

2019

Parent Handbook

Cathedral College Wangaratta
A school of The Anglican School Commission (Inc.)



discover

belong

achieve

Term Dates 2019

TERM ONE	
Teaching Staff Commence	Tuesday January 29
All students commence	Thursday January 31
Labour Day holiday – Student Free Day	Monday March 11
Last day of Term One	Friday April 5
TERM TWO	
Whole School commences	Tuesday April 23
Anzac Day	Thursday April 25
Queen's Birthday holiday - Student Free Day	Monday June 10
Last day of Term Two	Friday June 28 (Note – Three week Holiday)
TERM THREE	
Whole School commences	Monday July 22
Last day of Term Three	Friday September 20
TERM FOUR	
Whole School commences	Monday October 7
Melbourne Cup weekend - Student Free Day	Monday November 4 and Tuesday November 5
Last day of Term Four	Friday December 13

The following is a summary of general information that you may find useful, as well as the standard procedures for the smooth, daily operation of the school. Please do not hesitate to contact us at the College if you have any questions or concerns:

PO Box 1086, Wangaratta 3676
 344 Wangaratta-Whitfield Road
 Wangaratta Vic 3677
 Tel: 03 5722 2144
 Email: office@cathedralcollege.vic.edu.au

We are delighted that your family is a part of our community.

School Structure

Governance

As a member of the Anglican Schools Commission (ASC), we are one of fourteen schools that operate under the same umbrella organisation. This system allows for productive collaboration between the schools, significant influence in educational matters and a secure financial backing.

ASC schools are co-educational communities of excellence and educational centres of caring. They deliver excellence in education, stressing high achievement in traditional academic subjects, balanced by comprehensive co-curricular and vocational programs.

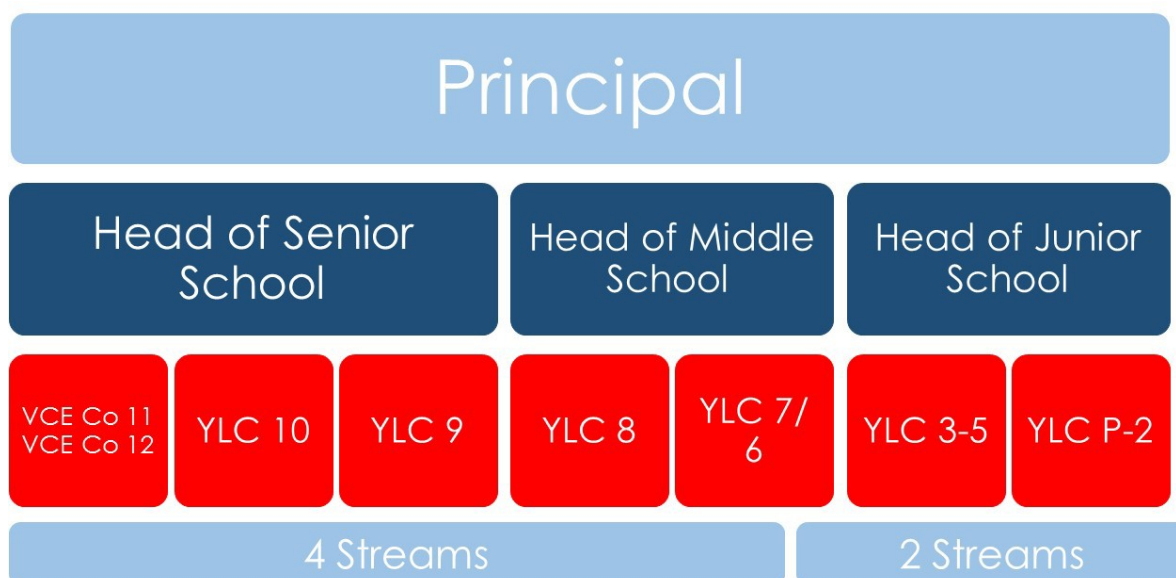
The ASC provides policy direction and support in the areas of finance and budgeting, industrial relations and capital development. It also provides the curriculum framework and professional development for Christian Religious Studies, assisting teachers to develop meaningful and engaging programs for students.

College Council

Cathedral College Wangaratta has its own School Council that oversees the core operations of the College. Made up of representatives of the Anglican Church, local professionals and other friends of the College, it works with the Principal in determining the strategic direction of the school. The Council adopts the governance policies of the ASC to guide its operations.

School Executive

The School Executive consists of the Principal, the Heads of School, Director of Studies, VCE Coordinator and the Head of Development. There are three sub schools that encourage belonging with a structure of two non-composite classes from Prep to Year Six and then four classes from Year Seven to Year Twelve.



College Guiding Principles

Our Commitment to Child Safety

As a school we are committed to a culture of child safety and we have zero tolerance of child abuse of any form. Please refer to the documents [here](#) at our website under Policies for our Child Safety Policy and Code of Conduct.

Our Policies

College Policies are available on our Website under Policies and we encourage parents and families to download and read them at their convenience.

Our Commitment to Democratic Principles

Cathedral College Wangaratta supports and promotes the principles and practice of Australian Democracy in its educational programs and policies. Specifically, we are committed to:

- accepting Governments that are duly elected
- the rule of law
- equal rights for all before the law
- freedom of religion
- fundamental freedom of speech and association
- the values of openness and tolerance

We are committed to living in peace with our fellow Australians irrespective of differences in faith, race or culture, and are committed to the social value of respect for all persons.

Our Aims

At Cathedral College Wangaratta we aim to:

- give a broad-based education, acknowledging that the prime purpose of education is learning, and learning is a discipline
- recognise the worth, dignity and capacity of each member of the school community
- help each student recognise and foster their individual strengths
- assist students to learn by providing opportunities for them to question, explore choices, create, solve problems, make decisions and pursue knowledge
- encourage students to make informed choices about their futures
- provide opportunities to develop leadership, tolerance and teamwork
- develop in each student a confident, positive, caring and enthusiastic attitude to life by offering opportunities for spiritual, moral, cultural, intellectual and physical development
- enable teachers to find professional fulfilment in their work, through appropriate responsibilities, through sharing of ideas and through a proper concern for career development

We encourage parents to share in the aims, participate in the life and consider the College as an extension of their own nurturing at home.

Contact Details

All staff have email addresses which adhere to the initial of first name followed by their surname @cathedralcollege.vic.edu.au

Principal Mr Adrian Farrer	principal@cathedralcollege.vic.edu.au
Deputy Principal and Head of Senior School Mr Keith Willett	kwillett@cathedralcollege.vic.edu.au
Head of Middle School Mrs Brigid Perkins	bperkins@cathedralcollege.vic.edu.au
Head of Junior School Mr Greg Newbold	gnewbold@cathedralcollege.vic.edu.au
Director of Studies (Curriculum) Mrs Julie Findlay	jfindlay@cathedralcollege.vic.edu.au
VCE Coordinator Mr Paul Carson Head of Development Mrs Lucy Bett Principal's Personal Assistant and Bus Coordinator Personal Assistant to Head of Middle School Mrs Francene Hoyle	pcarson@cathedralcollege.vic.edu.au lbett@cathedralcollege.vic.edu.au foyle@cathedralcollege.vic.edu.au
Personal Assistant to Director of Studies' and Head of Senior School Mrs Abby Gorman	agorman@cathedralcollege.vic.edu.au
Student Services and Assistant to Head of Junior School Mrs Sharon Nolan	snolan@cathedralcollege.vic.edu.au
Enrolments Ms Louise Trenkner	ltrenkner@cathedralcollege.vic.edu.au
Front of House and Student Absence Mrs Vicki Roberts & Mrs Jessica Drage	attendance@cathedralcollege.vic.edu.au
Accounts Ms Leanne Batten	finance@cathedralcollege.vic.edu.au
Chaplains Reverend David Jones Mrs Cathy Carden	djones@cathedralcollege.vic.edu.au ccarden@cathedralcollege.vic.edu.au
Learning Enhancement Mrs Cathy Carden and Mrs Mary Laughton	ccarden@cathedralcollege.vic.edu.au mllaughton@cathedralcollege.vic.edu.au
Outside School Hours Care (OSHC) Mrs Donna Brokken	oshc@cathedralcollege.vic.edu.au

Year Level Coordinators (YLCs)

Important in the Pastoral Care structure of the College, the YLCs have the responsibility to coordinate classroom and Homeroom staff in the delivery of Wellbeing programs at the College. In addition, they oversee the general welfare operations of particular year levels, providing support to class teachers and the relevant Head of School.

YLCs

P-2: Mrs Marcelle Gerrish	mgerrish@cathedralcollege.vic.edu.au
3-5: Ms Nell Parkes	nparkes@cathedralcollege.vic.edu.au
6: Mr Paul Weir	pweir@cathedralcollege.vic.edu.au
7: Mrs Kerrylee Bonacci	kbonacci@cathedralcollege.vic.edu.au
8: Mrs Michelle Lloyd	mlloyd@cathedralcollege.vic.edu.au
9: Mr Adam Graham	agraham@cathedralcollege.vic.edu.au
10: Mr Tim Gerrish	tgerrish@cathedralcollege.vic.edu.au
11: Ms Lauren Lee	llee@cathedralcollege.vic.edu.au
VCE Coordinator: Mr Paul Carson	pcarson@cathedralcollege.vic.edu.au

House System

An integral part of our school's pastoral system and a key vehicle for the delivery of sporting, cultural and performance challenges, the House system consists of six Houses arranged in a vertical structure that means Prep through to Year Twelve have meaningful connections in their House groups.

Named after local landmarks, Buffalo, Cobbler, Feathertop, Hotham, Stirling and Warby, all compete in a number of pursuits and the spirit engendered by these events creates a strong sense of connection.

Heads of House

 Hotham: Mrs Marcelle Gerrish	mgerrish@cathedralcollege.vic.edu.au
 Feathertop: Mr Matt Henderson	mhenderson@cathedralcollege.vic.edu.au
 Buffalo: Ms Nell Parkes	nparkes@cathedralcollege.vic.edu.au
 Stirling: Mr Paul Weir	pweir@cathedralcollege.vic.edu.au
 Cobbler: Mr Adam Clark	aclark@cathedralcollege.vic.edu.au
 Warby: Mrs Mary Laughton	mlaughton@cathedralcollege.vic.edu.au

Newsletter and App

Each fortnight the College provides a newsletter for the school community, outlining important information and detailing events that have recently taken place. A link is distributed via email to all parents once the newsletter has been published on the school website. We encourage you to take the time to read the newsletter as a way of keeping up to date with news, upcoming events and announcements from staff.

Our school website (www.cathedralcollege.vic.edu.au) hosts general information and a calendar of events which can also be accessed on your smartphone through the Cathedral College Wangaratta App.

Daily Organisation

Supervision of students commences at 8.30am each morning. Supervision also occurs at the end of the day, where teachers are situated at the bus stop as well as "Homeline" to ensure all students board the correct bus and are collected by parents. In the case where a student misses the bus or is not picked up, parents will be contacted and the child should wait at the Front Office in reception.

School lessons commence at 9.00am and conclude at 3.15am each day. The day consists of seven periods either of 40 or 45 minutes in duration. Students get a 20 minute break for recess and 45 minutes for lunch.

Bell times

PERIOD 1	9.00 – 9.45
PERIOD 2	9.45 – 10.30
PERIOD 3	10.30 – 11.10
RECESS	11.10 – 11.30
PERIOD 4	11.30 – 12.15
PERIOD 5	12.15 – 1.00
LUNCH	1.00 – 1.45
PERIOD 6	1.45 – 2.30
PERIOD 7	2.30 – 3.15

Diaries

Each student is issued with a school diary that should be brought to school every day. It is expected that students take the diary to each class in order to record any necessary information regarding homework or messages from teachers. This will assist in the development of responsibility and organisational skills, as well as self-discipline and good study habits. Parents are encouraged to record any concerns or messages in the diary to be passed on to teachers.

Timetable

The timetable operates as a ten day, alternating timetable where Week One and Two are different. Each timetable is written in a simple code, indicating the subject, relevant year level, teacher and classroom. Students in Years Six to Ten are given a new timetable at the beginning of Semester Two as they have a change in electives.

Each timetable is written in a simple code (please refer below) and the buildings can be seen in the map at the end of this document. Students, of course, should check with any member of staff whenever there is any confusion about their diaries, timetables or any other matter.

Timetable codes start with the subject followed by the year level, teacher, building and the classroom number.

e.g.: ENG9 WITT SS5 = English, Year 9, Ms Wittingslow, Senior School, room 5.

Homework

Homework is an important component in a student's education. It serves to reinforce classroom teachings and aims to establish strong study habits and individual learning. Expectations for the amount of homework a student is to complete depends upon their year level. Regular homework is expected to be completed by each student and is an integral part of the class work program.

Prep, Year One	Reading	Year Seven and Year Eight	1 Hour
Year Two	Reading	Year Nine	1 ½ Hours
Year Three	20 Minutes	Year Ten	2 Hours
Year Four	20 Minutes	Year Eleven	2 ½ Hours
Year Five and Year Six	30 Minutes	Year Twelve	3 Hours

We strongly encourage parents to be involved in their child's study at home as much as possible as a means of developing a better understanding of their child's education and learning.

Learning Enhancement

Cathedral College Wangaratta believes that Learning Enhancement helps children gather additional tools that engage students in a learning process that best enhances their individual learning style. The Learning Enhancement Department works with students and teachers to ensure that we are able to deliver a differentiated program across the school. Our staff work with students with learning difficulties as well as those seeking extension. Individualised Learning Plans are developed to help teachers create and facilitate programs that respond to the needs of the students in our care. If you would like to be in touch with Learning Enhancement, please contact Mrs Mary Laughton (Year Seven to Year Twelve) mllaughton@cathedralcollege.vic.edu.au or Mrs Cathy Carden (Prep to Year Six) ccarden@cathedralcollege.vic.edu.au

Parent Teacher Interviews

Parent Teacher interviews for students in Prep to Year Five are conducted towards the end of Term One and Term Three. Parent teacher interviews for Years Six to Twelve take place at the beginning of Term Two and Four, after the students have been issued their progress reports. This is an effective way of discussing your child's results and any concerns you may have. A letter is sent to parents with the progress reports at the end of Term One and Three, detailing how to organise an interview time through School Interviews Online.

Parent Teacher Interviews are an appropriate time to address any concerns or questions you may have. However, if at another time throughout the year you wish to speak to your child's teacher regarding any arising issues, you can contact them on their individual email to arrange a suitable time to call or meet in person.

Reports

The school year is divided into two semesters and each semester has two terms. At the end of Term One and Term Three, all students are issued with a Progress Report. This is a general indication to parents of their child's progress, attributes and effort in class. Students in Years Seven to Eleven are formally assessed with examinations at the end of each semester and parents are provided with a full formal report with their child's results at mid-year and end of year. In Term Two and Term Four, all students from Prep to Year Twelve will receive a comprehensive written report.

Student Absence and Illness

If a child is absent from school, we request that the parents/guardians inform the College prior to the commencement of the day. This can be done by either calling the school or emailing attendance@cathedralcollege.vic.edu.au. Please include the student's full name, Year Level, parent's name, reason of their absence and when they will be returning to school.

If a student is predicted to be absent from school for a substantially long time, parents are required to send a formal written request to the Principal in order to take students out of the school program during term time. This can be in the form of a letter that can be posted to the school or handed in by person, or an email to principal@cathedralcollege.vic.edu.au.

The College needs to be informed well in advance of any planned absences in the effort to organise schoolwork the student will miss. If a student is absent from school for prolonged periods because of illness or other special circumstances, we ask that you provide a Doctor's Certificate or any other relevant documentation supporting the student's absence.

Late / Early Leavers

In the case where a student arrives late to school, they are required to sign in either at the Front Office or at Student Services. If a child needs to leave school early, a message explaining the reason for early dismissal can be written in the student diary to be shown to the classroom teacher. The student needs to wait at either Student Services or the Front Office where their parent then needs to sign them out.

Health

Our First Aid and Anaphylaxis Management Policies are available on our Website under Policies and can be found [here](#).

Illness

It is the school's expectation that students should be kept home if they are ill. Resting promotes recovery and prevents diseases from spreading. If your child has an infectious disease we ask that they be excluded from school until advised otherwise and that you inform the school of their condition.

Students who become ill or injured at school are sent to Student Services for medical attention. Every effort by staff is made to aid and encourage recovery, however, when medical care is beyond the capacity of our staff, parents or emergency contacts will be notified and asked to collect the child.

In the case of a more serious incident, staff will not hesitate to contact an ambulance to assist a child when necessary. We strongly encourage all parents/guardians to have Ambulance cover for this reason.

Allergies

Students with an allergy are required to provide the school with an ASCIA Action Plan for Allergic Reactions which should be issued during the enrolment process. This form is supplied by your child's Doctor and must be updated to ensure correct methods are put into play in the case of an emergency. If any medication is to be administered to your child, having an Action Plan on file gives the school authority to do so. It is the responsibility of the parent to inform the school if any conditions change.

Although Cathedral College has not enforced the 'no nut' policy, we do encourage students to avoid bringing any product to school that contains nuts (Peanut Butter, Muesli Bars, Nutella etc). The promotion of a 'nut free' environment is more practical than the total exclusion of these foods, and is put into place to protect the safety of the students who suffer from severe allergies. We urge you to remind your children to not share their food with other students. The canteen also does not sell any nut products.

Anaphylaxis

Parents with anaphylactic students are required to supply the school with an updated ASCIA Individual Anaphylaxis Plan prior to the commencement of school. Epipens or any other form of medication needed, must also be provided. Individual Epipens as well as school backups are easily accessible in Student Services. The school needs to be informed if the student is required to personally carry their Epipen.

All staff undergo training on campus every six months to ensure they are adequately fit to assist a student experiencing an anaphylactic reaction. All teachers on Yard Duty during recess and lunch carry a first aid bag equipped with individual Epipens for anaphylactic students.

Asthma

Students who suffer from asthma are strongly advised to provide the school with an Asthma Action Plan during the enrolment process. If a student suffers from an asthmatic attack whilst at school and has no Action Plan on file, the College will follow the Asthma Foundation Policy for Schools.

If no specific and signed instructions are available, the instructions are unclear, or the person does not have an Asthma Action/ Care Plan, staff are authorised to begin the first aid procedure immediately based on the Asthma Foundation (as authorised by the Department of Education and Early Childhood Development).

Immunisations

A copy of each student's Immunisation status is required during the enrolment process and must be issued before the commencement of school. In the case where a child has not received Immunisations, the school requires a copy of an approved letter from the child's doctor stating the reasons why.

The Wangaratta Council provides a free school based Immunisation program for all Year Seven to Ten students. All Immunisations offered are in accordance with the National Immunisation Program.

Medication

Any medication required by a student needs to be handed in to Student Services for storage. This will ensure correct handling and administration of the medication including time and dosage. It is the responsibility of the parent/guardian to clearly label the medicine with the child's name, dosage requirement and frequency of administration. A Medical Authorisation Form can be obtained from Student Services and needs to be completed and returned to the College with the medication.

Headlice

Headlice are almost inevitable in schools and can cause frustration to families. It is important that you regularly check your child for head lice to prevent attraction and spreading. If live head lice are found whilst at school, the child will be sent home. All children with head lice are not permitted to attend school until treatment has been completed.

Travel to School

Should you have any enquiries regarding the bus system, please do not hesitate to contact Mrs Francene Hoyle at fhoyle@cathedralcollege.vic.edu.au

Regional School Bus Program

Students wishing to travel to Cathedral College Wangaratta utilising the Government School Bus Program are required to fill in a Bus Application form available from the College office. Once completed, this must be returned to the Bus Coordinator, Mrs Francene Hoyle. Once the application is received, it will be forwarded on to the Regional Bus Coordinator at the Wangaratta High School for approval. Following this, you will be contacted by the High School, informing you whether the application has been approved and if additional fees apply.

If you live closer to another Anglican School you may still be eligible to travel by bus, however, you will most likely be charged a fee.

Benalla and Bright Buses

We are pleased to offer our families privately chartered buses from Benalla and Bright. Fees do apply for students who travel on these buses. An invoice for these fees is issued with school fees.

Town Bus

To be eligible to access the town bus, students must live more than 4.8kms from Cathedral College. An Application for Permission to Travel and a Conveyance Form, available from the office, must be completed and returned to Mrs Francene Hoyle at the College. A bus fob will be organised on receipt of these forms. Students who live less than 4.8kms from the school may obtain a Bus Pass from Fallon's Bus Service for an additional fee.

Shuttle Bus System

At the beginning of the year, students are given a bus fob for bus traveling from Cathedral College to Wangaratta High School. In the morning, students are asked to get on the first available Shuttle Bus so they can get to school as soon as the bus fills up. In the afternoon, students are to remain on the Shuttle Bus they are allocated, for roll marking purposes and safety reasons. If students lose their fob, they are to see Mrs Francene Hoyle in the front office. Replacement fobs and lanyards are \$5 each.

Parent Responsibility

Parents/guardians are responsible for transporting their children to and from authorised bus stops and the safety of their children while waiting for the bus. It is important that parents waiting for bus passengers at a roadside bus stop wait on the same side of the road as the bus to prevent accidents.

Cycle to School

Students living in close proximity to the College are encouraged to ride their bike to school along the bike paths and leave their bikes in the bike racks on campus. Students are encouraged to bring their own bike lock.

Homeline

Homeline, located at the front of the College alongside Wangaratta-Whitfield Road, is where students are dropped off and picked up at school. We have designed a car park that allows students to be picked up/dropped off in a timely matter. One section is for the pick-up/drop-off zone where parents/guardians drive by to drop off/pick up students without having to park. The other section is designed for parents/guardians to park their car and collect their child. In the early part of the year, we have car park attendants in place to assist new users.

We ask that you cooperate with this system and do not park your car in the pick-up zone and then proceed to collect your child. The northern car park is for staff parking and buses, and parents are asked not to park in that area. It is our intention to make the car park operate as safely and efficiently as possible. In order to achieve this, we ask all parents/guardians to be patient and understanding of the busy times, and to be mindful of children around the car park.

Family Records and Financials

In order to keep family information correct and updated, we ask that you please notify reception should any details change, particularly in regards to medical and emergency contacts.

Terms of Payment

Fees are billed annually and are payable by the first week of Term One. Alternative arrangements may be made to pay your account to suit your financial needs. You can arrange a weekly, fortnightly or by Term direct debit by contacting the Accounts department via phone or emailing finance@cathedralcollege.vic.edu.au before the due date; otherwise fees are due as per the invoice. If you have a current payment plan agreement and your circumstances change, please notify the Accounts Office accordingly to discuss further options.

Methods of Payment

Instructions for payment are included on each account. The following methods of payment are accepted: cash, cheque, eftpos, credit card, direct deposit and direct debit. Cheques should be made payable to Cathedral College Wangaratta. Eftpos facilities are available on Campus. Credit Cards accepted include MasterCard and Visa. Please contact Ms Leanne Batten in Accounts to organise direct debit.

The College's Bank Account details are listed below if you are wishing to pay by Direct Deposit.

Bank:	Westpac	Account Name:	Cathedral College Wangratta
BSB:	706/001	Account Number:	30006452

When submitting your deposit, please include your Account Number and your Surname in the Message/ Reference section so your payment can be identified.

Family Sibling Discount Policy

Family discounts are applied to the total family tuition fee amount as follows:

Two Children – 15%

Three Children – 20%

Four or more Children – 30%

Early Payment Discount

Families who pay the annual fee on or before the due date are entitled to a 5% discount. This is applied to the fee amount after any other discounts, provided there are no other owing amounts.

Camps and Excursions

Students are expected to participate in camps and excursions. The cost of each camp/ excursion will vary depending on the activity; however, these costs are in addition to the total fees and levies. The camp levies are billed with the school fees for parent convenience.

Withdrawal or Absence of Students

A full term's notice in writing to the Principal must be given to withdraw a student from the College. Failure to provide full notice may result in the charge of a term's fee. No refunds are available for student absence.

Sibling Enrolment

Cathedral College Wangaratta is an open entry non-selective school and students are placed on our applicant list according to the date in which the school receives the Enrolment Application. Siblings are offered priority in the order of entry. The College requires an individual application form for each child confirming your intention to send your child to school. Application forms can be picked up from the Front Office or downloaded from the school website.

Should you have any queries about the College's enrolment process, please contact the Registrar, Ms Louise Trenkner, on ltrenkner@cathedralcollege.vic.edu.au

Uniform

The Uniform Shop is located on campus in the Office Building. The opening times are listed below:

Monday: 8.30am – 1.45pm

Wednesday: 8.30am – 4.00pm

Thursday: 8.30am – 1.45pm

Friday: 8.30am – 1.45pm

Full Uniform Lists and policies are available for download from the School Website.

Uniform Fittings

For new students enrolling at Cathedral College Wangaratta, the Uniform Shop allocates a two week period towards the end of Term Four for uniform fittings. Parents/guardians of new students will be contacted to make a fitting time that best suits them within this period. Appointments go for twenty minutes and the uniform is usually paid for and purchased at this time. Other arrangements can be made if needed and can be organised on the day.

Blazers

The blazer is our formal item of uniform and students are required to wear it on certain occasions such as Presentation Night, Carol Service, and at many times both during and after school. The blazer is compulsory in Term Two and Term Three. There may be, from time to time, a special event during these months where blazers are required. In this case, staff will advise students in advance. Students are to wear blazers to all Assemblies and Chapel services each Wednesday from Term Two (unless instructed otherwise). Year Twelve blazers are trimmed in a braid of school colours. The jumper may be worn underneath the blazer on colder days.

Changeover to Winter/Summer Uniform

Essentially, Summer uniform is worn in Terms One and Four, while winter is worn in Terms Two and Three. However as autumn days can be very warm, Summer uniform is worn until May 1, followed by a two week transition period where either full Summer or full Winter uniform may be worn. Winter uniform should be worn from this time until the end of Term Three. Again there will be a two week transition period at the start of Term Four when either full Winter or full Summer uniform may be worn. Each year these dates will be confirmed in the newsletter.

Hats

Hats are compulsory for all students in Terms One and Four. Middle and Senior School students may choose either the broad rimmed or bucket style hat, and the cap is available for Senior School students.

Sports Uniform

The sports uniform is designed for comfort and practicality. It is especially important that it be worn completely and correctly in presenting our image at external events.

The sports uniform must be worn for all Physical Education classes and sporting activities. Cathedral College Wangaratta athletic tops (provided by the College) are worn when representing the school at Interschool or other external sporting competitions.

Outside School Hours Care (OSHC)

Cathedral College Wangaratta provides an “outside school hours” service (OSHC) providing high quality childcare in a safe, enjoyable and caring environment. The service is provided at a minimal cost and provides flexibility for parents. The service is available five days a week, on pupil free days and during the third week of the mid year holidays. There are limited places available.

An enrolment form must be completed and submitted to the service before a child is considered to be enrolled. Parents will also need to contact Centrelink to obtain a customer reference number; many families will be entitled to a rebate. OSHC care bookings or cancellations must be received before 2.00pm.

Mrs Donna Brokken can be contacted via email oshc@cathedralcollege.vic.edu.au or call Sharon Nolan, Student Services, 5722 2144 to book a place.

Parents and Friends of the College

Many parents are involved, in a volunteer capacity, in the life of the College. It is an excellent way to contribute to the school and support the students’ learning, and it allows for opportunities for social connection with other school parents.

The Parents and Friends Association is made up of parents within the College community who work together for the benefit of all students at our school. They raise funds to provide additional items for the College and they organise many events including fundraisers and social gatherings. All parents/guardians of students at the College are encouraged to become members. Please express your interest to Mrs Lucy Bett at community@cathedralcollege.vic.edu.au.

Working with Children Check

The Working with Children Check helps protect children from physical and sexual harm. It does this by screening people's criminal records and professional conduct, and by preventing those who pose an unjustifiable risk to children from working with or caring for them.

All adults engaged in child-related work at Cathedral College Wangaratta including contractors and volunteers, are required to hold a Working with Children Check and to provide evidence of this Check to the College. The College will maintain a Working with Children Register. To find out whether you need to apply for this Check please download the PDF from our website [here](#) or follow this link to the [Working with Children Check](#) website.

General Information

Booklists (Middle and Senior Schools)

Booklists are to be completed online through our Website. If you have any difficulties accessing or ordering books online please contact North East School Supplies on 5721 3758. Our booklists are available on our website or can be obtained from the Front Office at the end of each year in preparation for the following academic year.

Lost Property

Lost property is placed in Student Services. We advise parents to clearly label all items of clothing and other items of property to ensure they are returned in a timely manner.

Chapels and Assemblies

From time to time we attend Holy Trinity Cathedral at The Close (41 Ovens Street) for Chapel. Students are required to wear their blazers in Terms Two and Three. Junior School Assembly is held every fortnight on a Wednesday.

Visitors on Campus

Families and friends are always welcome to visit the College; however, in the interests of the safety of our students, visitors/volunteers must sign in and out at all times at the Front Office.

Music

If you would like your child to play a musical instrument, please fill in a form from the website and nominate the instrument your child would like to learn. Lessons are for twenty minutes each week for Prep to Year Five students, and forty minutes for students Year Six to Year Twelve. Students need to buy or hire their instrument if they do not already own one. Please contact the music department for any further information.

Mobile Phones and Contacting students

If you wish to contact your child during school hours, please call the relevant office before 2.00 pm, especially if it is in regards to their travelling home arrangements.

If students need to return your call, then they are able to do so from the office. There is no need for students to use mobile phones at school and, in order to maintain security and to focus on the tasks at hand, students are not to do so during school hours.

Camps and Excursions

Students will be invited to go on various excursions throughout the year. Additionally, each Year level has a Camp that usually involves a residential component. Permission slips and information will be sent home in advance with details of such events. Excursions are not covered in tuition fees and the cost of the events depends on the nature of the occasion.

Canteen

H&H Canteens are committed to providing a great selection of freshly prepared meals using quality ingredients. The School Canteen will be open at both recess and lunchtime for students to access healthy meals at affordable prices. A variety of hot and cold foods and drinks can be purchased. Please visit the College Website to access the service and place your child's order online. If you do not wish to use the online service, you may continue using the brown-paper bag system.

Prep - Year Five

Lunch orders are to be written on a brown paper bag, with name, classroom, and correct money secured inside. These should be placed in the lunch basket provided in the classroom. The orders are collected at 9.00am and once prepared they will be returned to Student Services. Classroom monitors will collect the baskets at recess/lunch and the teacher will distribute the orders.

Year Six - Year Twelve

Students can drop their orders into Student Services before 9am and collect their orders directly from the canteen.

Student Code of Conduct

Students are expected to abide by the student code of conduct that applies within the College buildings and grounds, during public transport to and from the School, and at all school functions and/or excursions. Even at other times it is expected that students are mindful of their role as ambassadors for themselves, for their family and for Cathedral College Wangaratta.

All students are expected to:

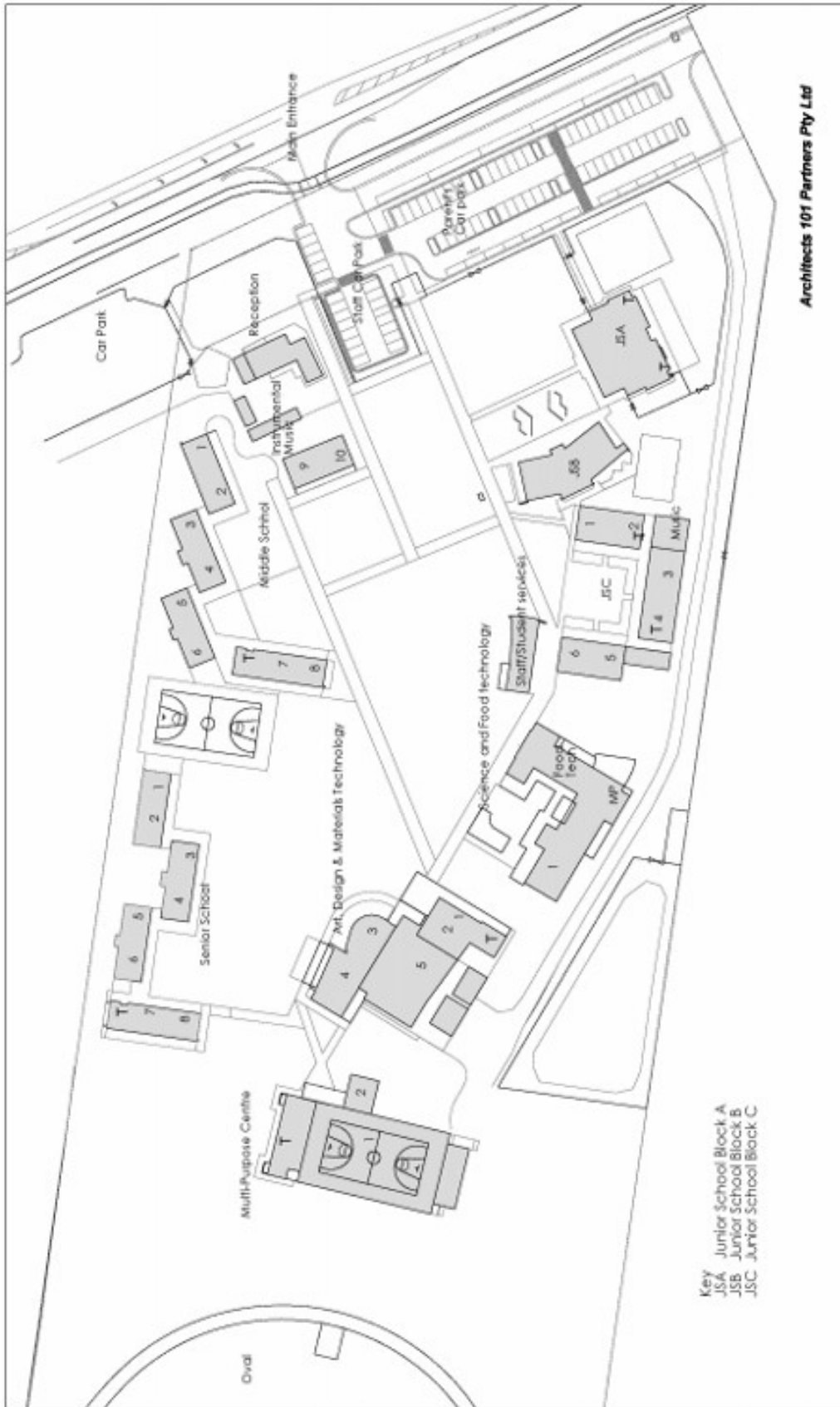
1. Behave in an appropriate way and with courtesy to all, respecting the rights, learning and property of teachers and other students. This includes consideration of others when moving around the school.
2. Actively participate in all learning activities and to work to the best of their ability at all times.
3. Display honesty at all times.
4. Take advantage of the academic, cultural and sporting opportunities offered by the College.
5. Represent the College in the various sporting and cultural events if selected to do so.
6. Comply with any reasonable instruction given by a staff member.
7. Properly use and care for school equipment, furniture, buildings and grounds.
8. Refrain from all forms of physical violence, intimidation, bullying, or provocation to violence.
9. Refrain from all forms of harassment and/or discrimination against other members of the School community.
10. Not invite onto the school campus or to any school related function or activity any person (with the exception of a parent/guardian) without the express permission of the Principal or the Heads of School.
11. Abide by the Uniform Guidelines by wearing their School Uniform with pride and distinction. Whilst engaging in activities that do not require uniform to be worn, students are expected to dress in a manner that is neat, appropriate to the occasion and not offensive to others.
12. Ensure that Cathedral College Wangaratta remains a drug and alcohol free environment. The use or supply of any drugs, including tobacco and alcohol, at the school or at any school function, excursion or activity is not permitted. Students must not attend the school or any school function, excursion or activity under the influence of drugs or alcohol.
13. Attend all scheduled classes, on time and for the duration of the lesson.
14. Bring all required equipment to classes, and must not rely on borrowing equipment from others.
15. Be ethical and honest when submitting homework and assignments by acknowledging the use of ideas and quotes from other sources and by agreeing not to copy, cheat or plagiarise the work of others.
16. Use computers and electronic forms of communication in an appropriate and responsible way.
17. Take pride in the appearance of the school and keep the School grounds and classrooms free of litter.

18. Agree that any personal mobile phone will be kept in the appropriate locker or school bag, or kept with a staff member, and will not be accessed during the hours of 8.50am to 3.15pm unless explicit permission is given to do so.
19. While at school or a school-related activity, there is to be no involvement with any ICT material or activity which might put a student or anyone else at risk (e.g. bullying, harassment, security of personal information etc).
20. ICT must not be used at any time to upset, offend, harass, threaten or in any way harm anyone connected to the school, the school itself or the wider community.
21. All electronic devices will be used at permitted times of the day and it is up to the individual teacher to govern when and how these devices are used within their learning area or area of responsibility.
22. Obey all Copyright laws and must not copy and/or use copied materials outside of the guidelines of federal Copyright Laws.

Breach

Students who breach the Code of Conduct may be sanctioned by the observing teacher, Year Level Coordinator or Head of School, as deemed appropriate given the nature of breach and the age of the student. The relevant Head of School will interview students who continue to breach the Code. Appropriate action, which may include behavioural contracts, detention, mediation or suspension, is at the discretion of the Head of School. The Head of School may refer the matter to the Principal, who has full discretion to take action including expulsion as deemed appropriate.

In accordance with applicable legislation and the School's Child Protection Policy, the Police and/or Department of Human and Health Services will be informed of any unlawful breaches of this Code.



Whether your child is coming to school for the first time or continuing his or her education at Cathedral College Wangaratta, we would like to assure you of our interest in every aspect of their development.

Our aim for them is that they will grow socially, achieve academically, have a strong sense of belonging, success and security, develop a love of learning, and have futures marked by aspiration, excellence and doing good in the world

We hope you find this handbook useful. Please use it as a reference and if questions arise which are not answered here, please do not hesitate to contact us with your feedback or suggestions.



**CATHEDRAL
COLLEGE
WANGARATTA**

*A school of The Anglican
Schools Commission (Inc.)*