Pastoral Co-ordinator permission has been obtained.

**Waiting for parents:**

- Wait on the pathways in an orderly fashion.
- Do not run between cars.

**Excursions, school functions and representative events:**

- School rules apply at all school functions, excursions and representative events.
- At some of these, students may be under the supervision of a teacher from another school or other responsible adult. They are expected to follow directions of these people and behave appropriately.
- Details of these activities will be communicated to students who will be expected to fulfill and agree to all the requirements and conditions of the activity.

**Eating areas:**

- All food and drinks are to be consumed in Lavalla Court and Palm Court only.
- Students should not move from these areas until they have finished eating or drinking. If they have finished eating or drinking they may only leave after the eating bell has sounded.
- All rubbish must be placed in the bins provided.

**Tuckshop:**

**Students should:**

- line up in an orderly manner in the appropriate line. Do not push in.
- buy their own food and not take orders from others.
- show courtesy at all times to the workers – use “please” and “thank you.”
- move away from the area when they have purchased their food. Do not wait for others.
- follow the directions of the teacher on playground duty,
- place all rubbish in bins.

No purchases will be allowed after the warning bell at recess or lunch.

**Personal Property/Valuable items:**

- Clearly label all your personal property, uniform, books, bags, drawing instruments, calculators etc. with your name and homeroom.
- Valuable items such as Walkmans, jewellery, specialist sports equipment etc. should not be brought to school but where this is unavoidable ask your PC teacher or Pastoral Co-ordinator if they would be willing to mind the item for you.
- Wallets/purses should be carried with you at all times. Do not leave in ports or desks. Preferably do not bring to school – where this is unavoidable ask your PC teacher or Pastoral Co-ordinator if they would be willing to mind the item for you.
- The College accepts no responsibility for loss or damage if valuable items such as those above etc. are brought to school.
- Mobile phones are not to be switched on or used during school hours. If this occurs, the phone will be confiscated and stored in the office safe where it can be collected by parents.

**Safety:**

- Students should not run or behave boisterously in/between buildings especially on verandahs, stairways or near windows.
- All ball games must be played away from school buildings or in approved areas.
- Students may not enter specialist classrooms unless accompanied by a teacher.

**Prohibited Substances/Areas:**

- Banned substances include:
- Alcohol, tobacco/cigarettes, lighters, matches, chewing/bubble gum, drugs, weapons, flammable or explosive substances and other items as declared from time to time.
- Liquid paper is banned however correction tape is permitted.
- Prohibited areas during school time include:
 

Along all fences	Kin Kora Mall
Near the Machinery shed	Desks, ports and lockers of others
Bicycle racks (8.40am to 3.20pm)	Staff/Visitor car park areas
All garden areas	
Behind Library, Home Economics and Manual Arts areas	
Staff study, staff offices, staff common rooms	
Classrooms and adjacent verandahs during Recess and Lunch	

**Student Mobile Phones**

While it is acknowledged that it is handy for students to possess mobile phones in case of emergency or changes of plans, this is not relevant for students during school hours. If students need to be contacted during school hours, they are to be contacted through the office and messages are passed to students promptly. Likewise, if students need to contact parents, this must be done via Pastoral Care teachers or Coordinators or through the office.

As a result:

- Students must not have their mobile phones switched on or visible at all during school hours (i.e. from arrival at school until 3.20pm)
- Students who have their phones switched on during school hours (including lunch and recess times) will have the phone confiscated and taken to the office for safe keeping.
- The phone can be collected by parents from the office.
- Camera and Video functions on any phone/PDAs etc. are expressly forbidden at anytime on school property.

### **Ipods; Discmans and Use; MP3 Players etc.**

Any technology capable of playing recorded music in any format is not to be used during school time or other official College activities.

Research suggests that students who listen to music via these devices during recess times are at significant risk of social isolation and lower skill development in this area.

Significant hearing loss has also been associated with high volumes, high bass tones and prolonged exposure.

- there is no need for students to have music players of any sort switched on at any time
- during school hours or other official College activities.
- Students who have their phones switched on during school hours (including lunch and recess times) will have the phone confiscated and taken to the office for safe keeping.
- The music players can be collected by parents from the office.
- The “Students Conditions Of Use For Information Communication Technology” contract at Chanel College prohibits the use of these to upload music or executable files to the College Network.

Parents and students are reminded that all electronic devices or collections of music in any format are brought to the College at the owners’ risk. These items may be covered by the contents insurance that parents have on their home **but will not be claimed** under the College insurance policy. The College will not be responsible for the safe keeping or tracking down of these lost or stolen items. Our recommendation is that these items are not to be brought to the College.

### **Consequences:**

**When students do not meet these expectations, or when they infringe the rights of others, they must accept that there will be consequences.**

It is expected that students will comply with any consequences which follow from not meeting any of the expectations/rules.

- enable students to face the consequences of their actions
- assist students to learn from their mistakes
- safeguard the well-being of the students
- provide a viable deterrent for disruptive influences in the College
- help maintain an acceptable standard of behaviour both in and out of the classroom

**The College Administration reserves the right to upgrade or otherwise alter consequences after reviewing an individual’s case.**

These consequences will vary according to the particular circumstances and expectation/rule that has not been met. Consequences are given by teaching staff and may include the following requirements of students:

- Apologising – written/verbal
- Discussing the behaviour with the teacher/PC teacher/Learning Area Co-Ordinator/ Pastoral Co-Ordinator and/or peers
- Written work – completion, additional, review of assessment
- Non-written work – cleaning, sweeping, gardening etc.
- Cleaning up/repairing what has been damaged, paying for repairs or replacement.
- Notes to parents in Student Diary
- Verbal contact with parents
- Loss of privileges

- Limited withdrawal from class and negotiated return, placement in another class e.g. PC teacher or Pastoral Co-Ordinator
- Detention – lunchtime
- Other detentions – see below

The College recognises that some behaviours warrant a detention without prior warning.

**Weekday detentions** are given by teaching staff and may be given for actions such as:

- inexcusable absence from a class
- being in prohibited areas of the College
- abuse/misuse of College property or the property of others
- deliberate rudeness, abusive or offensive language or behaviour towards others
- deliberate misrepresentation of the truth
- challenging authority – whether outright or through repeated non co-operation
- failure to comply with teacher directions
- incorrect uniform
- continued disruptive behaviour
- failure to complete work/homework
- dangerous/inappropriate behaviour in or out of class
- possession or use of prohibited substances eg. chewing gum, liquid paper
- other behaviours which bring discredit on the College/student

**Saturday detentions** are given by Pastoral Co-ordinators or College Administration.

They may be given for actions such as:

- repeated offences and those of a more serious nature (against persons or property)
- 3 or more weekday detentions
- failure to attend a weekday detention
- forging parent/guardian signature
- acts of physical violence on another person e.g. fighting
- gross or repeated rudeness, abusive or offensive language or behaviour
- inexcusable absence from school
- possession or use of prohibited substances e.g. tobacco, smoking
- disregard for acceptable standards of behaviour in a public place such that the College name or reputation is harmed
- other behaviour which is contrary to the ethos and values of the College

**Please note these lists are not exclusive and are examples only.**

**More serious actions may result in suspension or termination of enrolment.**

## USE OF COLLEGE FACILITIES

### LIBRARY

#### Loans:

- Students are issued with an ID card to be used for borrowing. Lost cards will be replaced at a cost of \$10.00.
- Students may borrow:
  - 6 items at any one time including no more than 4 non-fiction items.
  - Some flexibility is allowed for Senior students – see the Librarian. Students may take from the Library only those resources which have been officially borrowed. Students are **personally responsible** for the return of the resources borrowed. Resources are not to be loaned to other students.
- Staff and students may **also borrow equipment** for use in College related work. In order to do so, an 'Equipment Borrowing Agreement' form must be obtained from either the library or the office and procedures set out on the form must be followed. Equipment lost or damaged must be replaced.
- It is expected that students will care for books and other materials borrowed from the Library and return them on or before the due date. A statement of **overdue loans** will be issued via the roll during Home Room. Students must go to the Library immediately either with the overdue loan/s or with an explanation to the Library staff.
- Students will be given an opportunity to locate a missing item. If the item cannot be found then a charge for **replacement will be issued**. Borrowing rights will be suspended until payment has been received. If the item is found before the end of the year then a refund will be made.

#### Internet/Computer access:

##### Booking

- There is an internet use form which must be signed by both student and parents. Only students who have returned this completed form will be permitted to access the internet.
- Internet access/Computers should be **booked at the front desk**. Students who have scheduled classes in the Library have priority during lesson time.

##### Misuse

- Students using computers/internet inappropriately will have access **privileges removed**. Students tampering with functions on the computer which need to be re-set will be given a Weekday Detention for vandalism.

##### Use of Photocopier:

- The photocopier is available for use by students **during Library hours**.
- Students must purchase either a \$2 or \$5 copier access card in order to use the photocopier.

##### Library Hours:

- The Library is open for silent reading, research or homework before school from 8.00am and after school to 3.45pm. Longer access may be negotiated with the Teacher/Librarian. If there are meetings being held during these times students may be asked to work in the Seminar room or the AV Room.
- The Library is open at first break from 11.00am and at second break.

#### Library rules:

- Eating or drinking is not allowed.
- Bags must be left on racks outside the library.
- Class groups must **wait quietly** outside the Library and enter quietly when directed.
- Students wishing to use the Library during lesson time, when not part of a class brought to the Library by their teacher, must have a permission slip from their teacher. This must be shown to Library staff on arrival.
- Before leaving the Library students should push chairs under the table and put any rubbish in the bin.
- When leaving the Library students should be prepared to show Library staff the due date slip of any items they are removing from the library.

### COMPUTERS

#### ACCESS TO LAPTOPS

- Special rules apply for use of laptops. Check with library staff.

#### COMPUTER LABORATORY RULES

- No student may enter a computer room without the permission of a teacher.
- No food or drink is allowed in the computer rooms.
- Chairs must not be used to move around the room other than near own computer/desk.
- Computers are an expensive and shared resource which must be used appropriately. Any unauthorised use will have serious consequences.
- All students have signed a 'Student Conditions Of Use For Information Communication Technology at Chanel College' contract and should be aware of the guidelines and consequences outlined by the contract. This contract should be reviewed regularly.
- Failure to comply with any of the above rules may result in computer access being denied.
- Parents will be charged for any costs incurred as a result of their child's misuse of a computer.
- Charges for these can be as much as \$90.00/hour

#### SPECIALIST ROOMS

- Follow all safety procedures.
- Wear required safety gear.
- Only enter specialist rooms if accompanied by a teacher.

#### LOCKERS

- Students are issued with lockers and are expected to care for them appropriately and use only the locks supplied by the College.
- Bags should be placed neatly in lockers.
- No rubbish, including food scraps is to be left in the lockers.
- If your locker is damaged in any way immediately report the damage to your Pastoral Co-ordinator.
- Once students have either collected or returned books etc. to their lockers they are expected to move immediately away from the locker area to reduce congestion in that area.
- No stickers or other similar material is to be placed on or in your lockers.
- Lockers are school property and are subject to inspection.
- Lockers must be cleared out and left clean at the end of the school year.

**TEXTBOOK HIRE**

- Textbooks are on loan from the school and must be looked after properly:
- List the number and name of books issued to you in your diary.
- No mark by pen or other means is to be made on a school textbook.
- Look after the books carefully and report any accidental damage or loss immediately to the Book Hire room.
- Taking a textbook issued to another student is stealing.
- Return books when required to do so. A replacement charge will apply if this is not done.

**MARIAN CENTRE****Student use:**

- The Marian Centre is allocated to different year levels for lunchtime use.
- No food or drink is permitted in the Marian Centre.
- Equipment may be borrowed from the sports store after the first bell during lunch. It must be signed out and returned at the warning bell.

**ASSESSMENT****ASSESSMENT TASKS**

The specific requirements of all assessment tasks will be outlined for students on a task sheet which also details the criteria by which the task will be assessed. These task sheets must be attached to all assessment tasks. If the task sheet is lost, it is the responsibility of the student to replace it. All due dates must be strictly adhered to.

**SENIOR YEARS ASSESSMENT**

All senior students are issued with an assessment calendar at the commencement of each semester so as to be organised for all upcoming assignments and exams.

All parents and students are reminded that dates must be adhered to in the interests of fairness. Failure to submit work on time or failure to attend an exam means students will meet the consequences stipulated in the College's Senior Assessment Policy which reflects the philosophies of the Queensland Studies Authority Policy.

Senior Students who fail to submit an assessment piece to the PRINT ROOM by 9.00 am on the due date are issued with a letter indicating that there has been a non submission. Students are also informed in this letter of the date of their Assessment Completion Session which is a one hour session where students can attempt the assessment piece. The work done in this hour is marked in accordance with the criteria of that assessment piece.

Students are reminded to regularly check their schedule as being disorganised, computer glitches the night before or forgetting that an assessment task is due are not valid excuses for lateness. Senior Students are responsible for ensuring that back-up copies are always made. Students who have a valid reason for an extension must apply to the Senior School Coordinator **prior** to the due date. Absence from school is NOT a valid reason for non submission of an assessment piece. All requests need to be accompanied by the relevant certification eg Medical Certificate.

Reminder: Students who miss school because of sports, eisteddfod, holidays and other personal choices are not eligible for extensions.

Students involved in industry placement on the due date of an assignment, still need to submit their work **on or before** the due date.

Students should regularly check their MyDesktop for any changes or updates.

**Exam Issues**

Parents and students are reminded that early departure for holidays is not a valid reason for rescheduling of exams and students' non attendance will be reflected on their profile of results.

Students who are absent from exams for medical reasons must have a medical certificate upon their return from illness. A courtesy phone call to the College office on these days is required. Senior Students who miss an exam and do not have a valid reason will not be allowed to complete the exam at a later date. Exams that are rescheduled for a valid reason will be completed as soon as possible after the original date.

Students breaking examination rules through behaviour concerns or attempts to cheat will run the risk of being removed from the task and their result awarded will have a negative impact on their profile.

### MIDDLE YEARS ASSESSMENT

All students are issued with an assessment calendar at the commencement of each term so as to be organised for all upcoming assignments and exams.

All parents and students are reminded that dates must be adhered to in the interests of fairness. Failure to submit work on time or failure to attend an exam means students will meet the consequences stipulated in the College's Assessment Procedures.

Students are reminded that online submissions can occur in some subjects. If students are concerned that they cannot make a personal submission due to absence, then a copy can be sent to the Middle Years Curriculum Coordinator: Assessment and Reporting via e-mail. A hard copy with no alterations would still need to be submitted at the first available instance.

Students who fail to submit an assessment piece are issued with a letter indicating that there has been a non submission and students are required to submit the piece 'late' and accept the relevant penalty. In the event that students still do not submit the task, a Wednesday Afternoon Completion Session will be undertaken and all work completed in that one hour session will be submitted for marking.

Students are reminded to regularly check their schedule as being disorganised, computer glitches the night before or forgetting that an assessment task is due are not valid excuses for lateness. Students who have a valid reason for an extension must apply to the Middle Years Curriculum Coordinator: Assessment and Reporting. To apply for an extension on the day the task is due is inappropriate.

Reminder: Students who miss school because of sports, eisteddfod, holidays and other personal choices are not eligible for extensions.

Students involved in industry placement on the due date of an assignment, still need to submit their work **on or before** the due date.

Students should regularly check their MyDesktop for any changes or updates.

#### Exam Issues

Parents and students are reminded that early departure for holidays is not a valid reason for rescheduling of exams and students' non attendance will be reflected on their profile of results.

Students who are absent from exams for medical reasons must have a medical certificate upon their return from illness. A courtesy phone call to the College office on these days is required.

Students breaking examination rules through behaviour concerns or attempts to cheat will run the risk of being removed from the task and their result awarded will have a negative impact on their profile.

### STUDENT ATTENDANCE

Research shows that higher rates of attendance at school are related to higher achievement. To maximise opportunities for learning, students at Chanel College must attend school regularly and punctually. Any requests for extended absences or early term departure must be addressed in writing to the appropriate House Pastoral Co-ordinator.

- 1 Students are to arrive at the College by 8.30 am (some students on buses may arrive at 8.35 am) and report to their Homerooms by 8.40 am. Punctuality is an aspect of self-discipline and is expected at all times. The College's supervision of students begins at 8.15 am and ends at 3.30 pm.

Once a student enters the College grounds in the morning they cannot leave for any reason eg to go to the Mall (*see #4 below for exceptions*).

- 2 Students who will be absent from the College, should arrange for the College **office to be notified by telephone on the morning of their intended absence (no later than 8.40 am) by phoning 0438 783 991**. Students must produce a written note signed by their parents and addressed to the Homeroom teacher on the day they return to College. If a student is absent for more than three days a medical certificate is required. Extended absences for non-medical reasons need to be negotiated with House Pastoral Co-ordinators.
- 3 Parents are required to notify the College by telephone (by 8.40 am) if a student is going to be late for school. Students who are late will report to student reception and sign the **Late Book**. College administration will produce a late slip which a student must hand to the teacher when entering class, or the Homeroom teacher, for recording. **Lateness without a reasonable excuse is unacceptable** and consequences will be addressed by the House Pastoral Co-ordinator. Students must also produce a written note signed by their parents.
- 4 No student is allowed to leave the College grounds during the day without written permission from parents/caregivers that has been endorsed by the House Pastoral Co-ordinator.

This permission note must be presented to the House Pastoral Co-ordinator who will produce a **pass out**. The pass out must be presented at student reception when the student leaves and the **Leave Book** must be signed. The student retains the pass out as proof that they are legitimately absent from school. If the student returns before the end of the school day, they must report to student reception and sign the leave book before returning to class.

- 5 Attendance at organized College events such as sporting carnivals, retreats, Chanel Day celebrations, special Masses, etc, is compulsory.

Attendance at **ALL** exam sessions and other assessment due dates is also compulsory (*see Assessment Policy for clarification*).

**ABSENTEEISM FROM SUMMATIVE ASSESSMENT – Seniors and Middle Years**

Students are to do the assessment item as close following the absenteeism as possible. If the result is similar to what might have been expected, it may or may not be used at the discretion of the appropriate learning area co-ordinator in collaboration with the subject teachers.

If the absenteeism is known before hand, an exception may be given to allow the assessment to be done as soon as possible on return. Any such exception will need prior approval of the Deputy Principal, Assistant to the Principal, Curriculum.

Parents should take particular note of assessment dates given, particularly exams, and endeavour not to schedule appointments or other absences from school during this time.

**PLAGIARISM – Seniors and Middle Years**

Copying from another student’s work, with or without the owner’s permission, will result in severe penalty. The minimum consequence will be an in-school 1 day suspension and the plagiarised work will not be accepted for assessment. Penalties will also apply to students who knowingly provide their work to other students. It is also unacceptable for students to present as their own work material copied from books or other sources, including internet sources, or done by another person. Students may not submit work typed up or word-processed by another person, except under extenuating circumstances, e.g. injury to hand/arm, unless this has been arranged previously with the Curriculum Coordinator/Deputy Principal.

Students will be issued guidelines by their teachers on how to appropriately acknowledge sources in their work by teachers.

Plagiarism is the *intentional or unintentional copying of another person’s work or ideas* without properly acknowledging them as the rightful source. **This includes copying directly from Internet websites, books, newspaper articles or any other sources created by another person (including other students).** Plagiarism, intentional or otherwise is viewed very seriously at Chanel College and as such, serious penalties apply. Penalties will also apply to students who knowingly provide their work to other students to copy.

All instances or suspicions of plagiarism will be dealt with by the relevant Curriculum Coordinator(s). ie. Middle Years or Senior Years.

Consequences for plagiarism include:

- One (1) day in school suspension or other appropriate consequence as issued by relevant curriculum coordinator.
- Completion of the Plagiarised Task and a written letter of apology to the class teacher.
- The plagiarised work submitted will not be considered for assessment.

It is very important to **acknowledge the sources of all your ideas, quotes, images and facts and figures.** A brief guide to developing In-Text Referencing and a Bibliography is outlined on the following pages. This is to be used as a guide only. For more detailed explanations, students should refer to the Style Guide (located in the Library Reference section), talk to their teachers and/or visit the CQU website (see MySuite desktop for the link).

**IN TEXT REFERENCING**

**Why reference?**

- To acknowledge the author of the idea or thought.
- To indicate to the reader your source of information to verify later.
- To add value to your work by sing knowledge from an expert and/or facts and figures that have been validated.

**What should be referenced?**

- Direct quotes
- Information, including facts and figures, that has been paraphrased.
- Ideas that you have adapted from other sources.

The purpose to this type of referencing is to refer the readers to the fuller references contained in your BIBLIOGRAPHY.

Text Source Type	Sample Formats	
	These should be contained in brackets ( ) <i>directly</i> following the quote or idea that you are referencing	
Book with one author	(Author, Date: page)	(Mallik, 2001: 74)
Book with two authors	(Authors, Date: page)	(Mallik & Johns, 2001: 74)
Newspaper Article	(Author/Paper, Date: page)	(Brand, The Courier Mail, 17 May 2007, pg 3) You may wish to include the title of the article and the author in your sentence if using multiple articles from one paper.
Website	(Author/URL, Date)	http://www.abc.net.au, 2007

**Note:** There are varying formats for citing poetry, plays and other prose. Speak to you teacher regarding formatting requirements for these text types.

**DEVELOPING A BIBLIOGRAPHY**

(a brief overview)

**For a book (Author given)**

Author’s Surname	First Initial	Year	Title of Book (Italics/Bold)	Publisher	Place of Publication
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e.g.,  
Mallick, D., 2001, **How to Handcuff a Thief**, Thomas Nelson Australia, Melbourne

**For a book (Editor given)**

Editor’s Surname	First Initial	Year	Title of Book (Italics/Bold)	Publisher	Place of Publication
------------------	---------------	------	------------------------------	-----------	----------------------

e.g.,  
Brooks, J., (ed) 2003, **Running on Empty**, Chalkface Press, Perth

**For a Newspaper**

Author's Surname	First Initial	Year	"Title of Article"	Title of Newspaper, (Italics/Bold)	Date of Publication	Page Numbers
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e.g.,  
Brand, P., 2006, **"State of Disaster"**, The Courier Mail, 17 May, p3

**For a website (no author or sponsor)**

\* Always include the author/sponsor if provided on the site.

Name of Document/Title of Website	Site Date (Last Updated)	Date Viewed	<URL> i.e., www.....
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e.g.,  
Queensland Water Commission: Target 140., 26 June 2007, viewed 2 November 2007, <http://www.target140.com.au/>

**For an Encyclopedia**

Title of Encyclopedia (Bold/Italics)	Year,	Volume Number,	Publisher,	Place
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e.g.,  
**The World Book Encyclopedia**, 1990, Volume 7, World Book Inc. Chicago

**Style Note:**

- Once you have gathered all of the information that you need, arrange your references in alphabetical order from the first word.
- Do not use number, bullet point or use of headings etc. Just list them down the page.
- Take specific note of punctuation used.

**HOMEWORK**

Chanel College believes that homework is an essential part of the school curriculum and support effective learning and teaching. Homework should be a purposeful learning experience.

**WHY HOMEWORK IS NECESSARY**

Your homework will consist of work set by the teacher to be completed for a class lesson in the next few days, and of your own study which will include revision of earlier work. As you progress through the school and as you become a more efficient student, your own study should occupy more and more of your valuable time.

The purposes of homework are:

1. to ensure that the work taught in class is understood, learnt and practised;
2. to give practice in creative writing;
3. to provide time for learning and memorising facts;
4. to provide time for revision of knowledge and skills;
5. to provide the opportunity for you to learn to work alone, to help yourself, to struggle alone with academic problems and to learn academic self-discipline;
6. to reveal to you the weaknesses in your knowledge and understanding so that you may ask your teachers how to overcome such problems.

Homework covers:

- Revision and/or consolidation
- Extension and/or enrichment

Students at all times have homework. It may be:

1. a set assignment
2. finishing classwork, improving bookwork
3. reading – set reading or wide reading including current affairs in newspapers
4. general revision/practice – revision is a constant task essential for full understanding of all work. When set homework is complete, students can begin to study for future tests.

General revision remains a constant task: it is essential to the full understanding of all work done. Homework and study could range from:

Year 8	1 – 1.5 hours
Years 9 – 10	1.5 – 2 hours
Years 11 – 12	2 – 3.5 hours

Students will be informed at the beginning of each unit of work how their assessment will be measured, what the major assessment tasks are and when the tasks are due. This should help all students to plan their homework and help parents to be aware of expectations made of their children. Parents will be contacted, via the diary, if set tasks are not completed.

Parental interest and supervision are encouraged. Homework should be seen as a positive learning experience.

Any concerns relating to homework or assignments should go to the subject teacher or relevant Learning Area Co-ordinator.

**BALANCE**

Your time outside of school time is valuable. Outside sporting interests, family responsibilities and part-time employment are a legitimate part of your life. A balance of these activities against study requirements, however, is vital for your success at school.

## HINTS ON HOW TO STUDY

### WHY CULTIVATE GOOD STUDY HABITS

Your main work at school is studying; your main job is being a student. With an honest effort, you can learn habits and develop skills which will:

- 1) make your study more effective;
- 2) make your study more pleasant;
- 3) reduce the amount of time you need to spend on study – often more can be attained in one hour of honest, strenuous study than in three hours of “messaging around”.

### THE STUDY PLACE

- Noise: Move out of range of T.V. and radio
- Light: *A strong, even, white light from above and behind will help avoid unnecessary tiredness.*
- Furniture: A straight-backed chair and a table of good height help posture.
- Privacy: This prevents you being distracted by people moving about.
- Tidiness: A muddled room and table indicates a muddled person
- Peace: Make a habit of using the same room, same table and same chair.

### STUDY HABITS AND SKILLS

#### TIME – ROUTINE IS ESSENTIAL

It is extremely important to have a REGULAR work time and to keep to it. Late afternoon and early evening are particularly good times.

#### VARIETY

Do not spend too long on any one subject or any one type of activity.

#### CONCENTRATION

Do keep your mind on what you are doing. Avoid day-dreaming. Continually assess yourself while you are studying. Question yourself on what you have just read before going to the next page.

#### ACTIVITY

You have to be active to learn effectively. Writing and questioning yourself help you to learn. Practise the writing of key ideas and facts from memory.

#### SUMMARIES

These are essential. Set out summaries in a diagrammatic form with plenty of space and a minimum of words. Do not write sentences when two words will do. Revision of summaries at regular intervals will save you having to restudy the topic in detail. Do not put summaries on scraps of paper; write them systematically in a notebook.

#### ORGANISATION

Careful planning of your study timetable is very important. Equally necessary is the need to record carefully, in your study book, the work to be done.

#### UNDERSTANDING

Information is only of use in so far as it assists understanding. “Parrot Fashion” learning is of no use unless what is learnt can be used effectively in coping with other problems. If, after carefully reading and thinking about a section of work, you do not understand it, you must ask your teacher for assistance.

## REVISION

Forgetting occurs fairly quickly after learning. Therefore it is important to revise a new piece of work within twenty-four hours. When revising previous work, check at the beginning of a session that you know what you revised in the previous session. If necessary, re-learn that work before going on. Well-prepared summaries can be of great assistance in revision.

### PARTICULAR SUBJECTS

Your teacher will help you to develop these skills and others necessary to master their subjects. Do not be afraid to ask for their assistance, but remember it will also require a determined effort on your part.

## CHANEL WAR CRY

<b>(Leader)</b>	CHANEL!		
<b>(All)</b>	FEAR!	WE ARE HERE	
	COOLABAH	COOLABAH	KARIBEE KAR
	WICKITAR	WOKITAH	YARRIBEE YAR
	CHANEL	CHANEL	GREEN AND GOLD
	CHANEL	CHANEL	BRAVE AND BOLD
	C – H – A – N – E – L		
	CHANEL!! (To be yelled out very quickly)		

## COLLEGE COUNSELLOR

The College Counsellor may be seen by students and/or their family during and after school. The Counsellor's office is located in the McAuley Wing.

A College Counsellor is a person you can confidentially speak to about any concerns or worries you may have. These might include school, home, friends, health and general information. Talking to a Counsellor is confidential and what this means will be explained to you.

Students and their families can contact the College Counsellor directly to make an appointment or ask the Office to make an appointment for them. Students may attend without parental knowledge or monitoring, however parental involvement will be encouraged. At times Administration members or Pastoral Co-ordinators will refer students to the Counsellor as part of pastoral care.

If you have an appointment to see the Counsellor during lesson time, you will need to see the teacher and check that no test or other important work will be missed. If this is the case you can reschedule the appointment with the Counsellor.

You do not have to tell anyone why you wish to see the Counsellor.

### LOCAL ADVISORY AND SUPPORT SERVICES

Aboriginal & Islander Co-operative	49 722 699	
Abstudy	132 317	
Alcohol & Drug Information	1800 177 833	Local No: 49 763 183
Branchout – Youth Development	49 728 200	
Central Queensland Community Legal Service	1800 155 121	Local No: 49 221 200
CentreLink	Enquiries: 132 490	
Community Advisory Service	49 766 300	
Department of Child Safety	49 796 514	
Domestic Violence	1800 811 811	
Emergency – Police, Fire, Ambulance	000	
Kids Help Line	1800 551 800	
Legal Aid	1300 651 188	Local No: 49 384 160
Lifeline	131 114	
Reconnect, Family Support, Outreach	49 720 047	
Roseberry Community Services	49 726 721	
Roseberry House	49 725 383	
Youth & Family Counselling Service	49 727 266	
Youth Sport & Recreation Officer	49 766 359	

## BELL TIMES

	"Normal" (Tuesday & Friday)	"PC/Year Assembly" (Monday & Wednesday)	"Mass" (Thursday)
<b>First Bell</b>	<b>8.40 am</b>	<b>8.40 am</b>	<b>8.40 am</b>
<b>Homeroom (am)</b>	<b>8.45 – 9.00</b>	<b>8.45 – 9.10 Extended (Homeroom/Year/ School Assembly)</b>	<b>8.45 – 9.00</b>
PERIOD 1	9.00 – 9.50	9.10 – 10.00	9.00 – 9.50
PERIOD 2	9.50 – 10.40	10.00 – 10.50	9.50 – 10.40
<b>First Break</b>	<b>10.40 – 11.20</b>	<b>10.50 – 11.30</b>	<b>10.40 – 11.25</b>
PERIOD 3	11.25 – 12.15	11.30 – 12.20	11.30 – 12.20
PERIOD 4	12.15 – 1.05	12.20 – 1.10	12.20 – 1.10
<b>Second Break</b>	<b>1.05 – 1.25</b>	<b>1.10 – 1.30</b>	<b>1.10 – 1.30</b>
PERIOD 5	1.30 – 2.20	1.30 – 2.20	1.30 – 2.20
PERIOD 6	2.20 – 3.10	2.20 – 3.10	2.20 – 3.10
<b>Homeroom (pm)</b>	<b>3.10 – 3.20</b>	<b>3.10 – 3.20</b>	<b>3.10 – 3.20</b>

**Eating time for 10 minutes in the first break.  
Mass will be Thursday morning first break.**

**TIMETABLE**

	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
Pastoral Care					
Period 1					
Period 2					
Lunch					
Period 3					
Period 4					
Recess					
Period 5					
Period 6					
Pastoral Care					