Marian College is a Kildare Ministries sponsored Year 7 - 12 Catholic co-educational College that is nestled in the foothills of the beautiful Grampians National Park, in Ararat. Established by the Brigidine Sisters in 1888, Marian College has a very long and proud history of serving the parishes of Ararat, Stawell and Beaufort. The Brigidine sisters still own and operate the school and have a presence on staff and through the Stewardship Council.

As a community we are very proud of our school and its Brigidine identity and ethos developed so strongly over the years. We have a dedicated team of teachers who always strive to provide the best possible learning outcomes and co-curricular opportunities for our students.

The College is a progressive leader in the pastoral care of our students, with the Teacher Advisor (TA) Program operating throughout Years 7-12. Every new Marian College student is placed with a teacher (their TA Teacher) who will have a crucial role in guiding them through the next six years of secondary schooling, both academically and socially. The TA Teacher also plays a vital role in developing strong links with the parents of their students to ensure that any concerns or issues are dealt with quickly and with great care. The TA Teacher becomes an advocate and role model in the lives of the students in their group.

Each TA Group is a member of one of four Houses: Clancy, Synnott, Barron and Kelly. All sporting events and many extra-curricula activities are organised according to Houses.

Over the past year, Marian College has undergone a series of major refurbishments. The College has recently opened the Sr. John Spurr Multi-Purpose Centre/Gymnasium. At a cost of 2.6 million, this facility is a state-of-the art sports and learning centre. Similarly, a 1.2 million Trade Training Centre has recently been completed offering university standard facilities to our students in the areas of Laboratory Skills and Food and Wine Processing.

It is certainly an exciting time to be at Marian College.

In finishing, I encourage all prospective parents to attend our Year 7, 2015 Information Evening in May 2015 at the School where we will warmly welcome new parents and prospective students to tour our College. In doing so, you will find that Marian College warmly celebrates the many and varied achievements of its students, is a College that is very proud of its heritage, and a school that is committed to ongoing excellence and improvement in learning and teaching.

John Crowley
Principal
Brigidine Identity Statement
Challenging students to be creative and critical learners who act with strength and gentleness in the Gospel tradition.

Graduate Outcomes
Young men and women with an awareness of spirituality and faith
- Who are welcoming, respectful and inclusive.
- Who are hope-filled, confident and reflective.
- Who embrace a life-long love of learning and strive for excellence in all they do.
- Who are responsible, independent and ready to be a contributing member of society.
- Who endeavour to bring positive change to their community.

Marian College Vision
A dynamic and nurturing school, Marian College is a Catholic school based on Brigidine Core Values where all students are welcome.

Students will experience a variety of creative opportunities for learning and personal growth through the power of education in a vibrant, caring school where every individual is encouraged to contribute purposefully to the life of the community.

A safe, supportive and stimulating environment will be provided to inspire our young people to become part of a generation responsible for bringing positive change to our world for today and tomorrow.

Brigidine Core Values

In Brigidine Education, we will:

Be faithful to our Catholic heritage

Welcome all people, especially the most vulnerable

Celebrate all that is good with joy and gratitude

Engender a love of learning, hope and a sense of purpose

Image and practise justice and service
Term Dates 2014

Term 1
Year 7 & 12 commence: Thursday 30th January 2014
Year 8, 9, 10 & 11 commence Friday 31st January 2014
Labor Day: Monday 10th March, 2014
Term One concludes: Friday 4th April 2014

Term 2
Students commence: Tuesday 22nd April, 2014
ANZAC Day: Friday 25th April, 2014
Queen’s Birthday: Monday 9th June, 2014
GAT: Wednesday 11th June, 2014
Term Two concludes: Friday 27th June, 2014

Term 3:
Students commence: Wednesday 16th July, 2014
Term Three concludes: Friday 19th September, 2014

Term 4:
Students commences: Monday 6th October, 2014
Year 12 last day: Wednesday 22nd October, 2014
Melbourne Cup Day: Monday 3rd and Tuesday 4th November, 2014
Year 12 Exams: Thurs. 29th October to Fri. 21st November, 2014
Year 11 last day: Friday 78th November, 2014
Year 11 Exams week: Monday 101th Nov to Friday 14th Nov 2014
Year 12 Early Start Program: Monday 17th Nov to Friday 28th November, 2014
Year 10 finishes: Wednesday 3rd December, 2014
Year 9 finishes: Thursday 4th December, 2014
Years 7 & 8 finishes: Friday 5th December, 2014

College Functions
Throughout the course of the school year there are many whole school function at which students attendance is compulsory.
These include (where appropriate)
• Opening School Mass
• Feast of the Assumption
• Stations of the Cross
• Swimming Carnival
• Athletics Carnival
• Fred Hyde Day
• Graduation Mass (Year 12 students)
Management Structure

Leadership Team

Principal  Mr. John Crowley
Head of Curriculum  Mr. Greg Dean
Head of Applied Learning  Mr. John Coghlan
Head of School Operations  Mrs. Toni Stockwell
Head of Wellbeing  Mrs. Jenny Atkin
Head of Learning and Teaching  Mrs. Carmel Barker

House Leaders

Clancy  Mrs. Dani White
Synnott  Mr. Nick Lloyd
Kelly  Miss Steph Saravanja
Barron  Mrs Michelle Finch

Coordinators

Senior School Coordinator  Mr. Matthew Summers
Middle School Coordinator  Mr. Gerard Kelly
Junior School Coordinator  Mrs. Rhonda North
Enhancement Coordinator  Mrs. Carmel Barker and Mrs Jenny Wilkinson
Careers Coordinator  Ms Sharon Mann
Drama Coordinator  Ms. Teresa Tonks
Music Coordinator  Mrs. Katrina Bird
Bus Coordinator  Mr. Gerard Kelly
College Psychologist  Ms Amanda Craig

Heads of Faculty

Religious Education  Mrs. Toni Stockwell
The Arts  Mrs. Tess Tonks
Technology  Mrs. Megan Shea
Humanities  Mrs. Michelle Finch
Health & Phys Ed  Miss Amy Mathews
Science  Mr. Nathan Baker
Sport  Mr Michael Harricks
Mathematics  Ms Valerie Augustin
English  Miss Natalie Wirper
Acknowledgement
We acknowledge the traditional owners of the land on which Marian College is built, the Tjapwurong people, and we respect the presence of the spirits of their ancestors among us.

Prayer to St Brigid
St. Brigid
Mary of Ireland
Ask for us all today
The courage to do God’s bidding
Whatever the world may say
The grace to be strong and valiant
The grace to be firm and true
The grace to be faithful always
To God, His Mother and You.

Hail Mary
Hail Mary, full of grace, the Lord is with thee; blessed art thou amongst women, and blessed is the fruit of thy womb, Jesus.
Holy Mary, Mother of God, pray for us sinners now and at the hour of our death.
Amen

Our Father
(Lord’s Prayer)
Our Father, who art in heaven, hallowed be thy name; thy kingdom come; thy will be done on earth as it is in heaven.
Give us this day our daily bread; and forgive us our trespasses as we forgive those who trespass against us; and lead us not into temptation, but deliver us from evil.
Amen

Advance Australia Fair
Word and music composed by Peter Dodds McCormick
Proclaimed Australia’s National Anthem by the Governor General on 19th April, 1984.

Australia all let us rejoice
For we are young and free
We’ve golden soil and wealth for toil,
Our home is girt by sea:
Our land abounds in nature’s gifts
Of beauty rich and rare,
In history’s page let every stage
Advance Australia fair,
In joyful strains then let us sing
Advance Australia fair.

Beneath our radiant Southern Cross,
We’ll toil with hearts and hands,
To make this Commonwealth of ours Renowned of all the lands,
For those who’ve come across the seas
We’ve boundless plains to share,
With courage let us all combine
To advance Australia fair.
In joyful strains then let us sing,
Advance Australia
Bell Times

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<thead>
<tr>
<th></th>
<th>Normal Day</th>
<th>Assemby</th>
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<tbody>
<tr>
<td>Staff Briefing</td>
<td>8.35am</td>
<td>8.35am</td>
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<tr>
<td>TA Morning Homeroom</td>
<td>8.57am – 9.05am</td>
<td>NO HOMEROOM</td>
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<tr>
<td>Period 1</td>
<td>9.05am – 10.15am</td>
<td>8.55am – 10.00am</td>
</tr>
<tr>
<td>Recess</td>
<td>10.15am – 10.40am</td>
<td>10.00am – 10.05am</td>
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<tr>
<td>Period 2</td>
<td>10.45am – 11.55am</td>
<td>10.05am – 11.10am</td>
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<tr>
<td>Change over</td>
<td>11.55am – 12.00pm</td>
<td>11.10am – 11.35am</td>
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<tr>
<td>Period 3</td>
<td>12.00pm – 1.10pm</td>
<td>11.35am – 12.40pm</td>
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<td>12.40pm – 1.20pm</td>
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<tr>
<td>Lunch</td>
<td>1.10pm – 2.00pm</td>
<td>1.20pm – 2.10pm</td>
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<tr>
<td>Period 4</td>
<td>2.00pm – 3.10pm</td>
<td>2.10pm – 3.15pm</td>
</tr>
<tr>
<td>TA Afternoon Homeroom</td>
<td>3.10pm – 3.13pm</td>
<td>NO HOMEROOM</td>
</tr>
<tr>
<td>Dismissal</td>
<td>3.13pm</td>
<td>3.15pm</td>
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If your child is absent from school we require that you contact the Marian College Office either by

- phone on (03) 5352 3861,
- email to tmason@mcararat.catholic.edu.au,
- by sending a note or
- diary entry which explains your son’s or daughter’s absence.

If there is an unexplained absence from school, we will send an SMS message to you on the day to indicate this.

Canteen

- The Marian College Canteen is open at 7.30am every morning.
- A selection of hot and cold food is available during recess.
- Food brought from home can be heated or toasted (for a minimal charge).
- Ensure food intended to be microwaved is presented in a microwavable container and toasted food are enclosed in aluminum foil.
- To volunteer for canteen please contact Mrs. Marg Cain on 5352 3861.
Standards and Appearance

General Guidelines

Appearance and Uniform

The students of Marian College represent this school and our community, and their appearance should demonstrate respect for and reflect well on our school and its Brigidine values. Therefore:

- The College uniform should be worn correctly by all Marian College students.
- Hair colour for all students must be of a natural shade.
- All male students are to be clean shaven.
- Exaggerated hairstyles or hair colour, and use of make-up, will be considered a breach of the uniform code. It will be at the discretion of the Principal or head of school Operations to determine whether or not a particular student is in breach of the code.
- Correct PE Uniform, and appropriate footwear, will only be worn on days of PE practical classes or approved College events.
- School hats must be worn when outside throughout Terms 1 and 4.
- Body piercing and items or jewellery can pose a danger of entrapment in practical classes or result in serious injury in the case of rough play or collisions. Therefore only the following is acceptable:
  - Plain sleeper rings and/or small studs (no greater than 4mm) in the ear lobe or further up the ear.
  - A small stud (no greater than 2mm in the nose)
  - A wrist watch
  - Any other form of jewellery is unacceptable unless the Principal grants special permission.

Please note that eyebrow and lip piercing is not permitted. Students will be asked to remove such piercings if they are seen at school.

Special Uniform

Arrangements for Senior Students:

Uniform at Years 10 – 12

- Senior students (Years 10 – 12 only) are able to purchase a navy blue woollen v-neck jumper with the Marian College logo embossed on it.
- For boys, the woollen jumper is to be worn with a pale blue or fawn business shirt only. For girls, the woollen jumper can be worn over the summer dress, and in winter must be worn with a pale blue or fawn business shirt only.
- Ties are optional at Years 10-12. If students opt to wear a tie, it must be worn with the woollen V-neck jumper and/or business shirt.

Uniform options for students:

- College Blazer must be worn with pale blue business shirt and Marian College tie.
- For girls, only blue headbands and ribbons are permitted.

(Please note that the sole supplier for Marian College uniforms is Foster’s Mensland in Ararat and Stawell. Some second hand items may be available from the St Vincent de Paul shop in Ararat and from the Marian College Canteen).
Uniform

**GIRLS**

**WINTER**
- Regulation skirt worn with navy tights or regulation navy slacks or shorts worn with plain white socks.
- Pale blue short or long sleeved polo shirt or pale blue business shirt. Ties are optional at Years 10-12.
- Years 7-9: Blue polar fleece top with school logo.
- Years 10-12: Woollen jumper or blue polar fleece top with school logo.
- Black, leather, polishable, non-permeable lace up school shoes.
- A College scarf and beanie are available from Foster’s Mensland and is the only acceptable version of these items.
- Navy blue weather-proof jacket.

**SUMMER**
- Regulation Dress or
- Regulation navy shorts worn with a pale blue short or long sleeved polo top.
- Black, leather, polishable, non-permeable lace up school shoes. No T-bars or flat fashion shoes are to be worn.

**SPORTS**
- Regulation blue short or long sleeved polo shirt with school logo.
- Royal blue pleated skirt with matching pants and/or navy shorts (no stripes)
- Navy blue track pants (no stripes)
- College Rugby Top.
- Plain white sports socks, athletic shoes.

**BOYS**

**WINTER**
- Grey regulation trousers or shorts.
- Pale blue short or long sleeved polo shirt or pale blue business shirt. Ties are optional at Years 10-12.
- Years 7-9: Blue polar fleece top with school logo.
- Years 10-12: Woollen jumper or blue polar fleece top with school logo.
- Plain white or grey socks with shorts and trousers.
- Black, leather, polishable, non-permeable lace up school shoes or boots.
- A College scarf and beanie is available from Foster’s Mensland and is the only acceptable version of these items.
- Navy blue weather-proof jacket.

**SUMMER**
- Grey regulation trousers or shorts.
- Pale blue short or long sleeved polo shirt or a pale blue business shirt
- White or grey socks with shorts or trousers.
- Black, leather, polishable, non-permeable lace up school shoes or boots.

**SPORTS**
- Regulation blue short or long sleeved polo shirt with school logo.
- Navy blue shorts (no stripes)
- Navy blue track pants (no stripes)
- College Rugby Top.
- Plain white sports socks, athletics shoes.
In line with the requirements of the Occupational Health and Safety Act under which we are required to operate, the Marian College shoe policy states that all students must wear only full-fitting, traditional school shoes with lace up fronts that provide both a robust sole, good support for growing feet, and a non-permeable polishable leather upper that protects the entire top of the foot.

Black runners, walkers or skater shoes do not provide sufficient protection from toxic or scalding spills. Therefore they are not acceptable due to the perforations and mesh panels.

John Crowley
PRINCIPAL

T-Bar shoes, popularly worn by girls and previously acceptable as school shoes, will no longer be able to be selected for school. Nor will any shoe that has perforations or mesh inserts.

Bus Services

There are 11 bus services which convey students to and from Marian College each day.

Moyston Bus No 1  
Yalla-Y-Poora Bus No 2  
Willaura Bus No 3  
Country Bus No 4  
Elmhurst Bus No 5  
Warrak Bus No 6  
Armstrong Bus No 7  
Rossbridge Bus No 8  
Stawell Buses No 1 to 3

For student travelling from the Navarre area, Marian College has a specially chartered bus which collects and drops off Marian College students from the Stawell bus drop off points. This is a private bus operation which attracts an annual fee.

The Ararat Bus Service is organised by Christians Buses and Stawell by Sandlandts Buses.

Students travelling on buses need to complete the relevant forms as well as the Code of Conduct for bus travellers.

Students wishing to use the school buses must provide written permission from their parent/guardian to the Front Office in order to have a bus pass assigned to them.
Marian College has four Houses: Kelly, Synnott, Clancy and Barron. Students are allocated Houses in accordance with family connections.

**Kelly House**  
**Blue**  
**Sword**  
The symbol of Kelly House is a jeweled sword. The inspiration behind this chosen symbol is St. Brigid who, it is said, gave away her father’s valuable jeweled sword to a needy family so that they could sell it for food and shelter. The symbol of the sword emphasizes a commitment to social justice and altruism, and reminds us of what is truly important in society - equity and justice for all.

**Barron**  
**Red**  
**Fire**  
The symbol of Barron House is Fire. It represents light, warmth, welcome, transformation and passion for justice. The pre-Christian goddess Brigid was associated with fire as a symbol of energy and light. Keeping the flame alive became an important part of the work of Brigid’s monastery with people being given the task of keeping the fires alight because of the dependence of the monastery on fire for heating, cooking and many craft activities. ‘Brigid’s Fire’, a flame that was never extinguished, burnt in Kildare until the sixteenth century when King Henry VIII had it extinguished as part of the Reformation, a time when the Church of England broke away from the Catholic Church based in Rome.

**Synnott**  
**Gold**  
**Lamp**  
The chosen symbol of Synnott House is the lighted Brigidine lamp. The inspiration behind this chosen symbol is that the Brigidine lamp represents the light of Christ and the light of learning. The lamp emphasizes the importance of learning and is a common symbol across Brigidine schools. The lamp serves as a constant reminder that we are all on a lifelong path of learning and it represents the importance of all individuals involved in the Marian College community being members of a strong learning environment.

**Clancy**  
**White**  
**Dove**  
The White Dove symbolizes innocence, gentleness and peace. All qualities St Brigid was known for. Animals play a significant role in many of her legends, with St Brigid possessing a deep respect for all of creation. So, just as St Brigid cared for the animals, so to do we strive to be stewards of the animals and of the Earth.
Student Responsibilities
General Classroom Work Ethic

Marian College is a learning community and all students have the right to learn and teachers have the right to teach. The class environment must always enable this to take place.

Therefore:
• Students are expected to work in class as directed by staff member/s.
• Students are to follow staff instructions at all times.
• Students are to observe all safety regulations and practices in specialist subject areas. This includes the wearing of all required protective clothing/equipment.
• Students are expected to fully participate to the best of their ability in all class activities.
• Materials and equipment must be brought to all classes as required.
• There should be no unnecessary movement around the classroom/area.
• It is the staff member who dismisses the class, not the students. Students should not leave the class area until dismissed by the staff member.
• Students are expected to set out work as instructed and be as neat as possible in doing the work.
• Students should use the school diary for recording of homework, assessment tasks, etc.
• Homework as set is expected to be completed.
• All work is to be submitted by the due date.
• Computers are to be used for the purpose expected and not used for chatting, downloading inappropriate material, accessing inappropriate sites etc.
Respect for Others

Marian College is a welcoming community.

Therefore:

- Students are to treat staff and fellow students with respect at all times.
- Any form of bullying, harassment or fighting is a denial of the rights of others to feel safe and will not be tolerated.
- Students should listen to others and enable them to make a contribution in class.
- Students should cooperate with their teachers and other staff members.
- Students should not use ‘put downs’ and other inappropriate language.
- The consumption of alcohol, drugs, smoking or the carrying of cigarettes, alcohol, illegal substances or pornographic material whilst at school, in school uniform or at school functions is forbidden.
- The recording of images or voices without the express permission of the person involved is banned.
- Students must not run around the corridors or classrooms.
- Unduly rough play is not permitted.
- Students are expected to take the college newsletter and TA reports home to parents/guardians.
Travel

Students are expected to know and observe the regulations for travel to and from school.

Therefore:
• Bus travellers are to be courteous to and cooperate with the drivers and fellow passengers.
• Bus travellers are to travel only on their assigned bus unless parents request alternative arrangements from the school.
• Bike riders are to wear helmets and obey all road rules. Bikes are to be stored in the bike shed. The bike shed is locked during the day.
• Bike riders will enter the school from either end of the laneway.
• Students walking to school should use the recommended safe paths of travel and road crossing points.
• Students with a driver’s licence may drive cars to and from school provided:
  • The car is not used during the school day,
  • Passengers are not carried without permission from parents and the Principal.
• Students are to wear seat belts in buses where seat belts are provided.
Minimum Expectations of Students

All teachers at Marian College will insist that the following minimum expectations are followed in every class:

The classroom ought to be created and maintained in a cognitively stimulating manner

- Students should arrive at class on time
- Students respect school property at all times
- No student is to lean back / rock on their chair or put feet on desks
- Appropriate equipment for all classes
- There should be no graffiti/rubbish in the room before or after the class has finished
- No offensive/put down language permitted within the class
- Hands off rule in all classes
- No food/drink (apart from water) consumed
- No chewing of gum
- No liquid paper for Years 7-10
- Correct uniform worn at all times
- No make-up worn
- Use of Mobile Phones and Personal Electronic devices - see Guidelines on pages 15 and 16.
- Students do not leave any books on desks between classes
- No work to be left on blackboards / whiteboards
- Students are to stay in the classroom

Any student who does not meet these minimum expectations can expect to be referred to the Head of Wellbeing.
Marian College has a duty of care to all students and we need to know where all students are. Good learning needs regular attendance at school and punctual arrival at class. Permission to leave school grounds will not be automatically granted.

Therefore:
Students must attend all classes for which they are timetabled.

- A student must bring a note to the Front Office from their parent/guardian on their return after absence from school.
- Students are responsible for catching up on all work missed.
- Teachers should be informed if a student knows in advance that they will be away.
- Students should arrive fully prepared for class so that they won’t have to leave the classroom during the lesson to go to lockers, toilets, get drinks etc.
- Students must not be roaming the school during class times.
- If arriving late to school, students must report immediately to the Front Office and officially register their presence before attending classes.
- Students who arrive to class late will be asked to go to the Front Office to get a late pass.
- All students require written permission to leave school grounds from their parent/guardian. This permission will only be granted for a legitimate and important reason. Students should stay at school for lunch. A note requesting permission must be signed by the School Level Coordinator or TA teacher or L Team member.
- In cases where a note has not been brought, permission may be sought from the School Level Coordinator or the Leadership Team.
- Students are to receive a ‘Leave Pass’ from the office when leaving and present it to the Front Office on returning to the school.
Respect for Property

The school property, buildings and equipment are a shared resource for the good of all. Therefore:

- Students must not damage any school property.
- Because the dropping of litter shows a lack of concern for others and the environment, all litter must be placed in the bins provided.
- All classrooms should be left in a fit state for the next lesson; eg furniture returned to its correct place, whiteboards cleaned, rubbish in bins, etc.
- Students are not to operate lights, heaters, air conditioners, TVs, VCRs, DVDs etc.
- Follow instructions for the care and use of all equipment.
- Look after the furniture - no drawing on tables, no feet on furniture, no rocking back on chairs etc.
- Students should not be in classrooms or internal corridors at recess or lunchtime unless-attending a meeting or wet weather is declared and you are in your TA room.
- Food and drink are not consumed inside except-on wet weather days
- For specially organised and supervised functions
- Bottles of water only can be taken to class.
- Chewing gum is not permitted.
- Students are not permitted in specialist classrooms without permission.
- Students are not to enter any ‘out of bounds’ areas including Staff Offices, Staff Studies, the Staff Dining Room or the corridor adjacent to the office without permission. Students are to seek permission and assistance from a staff member.
- Students in Year 7-10 are not to use correction fluid.
Mobile Phone & iPod Guidelines

Any cases of students using mobile technology to cause harm or bully other students shall be treated seriously in line with other serious discipline breaches in the school. Marian College recognises that many parents give their students permission to bring their mobile phone to school and that there are times when it is genuinely appropriate and useful for students to have access to a mobile phone at school.

Marian College is committed to educating students around the issues of using mobile phones in a safe and responsible manner.

The following ‘common sense’ responsibilities apply with respect to mobile phones and iPods:

- Courtesy, consideration and respect for others are paramount at all times.
- There should be no inappropriate or offensive material on such devices.
- Mobile phones must be switched to silent during all classes, private study times, and when they are stored in a locker.
- Mobile phones and iPods may only be used during class time if:
  - expressly permitted by the classroom teacher.
  - used for learning related purposes
  - this does not interfere or harm other students or their learning
- During recess & lunchtime the use of mobile phones & iPods is permitted under the following conditions:
- use of the mobile phone/ipod is showing courtesy, consideration and respect for others
- the use is within the guidelines outlined in the Marian College Cybersafety Use Agreement.
- Taking photos or video at school must only occur for learning related purposes when permission is granted by the teacher and the individuals to be photographed.
- These guidelines also refer to the use of mobile phones during field trips, excursions or other off-campus supervised activities.
- They are brought to school and used entirely at the owner’s risk. Marian College cannot accept any responsibility for theft, loss, damage or health effects (potential or actual) resulting from mobile phone use.

Non-observance or breaches of these responsibilities may result in the mobile phone being confiscated at the discretion of the teacher.

Any student who is feeling unwell at school and needs to go home must arrange this through the Front Office.

Under no circumstances should students use mobile phones to contact home and make arrangements to leave except through the Front Office.

*‘iPod’ is taken to also refer to any type of portable music player.
Procedures for the use of personal laptops/devices by students

Students have the optional privilege of using a personal device (eg laptop, ipad, tablet, netbook) for studies at Marian College.

They may do so with the following provisions:
1. Only with the permission of the subject teacher.
2. It is only used for study purposes during any study periods.
3. It does not interfere or harm other students or their learning.

Any breach of these three conditions will result in the privilege being withdrawn.

Use of Internet

Procedures for the use of the internet by students on personal devices

Students have the optional privilege of using the school’s internet on their personal device.

They may do so with the following provisions:
1. The internet use via wireless internet is only through the school’s wireless system. This is available in the VCE area.
2. No student brings their own wireless broadband internet access for the purpose of using it at school.

Any breach of these conditions will result in the privilege being withdrawn.

Procedures for the use of the internet by students on personal laptops at Marian College Ararat.

Senior students (VCE) have the optional privilege of using the school’s internet on their personal laptop.

They may do so with the following provisions:
1. The internet use via wireless internet is only through the school’s wireless system. This is available in the VCE area.
2. No student brings their own wireless broadband internet access for the purpose of using it at school.
3. No personal laptop will be taken to a Computer Lab.
4. All personal computers must be given access via Computer Technician.

Nb: If the wireless internet is unavailable for technical reasons there is one socket point in each VCE classroom available for internet use via a blue cord.

Any breach of these three conditions will result in the privilege being withdrawn.

Procedures for the use of school computers and laptops and the internet provided by the school.

As per student agreement signed by all students at the commencement of the school year.
TA - Teacher Advisor

At Marian College the wellbeing of every student is important. Pastoral Care support is provided in several ways, mainly through the Teacher Advisor (TA) system. Every student is allocated to a TA group, TA room and House for the duration of their time at Marian College, meeting briefly together each morning and afternoon with their TA. Each group is made up of students from Years 7 to 12, and older students have an opportunity and responsibility to support younger students, especially those transitioning to secondary schooling.

The TA group provides a smaller community within our House structure, which is made up of 7 TA groups, coordinated by a senior staff House Leader and student House Captains.

Reports and PAM

All reporting, both TA and Semester, to parents/guardians is now electronic through the Parent Access Module (PAM) in SIMON. Parents/guardians will receive a sign-in to enable personal access. If you are unable to sign in, please contact the Marian College Front Office for assistance. Hard copies of reports are available to parents who are unable to access PAM.

The Teacher Access conducts one to one interviews with each student every 5-6 weeks to reflect on individual student learning, review wellbeing and to enable the student to set goals. This interview is a combination of teachers’ comments, feedback from the student and goal setting for improvement. This TA report is then uploaded on PAM for parents/guardians to see.

If you have any queries please do not hesitate to contact the TA or House Leader to discuss these.
Newsletter

Marian College produces a fortnightly newsletter which is distributed via email or hard copy every Monday. The newsletter is also available on the Marian College website at www.mcararat.catholic.edu.au

First Aid

A student who is injured or feeling unwell should inform their class teacher.

The student is to present themselves to the Front Office Staff who will assess their situation. We ask students not to directly contact their parents - please allow Office Staff to make this contact.

Office Staff will contact the parents about the student’s illness or injury and apply First Aid to the student: a full and comprehensive medical record of each student is confidentially maintained at the Marian College Office.

If the student is too ill to return to class, Office Staff will contact parents/guardian requesting that the student is collected and taken home.

No substances such as lotions or ointment will be administered to students. Hot and cold packs are available for non-intrusive pain relief.

Written permission for medications such as paracetamol or analgesics is essential if you consent to Office Staff administering such substances. Staff will still contact parents/guardians prior to administering the substance. If no written permission has been submitted, staff do not administer the medication. A copy of the Written Permission Form is in the back of each school diary, available from the Front Office or on the Marian College website (School Community - Documentation).

In the case of serious injuries and emergencies, Marian College will call an ambulance for medical assistance. A staff member will accompany the student at all times.

In the case of a urgent medical incident that requires medical assistance, Marian College staff will transport the student to the Ararat Medical Centre and remain with them until the arrival of parents/guardian.

Counselling Service

All teachers have received “Kids Helpline” training to enable them to assist students with problem solving.

Students who are experiencing personal problems, friendship issues or difficulties at school may be assisted in a number of ways.

They can talk with the teacher that they feel most comfortable with, their TA teacher, their School Level Coordinator and/or the Head of Wellbeing. Where further assistance is needed, referrals will be made by the Head of Wellbeing to specialist counsellors.

Marian College has a psychologist on staff who is able to work with students and parents.
Excursions

All Excursion Forms and Permission Slips are to be handed in at the Front Office prior to the departure date.

Students representing Marian College on excursions or sporting events are expected to comply with expectations in relation to behavior and the completion of work.

While on excursion, all school rules will apply: this includes the wearing of the appropriate school uniform.

No student will be permitted on an excursion unless a signed Excursion Form is lodged with the Marian College prior to the excursion.

This form authorizes the supervising teachers to seek medical attention if necessary. Verbal permission is not acceptable.

Students without a written consent form will not be permitted to participate in the excursion.

Absence From School

Parents are requested to contact Marian College Front Office via telephone or email tmason@mcararat.catholic.edu.au

The class rolls are marked at the commencement of every lesson.