



---

# HOME HANDBOOK

---

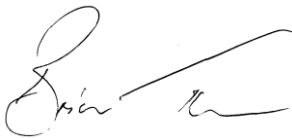
# Principal's Welcome

---

We hope this handbook assists you in becoming familiar with the Catherine McAuley College Bendigo community. It will provide you with an introduction to important information and details of where you can find out more. We hope you find the handbook a useful guide to help you understand the College, our processes and policies and that it assists you in connecting with your child's learning and various activities.

If you are reading this handbook prior to enrolling, then may we suggest you also have a look on our website for enrolment information or contact the College. We hope that you join our community.

## ENROLMENT INFORMATION



**Mr Brian Turner, Principal**



# Contents

---

|   |           |
|---|-----------|
| <b>Principal's Welcome</b>                  | <b>1</b>  |
| <b>Contents</b>                             | <b>2</b>  |
| <b>History and Governance</b>               | <b>5</b>  |
| College Governance                          | 5         |
| Our Charter as a Mercy School               | 5         |
| <b>Our College</b>                          | <b>6</b>  |
| Strategic Plan 2025 – 2028                  | 6         |
| Our Vision                                  | 6         |
| Our Mission                                 | 6         |
| Mercy Education Limited: Mission and Vision | 6         |
| Strategic Pillars                           | 6         |
| reGEN                                       | 7         |
| Democratic Principles                       | 7         |
| <b>Faith, Mission and Social Justice</b>    | <b>8</b>  |
| College Prayer                              | 8         |
| College Grace                               | 8         |
| College Theme                               | 8         |
| <b>Your Child's Learning</b>                | <b>9</b>  |
| Learning at Coolock (Years 7 – 9)           | 9         |
| Learning at St Mary's (Years 10 - 12)       | 9         |
| iGEN  | 10        |
| STEAM                                       | 10        |
| Religious Education                         | 11        |
| Co-Curricular Learning                      | 11        |
| Camps                                       | 11        |
| Debating & Public Speaking                  | 11        |
| Music                                       | 12        |
| Theatre                                     | 12        |
| Sport                                       | 12        |
| Student Leadership                          | 13        |
| <b>Your Child's Progress</b>                | <b>14</b> |
| Interviews                                  | 14        |
| NAPLAN                                      | 14        |

|  |           |
|--|-----------|
| <b>Your Child's Health, Wellbeing and Safety</b>         | <b>15</b> |
| Child Safe   | 15        |
| Cyber Safety   | 15        |
| First Aid  | 15        |
| Mercy Values   | 15        |
| Houses   | 16        |
| Pastoral Care  | 16        |
| Supports   | 16        |
| Tiers and Interventions                                  | 16        |
| Student Code of Conduct                                  | 17        |
| Social and Emotional Learning                            | 17        |
| Berry Street Education Model whole-school approach       | 17        |
| School Wide Positive Behaviour Support                   | 18        |
| <b>Learning Pathways</b>                                 | <b>19</b> |
| Careers  | 19        |
| Data & Testing   | 19        |
| Headstart  | 19        |
| Year 7 Orientation and Transition                        | 19        |
| <b>Learning Diversity</b>                                | <b>20</b> |
| Targeted Interventions                                   | 20        |
| Nationally Consistent Collection of Data (NCCD)          | 20        |
| <b>Parents/Carers &amp; the College Working Together</b> | <b>21</b> |
| Communication  | 21        |
| Personal Digital Devices (PDD)                           | 21        |
| Attendance   | 21        |
| Grievances   | 22        |
| Parent Code of Conduct                                   | 23        |
| Staff Code of Conduct                                    | 23        |
| Excursions and Activities                                | 23        |
| <b>Supporting Families</b>                               | <b>24</b> |
| Bikes  | 24        |
| Booklists  | 24        |
| CDFpay   | 24        |
| Canteen  | 24        |
| Transport  | 24        |
| Immunisations  | 25        |
| Policies   | 25        |



|                          |           |
|--------------------------|-----------|
| Fees                     | 25        |
| Laptops                  | 25        |
| Lockers                  | 25        |
| Uniform                  | 25        |
| <b>Keeping Connected</b> | <b>26</b> |
| College Communication    | 26        |
| What can I find on PAM?  | 26        |
| Contact                  | 27        |



# History and Governance

---

Catherine McAuley College Bendigo has a proud tradition of Catholic education, dating back to 1876 when Sister Aloysius Martyn and the Sisters of Mercy first arrived in Bendigo. For nearly 150 years, the Sisters of Mercy have given extraordinary service to the Bendigo community. Inspired by their foundress, Catherine McAuley, the Sisters have educated thousands of children and worked tirelessly wherever their help was needed. Please take some time to read about our history and the Institute of the Sisters of Mercy and Papua New Guinea.

## [HISTORY](#)

## [ISMAPNG](#)

### College Governance

Mercy Education Limited (Mercy Education) is an incorporated ministry of Mercy Ministry Companions (MMC). MMC is responsible for ensuring, as faithfully as Catherine McAuley and her sisters, that the Catholic identity, charism and spirituality of schools previously under the stewardship of the Institute of Sisters of Mercy of Australia and Papua New Guinea (ISMAPNG), thrive into the future.

Mercy Education Limited appoints the Principal, to whom they delegate the administration of the College. The Principal is responsible for the Catholic ethos of the College, the educational administration, the selection of staff and designation of duties within the College, the curriculum, the academic standards, school discipline within the pastoral criteria established by the Council and the care and maintenance of the College.

The College is located in the Catholic Diocese of Sandhurst and in being so, operates at the grace of the Bishop of Sandhurst, [Bishop Shane Mackinlay](#). Click [here](#) to find information about local Catholic churches and parishes.

### Our Charter as a Mercy School

The aim of all Mercy schools is to remain true to Catherine McAuley, the foundress of the Sisters of Mercy. Catherine McAuley wanted first and foremost for her schools to live and to teach the Good News revealed in Jesus Christ. The Mercy Education Ltd Charter reminds us of our commitment to Catherine's vision and is a lens through which we embrace the Gospel message, to inspire our school to strive for excellence in learning and achieve student success.

## [MERCY CHARTER](#)

# Our College

---

## Strategic Plan 2025 – 2028

### Our Vision

Inspiring members of our community to be learners impelled to thrive and serve.

### Our Mission

Catherine McAuley College Bendigo (CMCB) lives out the Mercy charism, striving to make Jesus Christ known and loved by all. We are a Child Safe School, our learning community identifies, values and develops the gifts of each young person and provides them with educational opportunities to experience personal success.



### Mercy Education Limited: Mission and Vision

Mercy Education Limited is entrusted by the Institute of the Sisters of Mercy of Australia and Papua New Guinea (ISMAPNG) to provide governance for its member Colleges. It also supports a broad range of Colleges to offer excellence in contemporary education in a safe environment, enriched by the Gospels and faithful to the legacy of Catherine McAuley:

- A commitment to the Gospel of Jesus;
- Fidelity to the tradition and spirit of Mercy and the mission of Catherine McAuley;
- The provision of innovative, stimulating and inclusive educational programs;
- A passion for Social Justice.

### Strategic Pillars

- Faith & Mission – mirror the teachings and follow the footsteps of Jesus, guided by the Mercy Charism.
- Learning & Teaching – provide a rigorous, innovative and accessible academic curriculum that is inclusive of indigenous and non-indigenous culture as well as Catholic faith.
- Community Engagement – build an inclusive Mercy community which fosters belonging and opportunities for all to thrive and serve.
- Stewardship – empower all to be stewards of creation by caring for our common home.

[Download the Strategic Plan](#)



Catherine McAuley College Bendigo is a member of Mercy Education Limited under the governance of ISMAPNG and supports the policies of the Institute. ISMAPNG is committed to promoting and adopting an integrated approach to sustainable living across the whole of the Institute ministries to respect, reverence, conserve and renew our global environment. Sustainable living is understood as living within Earth's capacity. We are guided by ISMAPNG 'An Integrated Approach to Sustainable Living'.

Our school takes action to minimise waste, save energy and water, promote biodiversity and reduce greenhouse gas emissions. This School Environmental Action Plan outlines our commitment to sustainability, our achievements and a plan for what we would like to achieve in the future. We have identified opportunities for improvement at each campus, within the curriculum and in the community with the developed waste, energy, biodiversity and water action plans. We are also identifying opportunities to shift our whole school culture to take action on climate change.

## SUSTAINABLE LIVING

### **Democratic Principles**

Catherine McAuley College Bendigo is committed to the principles and practice of democracy in Australia, including a commitment to:

- An elected Government
- The rule of law
- Equal rights of all before the law
- Freedom of religion
- Freedom of speech and association
- Values of openness and tolerance.

We believe the above principles are implicit in our Mission, Vision and in the Mercy values and are explicit in our Learning and Teaching. Please refer to PAM for a full copy of the College Democratic Principles

.



# Faith, Mission and Social Justice

---

Our Faith, Mission and Community program provides opportunities for students to realise and explore issues of social justice in our local and global communities. Students are encouraged to be aware of the needs in our community and for our environment, working together to create a just world in the true spirit of Mercy.

Catherine McAuley College Bendigo is grounded in the teaching of Jesus Christ, as lived through the Gospels. We are centred in the Mercy tradition and actively engaged in the community of the Sandhurst Diocese.

The Gospel values and teachings are fundamental in the teaching of Religious Education, which support students in developing a greater understanding of issues and the connection to all areas of the curriculum. Outreach, community service and awareness of the needs of others is an integral part of the program undertaken across all year levels.

Students are supported in developing a meaningful contemporary connection to their faith through social Justice activities, prayer, liturgies, community service and Mercy in action. Inspired by Catherine McAuley's courage and determination to educate, empower and serve the poor, students are offered opportunities to engage in activities to support both local and global projects, including the Seeds of Justice conference, leadership days, Bendigo Foodshare, Vinnies, Mercy Works and the Caritas Challenge.

## [FAITH & MISSION](#)

### College Prayer

Loving God,

We ask you to bless Catherine McAuley College Bendigo and challenge us to act in the spirit of Catherine.

May we inspire all in our community to be learners impelled to thrive and serve.

Guide our community to live our Mercy Values and the Gospel message of Jesus Christ.

Amen

### College Grace

For the meal we are about to receive Let us be truly grateful.

For those who prepared our food, Let us say thanks.

For our brothers and sisters who are still hungry, Let us work towards equality.

We thank our loving God for all our blessings.

Amen.

### College Theme

The 2025 College Theme is **We can never say, 'It is enough'**. The quote from Catherine McAuley comes from her Familiar Instructions which were her collection of spiritual guidance and teachings. These instructions are derived from her advice to the Sisters of Mercy. The phrase "We can never say 'it is enough'" encapsulates her call to constant dedication in living out the works of mercy and following Christ's example. The theme is a beautiful stepping stone from this year's theme of 'In Mercy we serve'.

# Your Child's Learning

---

The focus of the teaching teams is to guide students to know how to learn for themselves, preparing them for problem-solving and the jobs of the future. Students will:

- Learn how to learn: so that they are equipped to assume responsibility for their own learning, encouraging each individual to know how they learn best.
- Learn for transfer: so that students can take concepts, knowledge and skills from one field and apply it to new settings, contexts or problem-solving scenarios.

## [LEARN TO THINK 7 THINK TO LEARN](#)

### **Learning at Coolock (Years 7 – 9)**

The future of work will be increasingly collaborative and global, so it is more important than ever for students to be able to interact and plan collaboratively. Through the junior and middle years programs, students are immersed in education that is inspiring, meaningful and connected.

Students focus on the concepts, knowledge and skills of English and Mathematics to continually develop the essentials of literacy and numeracy that underpin all other learning areas. Students undertake practical and applied learning opportunities through specialist subject areas such as Physical Education, Languages, Science, Technology and the Arts.

Students at CMCB experience a vibrant and enriching educational journey, filled with opportunity for growth and meaningful encounters. The curriculum is thoughtfully structured to ensure that students engage with essential concepts and develop enduring understandings through purposeful, relevant, and rigorous learning experiences. This allows students to develop a deeper understanding of the content and develop critical thinking, problem solving, and transferable skills; empowering students to become lifelong learners who are prepared to thrive in an ever-changing world.

### **Learning at St Mary's (Years 10 - 12)**

In the senior years, students select from a wide range of electives across multiple learning areas to give them the best opportunity to succeed as graduates, with pathways to further study, apprenticeships and employment.

In Years 11 to 12, students work towards obtaining the Victorian Certificate of Education (VCE) or the VCE Vocational Major (a two-year applied learning program). As our St Mary's campus includes Years 10 to 12, most Year 10 students take advantage of accelerating, with more than fifty VCE or VET subjects on offer.

With the support of teachers and parents, CMCB students design an individualised 3-year program from Years 10 to 12. This program is reviewed each year and refined and redesigned as students learn more about themselves, their strengths, and their interests. This ensures all CMCB students have the opportunity to succeed as graduates, whether their successful pathway is to tertiary study, apprenticeships or employment.

## [ST MARY'S YEARS 10-12](#)

## [3-YEAR PATHWAY YEARS 10-12](#)

## iGEN



In partnership with Mercy Health, Australian Catholic University (ACU) and Mercy Education, CMCB and Mercy Health Bethlehem Home for the Aged have developed the iGEN program which offers a unique opportunity for Year 10 and Year 11 students and aged care residents.

The students participate in an innovative intergenerational program designed to develop a range of personal skills that will enhance opportunities and pathways for the future. The engagement and connection between the residents and students will enrich their lives and contribute to improved understanding of how positive relationships can impact and health and wellbeing.

Research in similar programs nationally and internationally has demonstrated that intergenerational partnerships have long-lasting positive impacts on all participants.

## STEAM

STEAM is an educational approach to learning that uses Science, Technology, Engineering, the Arts and Mathematics to guide student enquiry, dialogue and critical thinking.

Students are encouraged to take thoughtful risks, engage in experiential learning, persist in problem-solving, embrace collaboration and work through the Engineering Design Process and the Scientific Method to become the next generation of innovators, educators, leaders and learners.



## Religious Education

Religious Education in the Mercy Tradition is centred on the teachings of Jesus and inspired by the life of Catherine McAuley. All students undertake Religious Education during their six years at Catherine McAuley College Bendigo. In this learning area, students engage in interactive lessons exploring key aspects of Catholic faith, Mercy Charism, social responsibility as well as learning about all world religions. Through inquiry-based learning and reflective activities, they cultivate empathy, critical thinking, and a deeper understanding of their role in creating a more just and merciful world.

Our Religious Education Programs are:

- Year 7 to Year 9 Religious Education
- Year 10: VCE Religion and Society Unit 1
- Year 11: VCE Religion and Society Unit 2
- Year 12 Living Mercy
- Year 12: Christian Leadership
- Year 12: VCE Religion and Society Unit 3 and Unit 4

## Co-Curricular Learning

Debating, sports competitions, arts performances, academic competitions, Justice camps, Tournament of Minds and the Frayne Speech Festival are just some of the co-curricular opportunities on offer to appeal to the wide range of student interests. We encourage students to have fun, extend their knowledge and skills and discover something new.

## Camps

During the six-year journey, students will attend a variety of camps and retreats. In addition to the whole year level activities, there are many opportunities to attend camps in areas ranging from social justice to politics, arts and outdoor education.

In 2025, our Camps Week for Coolock Students (Yr 7-9) will run in March, when all year levels will be out on camp, enjoying tailored experiences designed to enhance their personal growth and connections within the school community.

At St Mary's, the Year 11 and Year 12 students will be on camp/retreat early in February to set the scene for the year ahead. Year 10 camp will be in Week 2 of Term 3 where students will experience the Urban Camp.

### [CAMPS](#)

## Debating & Public Speaking

Students are given numerous opportunities to be a part of debating teams and public speaking competitions throughout their six-year journey at CMCB, allowing them the chance to stand up and speak out about issues most important to them.

### [DEBATING & PUBLIC SPEAKING](#)

## Music

We recognise that learning to play a musical instrument is a valuable activity in any student's development. Every Year 7 student participates in a semester-long instrumental program as a part of classroom music. Students can continue learning an instrument through their years at the College.

### [DISCOVER MUSIC](#)

## Theatre

At St Mary's students learn and perform in the 300-seat Marian Theatre, while at Coolock, the black box theatre space in the Sister Aloysius Martyn Arts Centre provides new possibilities for stagecraft and performance.

Students have large spaces for creating work and the theatre lighting and technical equipment allows them to learn production skills. The state-of-the-art sound system allows us to teach sound engineering and mixing. The fully-sprung floor is ideal for dance, opening up new possibilities for dance education and movement classes.

### [THEATRE](#)

## Sport

We believe that sport enables students to develop physical and social skills, encouraging participation, confidence and success. Students are empowered through their participation in sport and representing their College, displaying a strong sense of College spirit.

The Mercy Junortoun Sporting Precinct provides school and community joint-use sporting facilities at the Coolock Campus. The partnerships with Liverpool FC International Academy and Richmond Football Club's Korin Gamadji, deliver programs within our Physical Education curriculum and provides skill development opportunities to the community both during and beyond school hours.

### [SPORT](#)





## Student Leadership

Student voice is of great importance and we are always looking for ways to increase participation. Involvement in student leadership can improve individual confidence and more significantly students' connection to the College. There are many opportunities for students to become involved in leadership from Year 7 to Year 12, working with and for the school community.

Students are consulted about significant developments and the future direction of the College. We nurture a culture that encourages and supports individuals and groups to create change, inspire action and share ideas and opinions.

### Student Representative Council (SRC)

The Student Representative Council (SRC) comprises students from all year levels and provides a structured opportunity for students to raise issues, make recommendations and improve understanding and communication between all members of the College. Each year level is represented by Year Level Captains and House leaders. At Year 12, the year level and wider student community are represented by College Captains, Faith Captains, reGEN Captains, Sports Captains, Arts Captains and House Captains. These students work as a team across the College.

### Fire Carriers

Our student and staff FIRE Carriers lead the school's journey towards reconciliation. The core values of the FIRE Carrier Project are spirituality, cultural recognition and awareness, practical reconciliation and justice, and ecological stewardship. The FIRE Carrier Project group meets once a month to carry out the actions within the Covenant, and to develop new actions as the College progresses.

### Seeds of Justice

Students and staff from Mercy schools across both metropolitan and regional areas come together to foster new connections, deepen understanding of the Mercy charism and explore the call to social justice in our world today. By attending camp with students from other schools, participants focus on the values that underpin the legacy of Catherine McAuley and met the challenge to engage with contemporary social justice issues while reflecting on how the principles of Mercy can be lived out in their daily lives.

## STUDENT LEADERSHIP



# Your Child's Progress

---

Parents and carers are provided with two summative reports and two interim reports each year which are available via our Parent Access Module (PAM). Parents/carers are also provided with online access to their child's assessment results on a progressive basis across the semester through PAM. Assessment is an ongoing process of gathering, analysing and interpreting, reflecting on data to make informed and consistent judgements about learners' progress and achievement to improve learning. You can view a full copy of the Assessment and Reporting Policy via [PAM](#).

## Interviews

During the year the College hosts Student-led Conferences. These meetings between teachers, parents and carers and the student are a great opportunity to develop the home/school partnership and build positive relationships in learning. For booking information, please refer to PAM.

## NAPLAN

Students in Years 7 and 9 participate in the National Assessment Program – Literacy and Numeracy (NAPLAN), which tests literacy: reading, writing and language conventions (spelling, grammar and punctuation), and numeracy. The results of these tests, in conjunction with a range of data from other assessment strategies and data collection, give you information on how your child is progressing and where they could benefit from greater challenges or extra help.

## [UNDERSTANDING DATA](#)



# Your Child's Health, Wellbeing and Safety

---

As an integral element of an inspiring and rewarding education, Catherine McAuley College Bendigo offers a responsive student pastoral care program. We nurture students in a safe environment, to become confident and independent young adults. We acknowledge that all students grow and develop differently, which is supported by our structures and programs.

## Child Safe

All students enrolled at Catherine McAuley College Bendigo, and any child visiting, have a right to feel safe and be safe. The wellbeing of children in our care will always be the first priority and we have zero tolerance to child abuse. All allegations and safety concerns will be treated seriously and consistently and in line with mandated legislation.

### [CHILD SAFE](#)

## Cyber Safety

To learn more about the online environment and keep up to date on the use of technology for children, see the Office of the eSafety Commissioner's information for parents/carers.

### [eSAFETY](#)

## First Aid

Staff at Catherine McAuley College Bendigo are trained to offer First Aid when required. Students who are unwell or injured are taken to the General Office where staff provide First Aid. A student's illness or injury will be recorded on SIMON and the student may then rest in sickbay if required. Administration staff may also administer medication to students whose parents/carers have completed a Medication Authority form. It is critical that families regularly update their child's Medical Profile on PAM to ensure the College is well informed of important medical information regarding your child. First Aid and Administration of Medication policies can be found on PAM.

The College employs a Healthcare and First Aid Coordinator who liaises with staff about students' individual medical needs across the whole College and manages the health care of students including the provision of first aid. The role also oversees administration of confidential student medical profiles and maintenance of the first aid rooms and first aid supplies.

## Mercy Values

An education in the Mercy tradition invites us to take up a challenge - one that encourages us to develop fully our own God-given talents. At the same time, it enkindles within us a desire to assist others, so that they too 'may have life, and have it to the full' (John 10:10). The Mercy Values are - Compassion, Justice, Respect, Hospitality, Service and Courage.

## Houses

On enrolment each child will be allocated into a House to form a community. House activities and competitions are popular features of student life. All students are invited to participate and compete in a range of sports and events that are organised throughout the year.

### HOUSE INFORMATION



## Pastoral Care

The College is committed to providing the best possible outcomes for each student and is focused on the wellbeing of each individual in every lesson, every day. Student's individual needs will be understood and nurtured through the collaborative approach with families, to support growth, recognise achievements and provide targeted assistance.

This collaboration will be supported through the structure of each year level: the two Year Level Coordinators, the Year Level Learning Leader and the Learning Diversity leader will lead the year-level team to know all students and respond to their needs. The morning routine, including prayer, acknowledgement and administration tasks will occur during normal classroom sessions in the first period of the day.

- For concerns around student learning in a specific subject, families are encouraged to contact the classroom teacher.
- For concerns related to the whole year level learning, email the Year Level Learning Leader.
- For questions about a whole subject across the year, contact the Learning Leader of the learning area.

All teachers play an essential role in building relationships with students, and this will be amplified in every lesson, every day. Students and parents have access to daily messages and should ensure they stay informed, while urgent messages will be highlighted.

## Supports

Individual support for students may also be provided by Year Level Learning Leaders, the Year Level Coordinator, the Learning Enrichment and Wellbeing teams, allied health professionals, Koorie Education Worker, Pathways Learning Leader and Careers Practitioners.

### WELLBEING

## Tiers and Interventions

Maintaining a safe learning environment is achieved by operating with a restorative approach using a "tiered" pastoral chain. All incidents are reported directly to a specific member of the pastoral chain, as well as being recorded on SIMON, where trends may be identified and personalised strategies developed to better support students.



## Student Code of Conduct

The Student Code of Conduct provides a framework within which students are able to develop the pro-social behaviours which are acceptable within the broader community and reflect the Mercy Values fundamental to the culture of the College.

The Student Code of Conduct provides an outline of the behavioural expectations for students when they are on the school site, moving to and from school, travelling on public and contract transport services and when attending sporting events, school functions, excursions, and other activities.

### [CODE OF CONDUCT](#)

## Social and Emotional Learning

The College offers a comprehensive Social and Emotional Learning (SEL) program that is specifically embedded into health and PE and Year Level's structured SELS periods, as well as integrated through all classes throughout the learning week.

## Berry Street Education Model whole-school approach

CMCB takes a whole-school approach to wellbeing using the Berry Street Education Model (BSEM). The BSEM approach is based on a Trauma-Informed Positive Education Program that provides strategies for learning and teaching that enable teachers to increase engagement of learners and to successfully improve all students' self-regulation, relationships, wellbeing, growth and academic achievement. The College provides opportunities throughout the school day for students to focus on physical and emotional regulation of stress responses, de-escalation in the classroom context and mindfulness.





## School Wide Positive Behaviour Support

School Wide Positive Behaviour Support (SWPBS) is a framework used to develop positive, safe and supportive learning environments. The College has three clear behaviour expectations that apply at all times: Be Respectful, Be Responsible and Be Kind. These expectations are taught to all students by all staff, using common language to discuss behaviour.

SWPBS promotes:

- increased respectful and positive behaviour
- increased time focused on instruction
- improved social-emotional wellbeing
- positive and respectful relationships among students and staff
- increased adoption of evidence-based instructional practices
- a predictable learning environment with improved perceptions of safety and increased attendance.



**CATHERINE  
McAULEY  
COLLEGE**

*Living Mercy*

## Whole School Behaviour Expectations

| <b>BEHAVIOURS</b><br>The three B's | <b>Learning Spaces</b>  | <b>Assemblies<br/>Liturgies<br/>Masses</b>  | <b>Yard, Canteen<br/>and Lockers</b>   | <b>Online</b>   | <b>Wider<br/>Community</b>   |
|------------------------------------|---|---|--|---|--|
| <b>Be Respectful</b>               | <ul style="list-style-type: none"> <li>✓ Listen actively.</li> <li>✓ Care for the learning space.</li> <li>✓ Enable teachers to teach and allow students to learn.</li> </ul> | <ul style="list-style-type: none"> <li>✓ Listen actively.</li> <li>✓ Participate fully.</li> <li>✓ Be mindful of those around you.</li> </ul> | <ul style="list-style-type: none"> <li>✓ Bin waste correctly.</li> <li>✓ Respect personal space.</li> <li>✓ Care for our common home.</li> </ul> | <ul style="list-style-type: none"> <li>✓ Adhere to the computer user agreement.</li> <li>✓ Choose language carefully.</li> </ul>  | <ul style="list-style-type: none"> <li>✓ Proudly represent the college.</li> <li>✓ Be aware of your impact on others.</li> </ul>                               |
| <b>Be Responsible</b>              | <ul style="list-style-type: none"> <li>✓ Be ready to learn</li> <li>✓ Adopt a growth mindset.</li> </ul>  | <ul style="list-style-type: none"> <li>✓ Embrace our Catholic identity.</li> <li>✓ Embrace new experiences.</li> </ul>                        | <ul style="list-style-type: none"> <li>✓ Respond to staff directions.</li> <li>✓ Be an upstander.</li> <li>✓ Make good decisions.</li> </ul>     | <ul style="list-style-type: none"> <li>✓ Be aware of your digital footprint.</li> <li>✓ PAUSE (Positive, Accurate, Useful, Supportive, Ethical) before you post.</li> </ul> | <ul style="list-style-type: none"> <li>✓ Do what is right even if no one is looking.</li> <li>✓ Wear uniform correctly.</li> <li>✓ Be a role model.</li> </ul> |
| <b>Be Kind</b>                     | <ul style="list-style-type: none"> <li>✓ Use manners</li> <li>✓ Consider other points of view.</li> <li>✓ Be inclusive.</li> </ul>  | <ul style="list-style-type: none"> <li>✓ Offer to assist.</li> <li>✓ Appreciate the gifts of others.</li> </ul>                               | <ul style="list-style-type: none"> <li>✓ Care for others.</li> <li>✓ Be inclusive.</li> <li>✓ Be mindful of your words and actions.</li> </ul>   | <ul style="list-style-type: none"> <li>✓ Manage your screen time.</li> <li>✓ Foster positive online communities.</li> </ul>   | <ul style="list-style-type: none"> <li>✓ Use manners.</li> <li>✓ Lead through service.</li> </ul>  |

*Compassion / Justice / Respect / Hospitality / Service / Courage*

# Learning Pathways

---

The College offers a broad range of subjects and program pathways. As students advance through the College there are more choices available, from planning Victorian Certificate of Education (VCE) or VCE Vocational Major in Years 10 to 12. Vocational Education and Training (VET) subjects are also available, which develop skills that carry through to the workplace. The College is committed to working closely with students and parents/carers, to work towards personal success in life beyond school.

## Careers

We have one of Victoria's most comprehensive careers and vocational counselling services, which provides information, advice and support for students and parents/carers. Our goal is to assist our students to develop the skills, knowledge, attitudes and behaviours that will enable them to be resilient, persistent, adaptable, flexible, and enterprising, and have the capability to manage their own career throughout their lives.

### [CAREERS & PATHWAYS](#)

## Data & Testing

Data is one of the most powerful tools to inform, engage, and create opportunities for students with their learning. Data is much more than test scores. Data gives us insight and helps us make connections that lead to improvements.

### [DATA & TESTING](#)

## Headstart

At the completion of the year, all current Years 9 to 11 students will participate in Headstart at our St Mary's Campus. This program provides students with an understanding of what learning will be like the following year.

## Year 7 Orientation and Transition

Year 7 Orientation Day aligns with the Department of Education date and is at the beginning of December. Information in relation to this process occurs following the completion of the College Enrolment Acceptance Form in our transition updates.

We seek to support our students' transition via opportunities to connect with the school prior to Orientation Day. These include:

- Open Day event
- Additional transition sessions

The transition experience continues in Term 1 for Year 7s, with a focus on Welcome and Community, aligned with one of our Mercy Education Values, Hospitality. The Year 7 Welcome Liturgy and Year 7 Camp are important parts of the commencement of Year 7.

# Learning Diversity

---

Our school community is committed to providing a curriculum that enables each student to experience success according to his/her unique personal capabilities. A range of interventions support student needs and are regularly reviewed through ongoing feedback to ensure they effectively target individual and group needs.

The College Learning Diversity Team is dedicated to assisting students with additional needs to experience success and achieve their personal best. A range of support methods are employed to help students who may have language and/or cognitive difficulties, physical disabilities and specific emotional and/or social needs.

## [LEARNING DIVERSITY](#)

### Targeted Interventions

CMCB offers targeted interventions through all years at the College to cater for students' diverse learning needs. At Coolock we have targeted support for English and Maths, and 'Life Skills' as structured intervention classes that support students at their point of need. The College tracks students' learning data and works with families on identifying students who may need these targeted interventions.

### Nationally Consistent Collection of Data (NCCD)

The College provides support to students who require additional physical, cognitive, sensory or social/emotional support. These students are provided with educational adjustments, or 'help', allowing them to participate in education on the same basis as students without a disability. We consider the uniqueness and dignity of each student and build respectful, collaborative relationships between students, teachers, families and the broader community. We must determine the degree of adjustment that has been provided and provide significant evidence (over at least 10 weeks) to justify the student's inclusion in the NCCD count. NCCD is the funding model allocated for each student's level of adjustment.



# Parents/Carers & the College

## Working Together

---

### Communication

**SIMON** is the Learning Management System used by Catherine McAuley College. It is used for staff and student messages, the College calendar, for student rolls, medical information, learning management, timetables and to access policy and procedures. It also has copies of correspondence to families and school links and forms.

The parent/carer interface of SIMON is **Parent Access Module (PAM)**. PAM is the go-to place for school-related student information for parents and carers. This is where permissions are given for school activities, absences logged, reports accessed, and parents/carers can track work that is due. [See more.](#)

New enrolments are sent login details to create an account in PAM. From here, parents/carers will be asked to update their child's Medica Profile (repeated before the start of each academic year for each child).

#### [PARENT ACCESS MODULE \(PAM\)](#)

### Personal Digital Devices (PDD)

On arrival at school, all personal digital devices (PDD) are to be switched off and stored in lockers until the last bell of the day. This rule is to help focus students' attention in the classroom, by providing them with a safe learning environment as well as greater opportunities for social interaction and physical activity during breaks. Personal Digital Devices include, but are not limited to, mobile phones, tablets, earbuds and smart watches.

#### [PERSONAL DIGITAL DEVICES](#)

### Attendance

We expect that all students attend school each day, participate in all classes and remain on the property for the duration of the day. Catherine McAuley College Bendigo has a legal responsibility to account for the presence of students at school and in each class.

Schooling is compulsory for children and young people aged from 6 – 17 years unless an exemption from attendance or enrolment has been granted. Daily school attendance is important for all children and young people to succeed in education and to ensure they don't fall behind both socially and developmentally.

If a student is absent from school this must be reported to the College. This can be done by entering a Student Absence via PAM, calling and speaking to administrative staff, leaving a message, or emailing the College. (Click on "Parent Notified Absences" on [PAM](#)).



Parents and carers will receive a text message if your child has been marked absent from their morning classes and we ask that you contact the College with an update. Please refer to the Attendance Policy on PAM.

When **arriving late** to school, students must enter the College via the General Office so that a Late Pass can be recorded on SIMON. Late arrivals should be notified by the parent/carers via PAM or alternatively, students are encouraged to bring a note which explains the circumstances of their late arrival. After the Late Pass has been entered, the student is to move directly to the current period.

**Leaving early:** sometimes families may need to collect their child from school during the day due to appointments or family emergencies. Parents and carers should notify the General Office in advance (to be entered as a Leave Pass) by phone or email. To reduce the impact of class disruptions, students should be collected in the appropriate break time prior to the appointment. Prior to departure, students must visit the General Office and wait until they are collected.

- **St Marys:** 10.33 - 10.58am OR 1.10pm - 1.50pm [absencesstmarys@cmc.vic.edu.au](mailto:absencesstmarys@cmc.vic.edu.au)
- **Coolock:** 11.17 - 11.42am OR 1.10pm - 1.50pm [absencescoolock@cmc.vic.edu.au](mailto:absencescoolock@cmc.vic.edu.au)



## Grievances

We understand that there will be times when you will have concerns. It is important to receive feedback about positive relationships and to clarify or resolve complaints or concerns. In responding to concerns, it is the aim of the College to value and respect each individual and their relationships. As a College community, we recognise the importance of good communication and that talking with the person concerned is the first step in resolving the issue. The classroom teacher is usually the best person to handle routine concerns about matters within their classroom and/or area of responsibility. The Year Level Coordinator may also be an appropriate initial reference contact. You may wish to refer to the Complaints and Grievances Policy via PAM for *informal* and *formal* options for raising your concerns with the College.



The [Complaints and Grievances Policy for Students, Parents and Carers](#) is available on SIMON.

## Parent Code of Conduct

The Mercy Education Parent Code of Conduct encourages the development of effective and positive relationships within its school communities. It expects that parents/carers and the wider school community will embrace the Mercy values of Compassion, Justice, Respect, Hospitality, Service and Courage, and respect its traditions and practices. Each Mercy Education school adopts the Mercy Education Parent Code of Conduct for its school community.

## Staff Code of Conduct

The Staff Code of Conduct has been developed to provide a framework of appropriate and acceptable behaviour expected of all MEL employees and volunteers in respect of their duties. The principles contained within the Code of Conduct promote MEL's education values of Compassion, Justice, Respect, Hospitality, Service and Courage.

## Excursions and Activities

Parents and carers will be requested to approve their child's participation in any activity outside the College. This will be in the form of an email requesting they log in to PAM for excursion/activity details. Approval is required for their child to attend any external College event. Please refer to the guide on PAM.



# Supporting Families

---

## Bikes

Our Coolock Campus is well serviced by bike paths coming from a number of directions. Many students utilise these trails. Our central St Mary's location also allows Year 10 to 12 students to ride to school. Students should stow their helmet in their locker and are required to use their own locking device to secure their bike. Suitable places are provided at both campuses to store bikes during the school day.



All students should follow Government laws and College directions regarding bike safety.

## Booklists

We try to keep Booklist items to a minimum. Orders are placed online, and you will receive annual instructions about ordering via Campion.

## CDFpay

CMCB uses an online payment system called CDFpay for canteen orders, uniform extras (such as hats, rugby jumpers, Year 12 hoodies), events, fundraising and more. Parents and carers can manage remote payments as required at any time of day.

[CDFPay](#)

## Canteen

The canteen menu and instructions on how to order are available on PAM. Canteens at Coolock and St Mary's use the cashless, online ordering option CDFpay. Both canteens accept cash and EFTPOS. Mobile phones may not be used to make purchases.

[CANTEEN](#)

## Transport

Catherine McAuley College Bendigo is well-served by the urban and country bus networks. Our website has information about the bus network, bus passes, conveyance allowance as well as timetables for all routes.

[TRANSPORT](#)

## Immunisations

Catherine McAuley College Bendigo hosts immunisations for Year 7 (Term 1 and Term 3) and Year 10 (Term 3) students. These vaccination programs are run by the City of Greater Bendigo.

### [IMMUNISATION INFORMATION](#)

## Policies

Student and Parent policies are available on PAM.

### [POLICIES](#)

## Fees

To continue providing an exceptional educational experience for our students, the College sets a fair and balanced fee structure. In keeping with our Mercy tradition, we aim to be compassionate and supportive to those experiencing financial challenges. If you are facing difficulties with fee payments, please contact a member of the Finance Team at [fees@cmc.vic.edu.au](mailto:fees@cmc.vic.edu.au). We are here to help, and assistance is available where there is genuine need, with complete confidentiality. For more information, please refer to our Fees Policy available on the College website.

### [COLLEGE FEES](#)

## Laptops

To ensure our students remain as leaders in technology, the College provides a laptop to all students. The cost to provide laptops and technology infrastructure is included in the family fee. In addition to the laptop, students are provided with a carry bag, a comprehensive collection of educational software, extended warranty, comprehensive insurance cover, full service and maintenance conducted by College technicians. If accidental damage is caused to the laptop, please complete the form linked on PAM. Please refer to the ICT Acceptable Use Policy and Network Password Policy on PAM.

### [ICT ACCEPTABLE USE AND FAQ](#)

## Lockers

Each student is allocated a locker with room for bags, books and hanging space for blazers. At the commencement of Year 7 students are issued a combination lock. These locks provide security for the student's possessions as long as students do not disclose their combination to other students. No two locks have the same combination. Students should keep their locker locked at all times and students are responsible for their lock. If your child needs a replacement lock, they should see the General Office. Locks can be purchased on CDFpay.


## Uniform

Catherine McAuley College Bendigo has clear Uniform and Dress Code expectations, which cover correct wearing of uniform, including hats and blazers, as well as accessories, hair, jewellery and makeup. These expectations accompany the College Uniform List.

### [UNIFORM INFORMATION](#)

# Keeping Connected

## College Communication



### Keeping Connected – College Communication

#### MOBILE APP

The Catherine McAuley College App is a great tool to be able to access everything from one place and receive important notifications.

**Parent Access Module**

- Timetable
- Excursions
- Correspondence
- Bookings

**Publications**  
What do you want to see

**Socials**

- Facebook
- Instagram
- Twitter

**Settings**  
Customise your experience

In addition to notifications via the Mobile App and the Parent Access Module (PAM) we may communicate via the methods below.

**EMAIL**

- Activity Permissions
- Reminders


**PHONE**


- 5445 9100

**TEXT**


- Absences
- Weather event
- Reminders



**Notifications**  
Personalise – Year level &/or Campus






**News**  
Rolling news feed of latest articles



[www.cmc.vic.edu.au](http://www.cmc.vic.edu.au)

## What can I find on PAM?



### What can I find on PAM?

<https://pam.cmc.vic.edu.au>


**Parent Notified Absences**  
View and record attendance and sick passes

**Daily Messages**  
Some of these are for students but all are for the information of parents/carers

**Medical Profile & Personal Details**  
View details – send updates to [info@cmc.vic.edu.au](mailto:info@cmc.vic.edu.au)

**Student timetable**  
Subject, Teacher names and rooms

**Learning Tasks**  
View all of the classes and the learning tasks



**School Activities**  
View the details and manage permissions for excursions

**School Links**  
Parent Resources, news and publications

**Calendar**  
Student and College activities

**Assessment Reports**  
End of semester reports

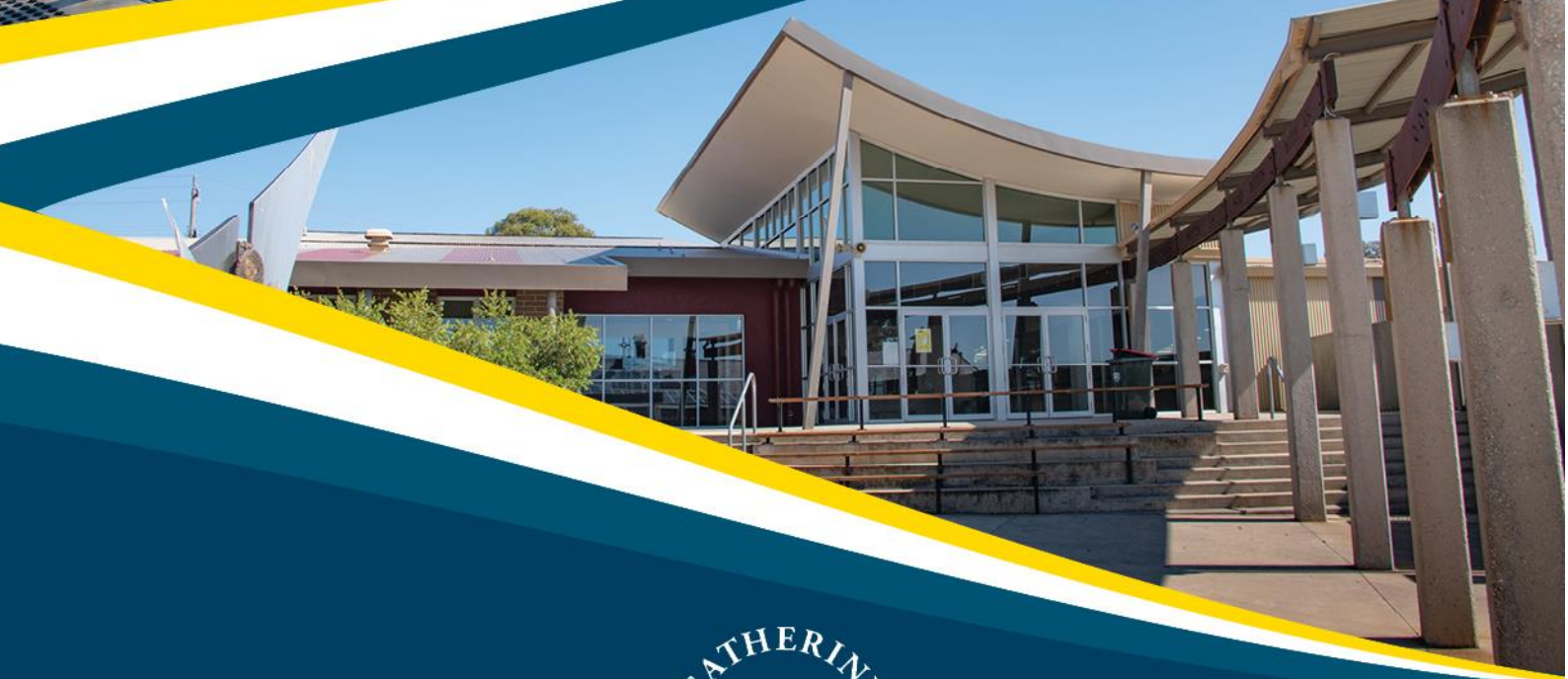
**Interview Bookings**  
Online booking for Interviews

**Email Teachers**  
Email one or all of your child's teachers

**Knowledge Bank**  
Correspondence: Whole College or Year level

**Policies**  
A-Z list





## Coolock Campus

(Years 7-9)

1 St Vincent's Road  
Junortoun 3551



## St Mary's Campus

(Years 10-12)

164 Barkly Street  
Bendigo 3550

 5445 9100

 [www.cmc.vic.edu.au](http://www.cmc.vic.edu.au)

 [info@cmc.vic.edu.au](mailto:info@cmc.vic.edu.au) [finance@cmc.vic.edu.au](mailto:finance@cmc.vic.edu.au) [principal@cmc.vic.edu.au](mailto:principal@cmc.vic.edu.au)