



**Catholic Regional College Melton**  
**Parent Handbook**

## Introduction

The CRC Melton Parent Handbook provides a range of information to help you and your child navigate day-to-day life at the College.

Whether you are new to our community or have been with us for some time, this handbook includes procedures, policies and other guides listed alphabetically on topics commonly accessed by parents and guardians.

**College location:** 109-141 Bulmans Road, Melton West, Victoria, 3337

**Postal address:** PO Box 530, Melton, 3337

**Phone:** (03) 8099 6000

**Website:** [www.crcmelton.com.au](http://www.crcmelton.com.au)

**Email:** [info@crcmelton.com.au](mailto:info@crcmelton.com.au)

**Facebook:** [www.facebook.com/crcmelton/](http://www.facebook.com/crcmelton/)

**Instagram:** [www.instagram.com/catholicregionalcollegemelton/](http://www.instagram.com/catholicregionalcollegemelton/)

## Mission

Catholic Regional College, Melton, is a Catholic secondary school serving the Parishes of Bacchus Marsh, Melton and Melton South.

The mission of the College is to nurture the personal, spiritual and academic growth of each individual in this community in an atmosphere of faith, care, support and encouragement.

We aim to foster the growth of personal worth and to develop the gifts of each individual through the pursuit of prayer, knowledge, communication and service to each other.

While respecting individual differences, we challenge each other to use our talents in the best way possible.

We encourage personal excellence, self-discipline, and a sense of responsibility, which is displayed in our respect and concern for the wellbeing of all.

## Key Contacts

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*All teaching staff have email addresses that adhere to the initial of their first name followed by their surname and @crcmelton.com.au*

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## Accidents and illnesses

Parents and guardians are asked to inform the College before 8.30am on a school day if their child will be absent by phoning 8099 6000 and following the prompts. Absences can also be logged via the parent portal, PAM (Parent Access Module).

The College will notify parents via SMS by 9.30am if students are absent or late to school without reason.

However, should they become ill at school, or in a case of illness or minor injury sustained at school, your child will be attended to in the Sick Bay by Level 2 First Aid qualified staff.

The Sick Bay is for short term assistance. It is located near Reception and primarily supported by the Student Reception/First Aid Officer during school hours so that immediate attention to illness or injury is available to students.

If a student is assessed as being unfit to remain at school, parents are contacted to collect their child. In circumstances of extreme injury or illness, as determined by the First Aid Officer, in their absolute discretion, an ambulance will be called and parents contacted. If parents are unavailable, the nominated emergency contact person will be notified.

Therefore your child's contact details should be kept up to date in PAM.

If your child requires regular medication to be administered during school hours, please contact the College reception to obtain a Medication Administration form.

You will need to provide the medication to the College First Aid Officer and it will be held in a locked cabinet in the Sick Bay. The school does not keep a supply of painkillers (Panadol or other medication) for student use.

The school complies with the Victorian Government's guidelines and best practice procedures in managing the Sick Bay, including students with anaphylaxis, asthma, diabetes or epilepsy.

When students enrol at the College, parents and guardians are asked to complete an Action Plan, Specific Medical form and/or Management Plan if their child has a specific medical condition.

Parents and guardians of students with anaphylaxis are requested to contact the Student Reception/First Aid Officer to discuss management and prevention strategies for their child.

In all cases, the school will take the necessary steps to ensure the wellbeing of your child.

## **COVID-19**

In 2021, the COVID-19 pandemic saw a range of restrictions implemented throughout schools in Victoria. It is expected that some of these new rules and procedures will continue in 2021. The College will regularly update students and families of social distancing, hygiene and other COVID-19 requirements via the weekly newsletter and emails.

**Most importantly, if students are unwell or have any symptoms of COVID-19 they must not attend on site.**

## **Contacting the College if your child tests positive to COVID-19**

Families are asked to contact the College office on 8099 6000 as soon as possible if their child tests positive for COVID-19. If this occurs on the weekend, please email [principal@crcmelton.com.au](mailto:principal@crcmelton.com.au).

This will allow the College to undertake swift contact tracing and complete appropriate cleaning. Working together with families will allow the school to maintain a safe environment for all of our students.

## **Assemblies**

Full school assemblies are held twice each term and Year Level assemblies are also run once every month. The Day 9 assembly block (10.10am - 10.45am) is otherwise a time for homerooms to meet for an extended pastoral care session.

## **Attendance**

Parents and guardians should inform the College before 8.30am on a school day if their child will be absent by phoning 8099 6000 and following the prompts. Absences can also be logged via the parent portal, PAM (Parent Access Module).

The College will notify parents via SMS by 9.30am if students are absent or late to school without reason.

If a student arrives to the College late they should go to their homeroom where their teacher will indicate how many minutes late they are on the attendance roll. If a student arrives after homeroom has ended they should report to Student Reception and explain why they are late.

If a student is continually late to school their Homeroom teacher in conjunction with the Year Level Coordinator will address the issue with them and their parents or guardians.

Students are expected to attend all classes to enable:

- proper continuity of programs
- development of understanding
- completion of work during the time allocated in class
- completion of practical activities where applicable
- reliable contribution to group work
- authentication of individual work.

A record of attendance will be provided with each term's report.

The [College Student Attendance Policy](#) is available on our website where you will also find more information about holidays during the school term and participation in school events.

If a student needs to leave the College during school hours they must sign out at the College reception with their Student ID card. They are also required to inform their Year Level Coordinator that they are leaving before signing out.

## **Awards**

The College awards Certificates of Excellence each semester to students who achieve an average of 85% or above in their formal assessment tasks. These are presented at a full school assembly, which parents and guardians are welcome to attend.

The College also awards Certificates of Endeavour to students who consistently work to the best of their ability during a semester. These are presented in the students' homerooms.

Recognition of student achievement can also occur within year levels at various times during the year.

The College recognises students' outstanding achievements across subjects and year levels.

At the start of each year, the Year 7 to 12 College Dux awards and our top achieving VCE, VCE/VET and VCAL awards are presented.

VCE awards are presented to students obtaining the highest study score in a Unit 3/4 subject and all those who receive a study score above 40. The ceremony also recognises student achievements through Community Awards. Families are invited to these formal awards.

## Before and after school supervision

Staff supervision in the College grounds on school days commences at 8.30am. Any student who arrives on the 8.10am bus service should make their way to the Alexandria Resource Centre where staff supervision is available.

After dismissal at 3.20pm, staff supervision is provided until 4.15pm. Homework Club runs on Wednesday until 4.30pm in the Alexandria Resource Centre.

## Behaviour management

The [Student Wellbeing Policy](#) determines acceptable student behaviour and consequences for inappropriate behaviour. You will find all the details about our behaviour management procedure and the expectations we have of our students in this document.

More information about the [rights and responsibilities of students](#) is also available on our website.

As a school conducted in the Catholic tradition, we believe our approach to student behaviour management should primarily be an educative one. That is, the fundamental aim of our behaviour management philosophy and practice should be for students to learn to be responsible for themselves and their actions and to make genuine, positive contributions to their community.

The College has adopted Restorative Justice Practices as the means by which pastoral care and behaviour management will be administered at the school. While still providing limits and consequences, Restorative Justice looks for ways to repair the damaged relationships and improve existing relationships.

The Restorative School believes in the three R's - relationships, responsibility and relevance.

## Bikes

The College encourages students to be physically active and provides ample bike racks for those who would like to cycle to school.

Safety is of the utmost importance and all students must ride safely and predictably in traffic and obey the road laws. All students riding bikes to and from school need an approved helmet and must walk their bikes once inside the school grounds.



All bikes should be locked onto the racks with a secure lock.

## **Bullying and harassment**

The College does not tolerate bullying or harassment in any form whether by staff or students. We are committed to providing a safe environment for all. Our [Anti-Bullying Policy](#) is available on our website and details how we identify and manage these issues.

## **Buses**

The College has bus arrangements with both Bacchus Marsh Coaches and Transit Systems – Sita Coaches. [Timetables and routes for school buses](#) are available on our website. Buses travel into the school bus zone to deliver and collect students. Staff supervise this area before and after school. A valid Myki is required for travel on most buses.

## **Calendar**

The [College Calendar](#) is available on our website and includes term dates, excursions, camps, exam periods, student-free days, events and co-curricular activities. Updated regularly, the Calendar provides most of the important dates required by parents and guardians

## **Camps, Sports and Excursions Funding (CSEF)**

CSEF is provided by the Victorian Government to assist eligible families to cover the costs of school trips, camps and sporting activities. Parents and guardians who hold a valid means-tested concession card, pension card, or are foster parents, may be eligible for CSEF.

To apply, parents and guardians can contact the College for the relevant form. If you are eligible, the payment will be applied directly to your school fee account to cover the cost of camps, sporting activities and excursions. For more information, visit [www.education.vic.gov.au](http://www.education.vic.gov.au).

## **Canteen**

The College canteen is located next to the Alexandria Resource Centre and offers a breakfast, recess and lunch service each day. Apple Pay and Eftpos are accepted.

Pre-orders are strongly encouraged. In 2022, our lunch order service will be managed by Flexischools. More details about how to set up your account with Flexischools will be provided early in 2022. Pre-orders can also be submitted direct to the canteen by the end of recess.

The first 10 minutes of each lunchtime is exclusively for order pickups. Students who would like to purchase items should line up outside and wait.

Year 7 and 8 students can collect their lunch order from the side window while Year 9 to 12 students can collect their orders from inside the canteen. Students who are late to pick up a lunch order should do so using the side window.

## **Car parking and student drop-off**

Our designated drop-off and pick-up area is located at the front of the College. We ask parents and guardians to use the designated parking spaces and obey all road rules. Vigilance during drop-off and pick-up times is vital to student safety.

Parents and guardians are asked not to enter or obstruct the staff car park or the bus drop-off and pick-up zone for students.

Student drivers are not permitted to park on the school grounds at any time. Students who are 18 years of age and hold a driver's licence should seek permission to drive to school from their Year Level Coordinator.

Students who gain approval are not permitted to have other passengers, other than siblings.

## **Change of details/personal information updates**

Parents and guardians should keep the school informed of any changes involving their family circumstances, home address, telephone numbers and the names and telephone numbers of other people responsible for the student's welfare when parents or guardians are unavailable.

Changes in medication or medical conditions should be promptly communicated to the College reception or the First Aid Officer. Advice of a change in family circumstances will allow the school to comply with the necessary legal requirements.

All changes to personal information should be submitted in writing by emailing [info@crcmelton.com.au](mailto:info@crcmelton.com.au).

## Chapel

The College Chapel has been a central fixture within the grounds since Archbishop Denis Hart opened it in late 2001. Its design was developed by members of the College and local parish community. Class and staff masses and prayer services are held within this sacred space.

Adjoining the chapel is our Memorial Garden that reminds us of staff and students who have died whilst members of our College community. We hold a service each year for these our dearly departed during the week of All Souls Day.

## Child safety

All students at the College have the right to feel safe and be safe. We do not and will not tolerate child abuse. Policies and guidelines relating to [Child Safety](#) are available on our website.

We continue to embed a culture that provides a child-safe and child-friendly environment where children are free to enjoy life to the full without any concern for their safety. There is particular attention paid to the most vulnerable children, including Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds and children with a disability.

## Co-curricular activities

The College is committed to ensuring that all students have access to a variety of co-curricular performance, sport and community service activities. More details about these [co-curricular opportunities](#) are available on our website with specific examples featuring in our weekly newsletter and on our social media pages.

## College tours

Tours of our facilities are held many times throughout the year. For all dates and to [register for a tour](#), please visit our website.

## Communication with families

The College uses several communication methods to ensure all relevant information reaches families.

## **Parent Portal – PAM**

The [Parent Access Module \(PAM\)](#) is accessed through the Portals tab on the College website.

PAM provides a single platform in which we store information about your child and from which you can monitor their progress.

It is also where you will update their medical details and receive permission requests and emails from the College.

Keeping your child's medical details up to date is important. It is essential that the College has all the relevant information to ensure the best possible care for your child in case of an emergency.

It is also important that we have your current and correct email address to ensure you receive all information and notifications that relate to your child.

You can update your child's details in PAM at any time.

From PAM, parents and guardians can access the following information for any of their children enrolled at the College:

- Student timetable
- Ongoing assessments
- Mid-Semester and End-Semester reports
- Attendance
- Behavioural incidents
- Daily student notices
- Sports results
- Presentations from information evenings
- Relevant Intranet links

Login details and a guide to accessing PAM are provided when your child begins at the College.

## **Newsletter**

The College newsletter is published weekly and delivered to parents and guardians via an Operoo notification every Tuesday during the school term. The newsletter includes messages from the College leadership team, reminders about upcoming events and activities and focuses on student achievements. The [current newsletter and previous editions](#) are available on our website.

## **Social Media**

Our [Facebook](#) and [Instagram](#) complement our website and newsletter. We use social media to keep families up to date with what students are learning at school, their achievements and co-curricular activities. All year levels are represented, and the posts aim to give a snapshot of day-to-day life at the College. We also post reminders about student-free days and other calendar dates. Please be aware that comments on the College's social media pages are monitored and must adhere to our [Parent Code of Conduct](#).

## **Complaints and grievances**

At CRC Melton, we are committed to building a school culture that features positive and respectful relationships. We recognise that at times, parents and guardians will have concerns about something that is happening at the College.

Every member of our school community has a right to have their complaint or grievance addressed. We commit to working positively and resolutely to achieve a satisfactory outcome for the people involved. Our [Complaints Handling Policy](#) is available on our website.

In the first instance, parents and guardians are encouraged to contact the staff member most closely connected to the concern. In most cases, this will be the class or homeroom teacher. If you are not sure who to contact, please call the College and our reception staff will refer you to the appropriate person.

## **Computer and internet usage**

All students have access to computers and the internet at the College. Students are issued with a password and email account, exclusively for their use. The [Digital Device Policy](#) provides teachers, parents and guardians, and students with guidelines and instructions for the appropriate use of electronic equipment during school hours and is available on our website.

Before students are permitted to use the school's digital devices and the internet, they are required to read and sign the CRC Melton IT Device Agreement.

From 2022, students in Year 7 and 8 will have access to a junior laptop while those in Year 9 will continue to use an iPad. Year 10 students will have access to a school mandated senior laptop. This laptop will be used for their ongoing senior studies. Year 11 and 12 students continue with the current Bring Your Own Device program based on their learning needs.

The minimum requirements for these devices are outlined by the College.

## **Daily timetable**

The College runs a 10-day timetable with four 75-minute periods each day.

Day 9 of the timetable is altered to enable assemblies and pastoral activities to take place. Full school assemblies are held twice each term and Year Level Assemblies are also run once every month.

### **Timetable Day 1 to 8 and Day 10**

Homeroom: 8.48am – 9.00am

Period 1: 9.00am – 10.15am

Recess: 10.15am – 10.35am

Period 2: 10.40am – 11.55am

Period 3: 11.55am – 1.10pm

Lunch: 1.10pm – 2.00pm

Period 4: 2.05pm – 3.20pm

### **Day 9**

Homeroom: 8.48am – 9.00am

Period 1: 9.00am – 10.10am

Assembly: 10.10am – 10.45pm

Recess: 10.45am – 11.10am

Period 2: 11.15am – 12.20pm

Period 3: 12.20pm – 1.25pm

Lunch: 1.25pm – 2.10pm

Period 4: 2.15pm – 3.20pm

## **Emergency management**

Emergency and fire drills are held at required intervals throughout the year. Students are shown how to enter or exit buildings in an orderly manner along planned routes, how to stay or move indoors where required and to have personal medication with them at all times.

In evacuation situations, classes assemble in designated areas and student names are checked against the Period roll.

CRC Melton has an Emergency Management Plan and Critical Incident Management Plan in place. All staff are trained in correct emergency management procedures.

## **English as an Additional Language (EAL)**

Support for students learning English as an Additional Language (EAL) gives them the opportunity to achieve the same level of educational success as other students. Our staff work alongside EAL students in the classroom, one-on-one or in small groups. Some EAL learners follow a different English pathway from students for whom English is their first language.

Through the EAL curriculum, students develop English language competence in Speaking and Listening, Reading and Viewing, and Writing.

## **Enrolment**

All information relating to [enrolment procedures and due dates](#) are available on our website.

## **Fees**

A [schedule of current fees and levies](#) and payment options is available on our website.

## **FIRE Carrier School**

CRC Melton is a FIRE Carrier School. FIRE stands for Friends Igniting Reconciliation through Education. Students and staff organise initiatives and events to educate and inform our College community about Reconciliation, our shared history and culture. More information about the [FIRE Carrier Program](#) is available on our website.

## **Homeroms**

All students are allocated a homeroom and each day at the College begins with a brief homeroom session from 8.48am to 9am.

This time is designed to enable homeroom teachers to connect with students, assist with administration (attendance and school notices) and check uniform and presentation. Your child's homeroom teacher is your first point of contact should any general issues arise. Any subject-related matters should be raised with the relevant subject teacher in the first instance, followed by the homeroom teacher if necessary.

From Year 7 to 10 students complete most of their classes in their homeroom groups (apart from electives).

Our homeroom names are Anthony, Bernard, Catherine, Dominic, Francis, Josephine, Mackillop, O'Reilly and Reed.

## **Homework**

Homework is a complimentary component of the learning process. The importance of home study cannot be stressed too highly. Homework is not only work set by the teacher, it should also be related to reading, summarising and studying. Good learning is based on regular work over an extended time.

Homework is entered into the student diary, where parents can follow what is being set. The amount of time students should spend on home study varies from day to day and from subject to subject. As a general rule, please refer to the guide below:

Year 7	45 minutes per day
Year 8	60 minutes per day
Year 9	75 minutes per day
Year 10	90 minutes per day
Year 11	120 to 150 minutes per day
Year 12	150 to 180 minutes per day

The College offers a Homework Club every Wednesday after school until 4.30pm in the Alexandria Resource Centre. This provides students with additional access to teachers and student support officers.

## **House names**

The College has four houses: Reed (blue), Fitzgerald (red), Daffey (green) and Glasheen (purple). They are named after three of our former College principals and a former parish priest.

We have three major sporting events each year - the Multisport and Swimming, Athletics and Cross Country carnivals. A perpetual trophy is presented to each house for winning any or all of these carnivals.



Students can also compete for their house in a range of academic and co-curricular activities. These can include participation in maths and science competitions, social justice initiatives or performing in the College Production.

Students accrue house points by taking part in these activities, which combine with points awarded at the major carnivals. At the end of the year, one house is named the overall winner.

Students have their house name and colour on their College sport polo shirt.

## **Immunisations**

During their secondary school years, the local council provides an opportunity for students to receive free vaccinations against things such as tetanus and human papillomavirus (HPV).

The local council provides a consent card to schools in the surrounding district. Students are required to take the cards home and have them completed and signed by their parent or guardian.

Completed consent cards must be returned to school before the student can receive an immunisation. Consent cards contain information about the vaccine, the disease protected against and possible side effects.

Parents and guardians can decline the offer of free school-based immunisation for children in their care under the age of 18. However, consent cards should still be returned (marked as 'declined') so authorities can collect data on immunisation coverage.

Local councils work with the school to arrange for immunisation nurses to be at the school on a particular day to administer the vaccines.

## **Learning and teaching**

Students have access to a wide range of engaging experiences and pathways throughout their learning journey at the College. Contemporary learning is at the forefront of the opportunities we provide, including the development of skills in innovation, creativity, critical thinking and teamwork and collaboration.

More information about the [Year 7 to 10 curriculum](#) can be found on our website.

More information about [Year 11 and 12 curriculum](#) and [Pathways Education](#) can also be found on our website.

## **Learning Diversity**

The role of Learning Diversity is to address the learning needs of any student facing individual challenges. The team works collaboratively with teaching staff to provide a learning environment for students that acknowledges and supports different needs and skills through focused and targeted teaching.

The aim is to cater to a student's learning requirements to help them succeed academically, socially and emotionally. Our team consists of two Learning Diversity Coordinators and several School Support Officers.

The team can help teachers modify tasks and assessments and support teachers and students in the classroom to implement these individual programs.

## **Library – Alexandria Resource Centre**

Our College library, the Alexandria Resource Centre, is open from 8am to 4pm each day. The modern, spacious, and light-filled resource centre opened in 2019. Students have access to a range of physical and digital resources and a variety of learning spaces including a designated senior study zone, an instructional zone for classes, a reading zone and other well-defined learning and teaching spaces.

Resource centre staff deliver all curriculum and learning support required, both in-person and online through the Infiniti Library Management System. Dynamic curriculum-related pages are updated to provide access to current links and information.

Reading programs and activities are conducted throughout the year for different levels and reading interests, based on a modern collection of titles to suit all readers.

Homework Club runs each Wednesday after school until 4.30pm. Students can access teachers and student support officers who can help them achieve the best outcomes.

The Alexandria Resource Centre is also home to the Careers Centre, Information Technology Support and the College Wellbeing team. To [find out more](#) visit our website.

## **Liturgy**

For Catholic communities such as ours, celebrating the Eucharist is the central and defining ritual. The College community gathers in Sheehan Stadium to celebrate the opening of the

school year to welcome new staff and the Year 7 students. A whole school mass is also held on Celebration Day when we celebrate the College and its place in the lives of the community of Melton.

Each year level celebrates mass together as a cohort during the school year. The celebrations take place at St Catherine of Siena Church next door, in our MacKillop Performing Arts Centre or, as with the Year 12 Graduation Mass, in Sheehan Stadium.

## **Lockers**

The College provides a locker for each student. Lockers should be used to store bags, books and other equipment. A lock is allocated along with the locker and should always be used to keep valuables secure.

Students are expected to organise themselves to collect items from their lockers before school, recess, lunch and then after school. There should not be any need for students to go to their lockers between lessons.

## **Lost property**

Any enquiries about lost property can be made at the College reception. Clear and permanent naming of any item brought to school assists in its speedy return.

## **Mobile phones**

Students are not permitted to use their phones at school between 8.45am and 3.20pm. Phones should be kept in a student's locker throughout the day including at recess and lunchtimes.

If a student is found using their phone during the school hours it will be confiscated and can be collected from the College reception at the end of the day.

A second breach of the rules will result in the student's phone being locked in the College safe overnight and collected the next day. A third breach will require parent collection of the phone from the College reception.

Parents are reminded that in cases of emergency, the College reception remains a vital and appropriate point of contact and will ensure your child is reached quickly and assisted in any way.

Our full [Mobile Phones Policy](#) is available on our website.

## **Motto**

In all things let God be glorified through Jesus Christ.

The College motto was adopted in the school's inaugural year in 1980. It is an enduring reminder of the aims of our founders that Christ is central to the work of the school.

More information about the [history of the College](#) is available on our website.

## **Parent communication with students during school hours**

Please use the College reception for all communication with students during school hours.

Every attempt will be made to pass on messages to students following recess and lunch breaks and immediately before the end of school. Unless urgent, please keep messages to students to a minimum. Please do not contact students on mobile phones during school hours.

Students must obtain permission from a staff member to make a phone call to a parent or any other person during school hours. Students are not permitted to use their mobile phone during school hours (8.45am to 3.20pm).

## **Parent Student Teacher Interviews**

Parent Student Teacher Interviews (PSTI) are conducted twice a year. It is expected that both parents and students will attend if requested through the interim reports by a subject teacher. All others are also welcome to make bookings to see subject teachers.

Staff can also be contacted via email or phone to discuss issues, progress and other learning related concerns.

## **Parents and Friends**

Families are welcome and encouraged to become involved in the College community through the Parents and Friends Association, which meets monthly. The meetings are an opportunity to meet other families, hear about current events and initiatives, provide feedback and contribute ideas.

## Pathways and careers

The Pathways Department offers a range of programs and services designed to support a smooth progression through secondary education and from secondary school to further education or employment. Our Careers Centre is located in the Alexandria Resource Centre. To [find out more](#) visit our website.

## Privacy Policy

Our [Privacy Policy](#) sets out how the College collects, uses and manages personal information provided to or collected by it. The policy is available on our website.

## Reports

All students receive formal reports via the Parent Access Module (PAM) at the end of Semester 1 and 2. The exception is Year 12 students who receive their Semester 1 report internally indicating their progress and final year results externally through the Victorian Curriculum Assessment Authority.

VCE and VCAL students are assessed against outcomes. Students undertaking VET studies are assessed against competencies. Students in Year 7 to 10 are reported along the learning continuum against the Victorian Curriculum Achievement Standards. The grading system is included with each report and is used to identify our high achieving students for recognition awards.

Families will also receive an interim report before each round of Parent Student Teacher Interviews. Students undertaking VET Subjects through the Western Edge Cluster may not receive a report for these subjects as a number of them are assessed externally or online.

Students with individualised learning needs may also receive a Personalised Learning Report with learning goals. Students' progress towards these goals is assessed at both the end of Semester 1 and 2.

Parents and guardians are encouraged to discuss their child's progress with school staff at any time. Should a staff member have concerns regarding the ability, attitude or application of any student, they will communicate this with parents and guardians, most often through email, the student diary or a phone call.

## School counsellors and psychologists

The College has two wellbeing counsellors and two psychologists who provide counselling services for students. Parents and teachers can refer a student to these services, or a student can seek out the support themselves.

## Social justice

The Social Justice Group provides many opportunities for young people to put their faith into action.

The group aims to enact positive social change both within the College and the broader community. Members meet fortnightly to discuss current social justice issues and to plan advocacy and fundraising events that are held throughout the year. More information about the [key events each term](#) are available on our website.

## Student diary

The College gives each student a diary to record academic matters, such as home study, due dates, assessment dates and upcoming school activities. It is not a personal diary and should not be defaced with writing, graffiti or stickers. Students need to have their diary with them whenever they leave the classroom.

## Student leadership

The College has a vibrant student leadership environment designed to promote self-confidence and develop skills in decision making.

The Senior Student Leadership Team and Student Representative Council (SRC) are responsible for providing a student voice with the guidance of the Student Leadership Coordinator.

Leadership opportunities at each year level include:

**Year 7 -10:** Students from each year level are elected to become members of the Student Representative Council through an application and interview process. The SRC meets regularly to plan activities for the school cohort whilst also bringing forth and discussing any ideas related to all aspects of the College.

## Year 11 and 12:

Year 12	Year 11
College Captains	
SRC Executive	Deputy SRC Executive
Sports Captain	Deputy Sports Captain
Environment Captain	Deputy Environment Captain
Academic Captain	Deputy Academic Captain
Arts and Culture Captains	Deputy Arts and Culture Captain
Liturgy Captains	Deputy Liturgy Captain
Social Justice Captains	Deputy Social Justice Captain
Media Captain	Deputy Media Captain
House Captains (Daffey, Reed, Glasheen & Fitzgerald)	Deputy House Captain (Daffey, Reed, Glasheen & Fitzgerald)

## Student wellbeing

Learning and wellbeing go hand in hand at the College. The pastoral care program ensures students feel connected and supported throughout their secondary years. The wellbeing of students is a priority and many initiatives enable students to develop gratitude, empathy, mindfulness and the skills needed to manage their mental and physical wellbeing. More information on the [support we provide to students](#) is available on our website.

The College also recognises that there are times when students and families may need extra support. [Links to a range of external services](#) are listed on our website. Our weekly newsletter also offers regular updates on seminars and resources for parents and guardians to help build and maintain their child's wellbeing.

## Term dates

### 2022 Victorian school term dates

Term 1: 28 January – 8 April

Term 2: 26 April – 24 June

Term 3: 11 July – 16 September

Term 4: 3 October – 20 December

Specific term dates for CRC Melton are available on the [College Calendar](#).

## **Unenrolling/Student exit**

All forms required to withdraw a student from the College are available on our [website](#).

### **Students transferring to another secondary school**

Parents and guardians of students who are leaving the College and transferring to another secondary school are required to complete and return the CRC Melton Exit Form to the Registrar by emailing [enrolments@crcmelton.com.au](mailto:enrolments@crcmelton.com.au).

The Exit Form is required by the College and is used for the settlement of family accounts. Parents will be charged fees until the form is received and it is important that the official exit date of the student is included.

### **Students not transferring to another secondary school**

Parents and guardians of students under the age of 17 who are not transferring to another secondary school need to complete and return two forms.

1. The CRC Melton Exit Form.
2. The Victorian Government Transition from School Form. Students under the age of 17 need to seek an exemption to leave school for TAFE, Apprenticeships, Work and Alternative Job Training options.

Families can assist the College by completing sections A,B,C and E of the Transition from School Form. The College will complete Section D and sign Section E of the form.

Once completed and endorsed by the College, the Transition from School Form will be sent back to the family for use in enrolment at TAFE or training. The form may also be required for the employers' records.

Please note: Students in Year 10 to 12 who are not transferring to another secondary school will be required to have an interview with the Pathways Coordinator before the Transition from School Form will be signed by the Principal.

### **School reports**

Once students are removed from College records, their reports can no longer be accessed via the Parent Portal (PAM). Parents and guardians are advised to print or download and save the reports for future reference.



## Uniform

Students must wear the correct uniform to school each day unless they have a note from a parent or guardian explaining the reason.

Generally, students wear the summer uniform in Term 1, the winter uniform in Term 2 and 3 and either the summer or winter uniform until Melbourne Cup Day in Term 4, after which they wear the summer uniform.

The school diary contains details of uniform requirements. You can also find a full list of uniform items and the [College Uniform Policy](#) on our website.

Our uniform is supplied by **Academy Uniforms**, 10/85 Mt Derrimut Rd, Deer Park VIC 3023. Phone: (03) 8385 9111. Opening hours are Monday to Friday from 9am to 5pm and Saturday 9am to 12pm.

Uniforms can be ordered online at [www.academyuniforms.com.au](http://www.academyuniforms.com.au)

***Username: CRC Melton - Password: melton***

## Visitors

All visitors should report to College reception to sign in and obtain a visitors' pass. This pass should be worn while the visitor is on school grounds and returned to reception when signing out to leave. This allows the College to monitor those who are on site in case of emergency.

## Year Level Coordinators

Our Year Level Coordinators are the first point of contact for teachers with issues or concerns about their students. They also plan and oversee year level activities.

### 2022 Year Level Coordinators

<b>Director of Student Wellbeing</b>	Karina Dunne
<b>Year 7 Coordinators</b>	Emma van Wees and Brad Ryan
<b>Year 8 Coordinators</b>	Kath Jones and Nathan Hunter-Gerber
<b>Year 9 Coordinators</b>	Lauren Whitford and Dave Arthurson
<b>Year 10 Coordinators</b>	Rebecaa Toms and Jordan Reithofer

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**Year 11 Coordinator**

Meryem McLeod

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**Year 12 Coordinator**

Rebecca Cassar

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