



# Clairvaux MacKillop College

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**PRINCIPAL:** Mrs Laura Keating

**ENROLMENT:** 1150 students  
The college operates in four centres: Year 8 Centre, Junior Centre (Yrs 9/10), Senior Centre (Years 11/12) and Edmund Rice Centre (Integration Unit).  
Policy: Enrolment applications will be taken from Year 4 on.

**APPLICATION FEE:** The application fee for each child has been set at \$40.

**ENROLMENT FEE:** The enrolment fee for the first child has been set at \$200.  
**\$100 for each brother or sister - if the first child is a student of the College at the time of payment of enrolment confirmation.**  
**DO NOT SEND ENROLMENT FEE UNTIL REQUESTED.**

**TEXTBOOK HIRE:** The Textbook Department exists in Years 8-12. Three charges apply:

1. An initial charge of \$50.
2. As part of the school levy structure there is also a \$15 per student, per year, maintenance levy for textbooks.
3. The State Government Textbook Cheque which is paid directly to the school and not to the family. If a student leaves before the end of the year, a pro-rata refund is made unless any monies are owing.

The textbook scheme covers all textbooks except Dictionary, Bible and student workbooks which are written in by the student.

**OTHER COSTS:** Uniforms (new and second-hand).  
New students are expected to purchase a school-approved bible.



# Clairvaux MacKillop College

## Mission Statement

*“Jesus welcomed the crowds, spoke to them about the Kingdom of God, and healed those who needed it.”  
Luke 9:11*

### History and Context

Clairvaux MacKillop College is a co-education Catholic Secondary College that seeks to develop a unique identity of faith, hope and love, based on the vision and person of Jesus Christ.

From 1986 the College has continued to honour the history and vision of the Christian Brothers through Clairvaux College and the Josephite Sisters through MacKillop College. Today we are a community of students, parents and staff working together towards common goals.

**Our Mission is to work actively as a Christian learning community.**

This means that we work:

- To be welcoming, open to, and supportive of each other.
- To encourage students to relate to one another and to others locally, nationally and internationally with justice, respect, compassion, forgiveness and patience.
- To educate today's youth spiritually, intellectually, physically, socially, emotionally and morally.
- To offer curriculum that is suited to the needs, abilities and interests of the students.
- To provide encouragement and opportunity for each student to reach excellence as an individual.
- To foster in students the development of self-discipline, self-motivation, responsibility and accountability.
- To develop attitudes and skills in students that will assist them to contribute positively to society.

**As members of this College community we strive to be at peace with ourselves, with each other and with God.**



# Clairvaux MacKillop College

## Equity Policy

At Clairvaux MacKillop College:

- ◆ We aim to provide a learning environment which is socially supportive and physically comfortable for all members of the College community.
- ◆ All persons both female and male should be valued equally in all aspects of education.
- ◆ All resources and facilities should be equally allocated.
- ◆ All should use language that is inclusive of women and men.
- ◆ All persons should have equal access to the entire curriculum in a gender inclusive curriculum.





# Clairvaux MacKillop College

## Uniform

### Uniform Code

1. The correct uniform is to be worn between home and school and on other occasions as required.
2. Students are expected to be neatly and appropriately dressed.
3. All items must be clearly and permanently marked.
4. School shoes must be cleaned and polished.
5. Sports shoes may not be worn with the regular day uniform.
6. Violation of the uniform code will be cause for disciplinary action.

### The School Uniform

Items refer to the official Clairvaux MacKillop uniform. Further details are available from the College office regarding styles, colours and suppliers. No items may be worn as Clairvaux MacKillop College uniform without the approval of the Principal or Centre Coordinators.

#### The regular day uniform for girls consists of:

- Regulation maroon skirt
- Regulation white blouse and tie
- Regulation socks
- Standard Black leather lace-up shoes, low heels and soles
- College pullover

#### The regular day uniform for boys consists of:

- College shirt
- College grey walk shorts or College grey long trousers.
- Black belt
- Regulation walk socks
- Standard black leather lace-up shoes, low heels and soles
- College pullover.

#### Sports uniform - girls

- Regulation maroon sports skirt
- Maroon "runners" or sports briefs.
- Regulation sports shirt
- Regulation sports socks
- White sports shoes/joggers

**Note:** Regulation maroon bike niks/gym pants may be worn with the sports uniform only during HPE or sports activities.



# Clairvaux MacKillop College

## Uniform cont...

### Sports uniform - boys

- Regulation College sports shorts
- Regulation sports shirt
- Regulation sports socks
- White sports shoes/joggers

**Tracksuit** - A regulation College tracksuit is optional for wear at sports events and for warmth when wearing the sports uniform during Term 3. The tracksuit is to be worn as a complete unit and not as accessory parts to the regular day uniform.

**Grooming Girls** - Hair must be well groomed; shoulder length hair to be tied back with ribbons of the school colours only. All styles must be neat and tidy with hair worn off the face. Hair is to be of natural colour. No nail polish or make-up is to be worn to school.

**Grooming Boys** - Hair length must not fall below the collar line; fringes to be kept off the face. Hairstyles are to be suitable and appropriate to a student in school uniform. 1 and 2 style haircuts for boys are unacceptable. No undercuts. Hair is to be of a natural colour.

**Jewellery** - This is to be kept to a minimum. A Christian religious symbol on a chain, worn around the neck is acceptable, as is the wearing of a watch. Plain, small sleepers or studs [one in each ear, matching] may be worn by the girls - no earrings for the boys. No piercings in eyebrow, tongues or lips is allowed.

**Bag** - All students are required to purchase a College bag.

### Hat

**Sport** - All students must have a school hat with the College crest in their house colour.

**Dress** - Dress hats are available for both girls and boys to be worn with the day uniform.

**Blazer** - Optional

**All students require sports uniform** for Core PE as well as those studying Health and PE or Sports Studies. Students not in correct sports gear will not be able to participate and appropriate action will be taken.

**Safety:** Appropriate footwear and other items are required for certain subjects.

### Second Hand Uniforms

The shop is located on the top floor of the Edmund Rice Centre. It opens on the first Tuesday of each month from 8a.m.-10.00a.m.

If the first Tuesday occurs during the holidays, the shop will open on the second Tuesday of each month.

### School Shop Hours

Monday	7.45am - 10.15am
Wednesday	7.45am - 10.15am
Friday	7.45am - 10.15am



# Clairvaux MacKillop College

## Textbook Scheme

At Clairvaux MacKillop College there is no need to purchase textbooks for students. All textbooks are supplied through the Textbook Department. The scheme commenced in 1992 and has a collection well in excess of 40,000 books.

The department is funded by the Government textbook allowance which in 2000 was \$73 p.a. per student in Years 8, 9 and 10 and \$167 p.a. per student in Years 11 and 12 - an income of approximately \$115,000.00. The only direct costs to parents are a \$50 (non-refundable) textbook membership fee, payable upon enrolment, plus an annual \$15 book maintenance levy. This service represents a great cost saving to parents, as the average price of a textbook is \$36.00.

The Textbook scheme is a necessity in a school such as Clairvaux MacKillop College where the diversity of a vertical curriculum forms the basis of study for Years 8,9 and 10. Students in these year levels change subjects every semester, therefore requiring new textbooks every six months. Senior students have the advantage of not being locked into subjects owing to the prohibitive cost of replacing texts with new ones after a subject change is required. With a Textbook scheme students have more flexibility within the Curriculum.

At Clairvaux MacKillop College our policy is to ensure that all students have the textbooks they require. It is our responsibility to ensure that there are adequate numbers of texts and that texts reflect current trends and demands of the curriculum.

### How Does The Textbook Department Work?

◆ **Contract:** At the beginning of each year every student signs a contract acknowledging responsibility for books which are issued to them. Students promise to look after the books and return them on time. A monetary penalty is imposed on students who damage or deface books. As well as signing a Textbook contract students sign a printout, listing books which are issued to them. This is updated periodically as major texts are borrowed.

All students in Years 8, 9 and 10 return all their books in June and December. Senior students return their books according to the loan period of each particular title - major texts such as maths or accounting are on an annual loan while module style texts are lent out for shorter periods. Students have books for a period, just as long as is required to complete certain parts of the curriculum.

◆ **Books:** While each book is individual because of its barcode allocation, it also has been classified with regard to its physical condition. Four classification standards range from "A" for new texts to "D" for very old or damaged books. Students are expected to return books in the condition in which they borrowed them (allowing for normal wear and tear) and penalties are imposed if this does not occur.

◆ **Lost Books:** The current replacement price plus an administration fee (\$2 - \$3 per book depending on processing procedures) is charged per book. It is the responsibility of students to notify the Textbook Department if a loss occurs. In most circumstances replacement texts will not be issued until lost books are paid for.

◆ **Number of Texts issued:** The number of texts issued to students depends on the subjects studied. Some subjects have one or more texts while others don't require formal text books. Subjects such as tourism use "in house" coil bound publications produced by the school.

◆ **Random checks:** Students are expected to have their texts with them for class. Random book checks occur from time to time to ensure books are being looked after or that they haven't been lost.

◆ **Hours:** The Textbook Department is open five days a week from 8am - 3pm and can be contacted by phone through the main office.

◆ **Conclusion:** Clairvaux MacKillop students have access to a vast resource pool through the Textbook scheme. For example, there is a wide selection of novels to cater for the class needs of all students, from the very basic requirements to the extension requirements of those needing further challenges. The department is supplemented by the extensive research facilities offered in the Rosenskjaar Library at the College with its wide range of books and technology.



# Clairvaux MacKillop College

## Curriculum

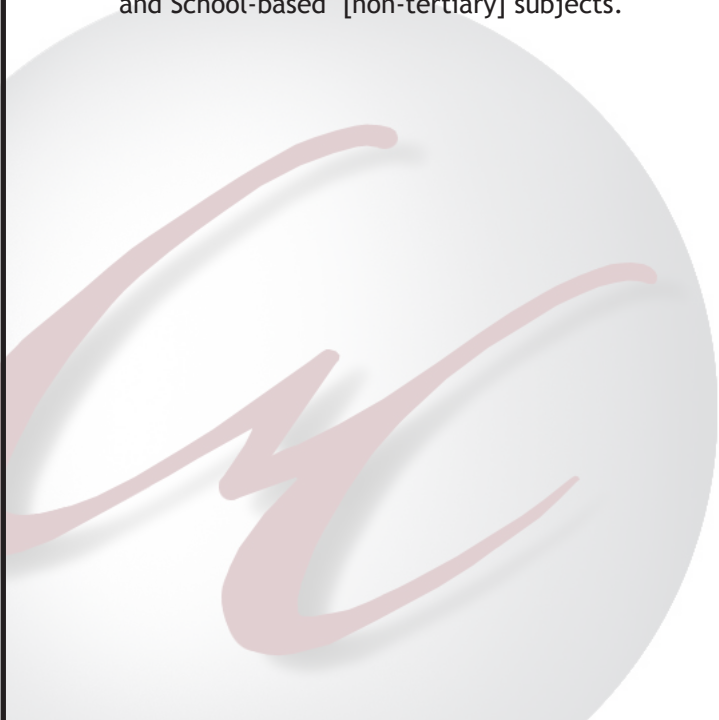
### The Structure

**Junior School: Year 8 - Year 10** - a broad, sound education

- ◆ **Academic Studies** - building on solid foundations
- ◆ **Flexibility** - delayed specialisation
- ◆ **Enrichment** - mastery learning
- ◆ **Extension** - beyond the basics

**Senior Phase of Learning: Senior Curriculum** - diversity, flexibility, valued pathways for life after school.

- ◆ **Academic Education** in broad study areas - all the major disciplines are represented.
- ◆ **Integrated and Specialised** - courses incorporating TAFE - linked programs/National modules which can be studied in conjunction with the academic course **OR** as separate specialised subjects.
- ◆ **Flexibility** - a student studies 7 subjects per Semester. Students can design a course to include any combination of QSA Approved [Academic] and School-based [non-tertiary] subjects.





# Clairvaux MacKillop College

## Vertical Curriculum in the Junior School

- It is an attempt to improve motivation by giving greater choice to students. Students are able to plan their own course of study on an individual basis.
- Students who are not doing well in one subject are able to repeat or move to another unit without repeating a whole year.
- More students should be able to progress quickly through a subject and do extension units.

### How Is It Organised?

#### Year 8 - End of Year 10:

Students choose different units in each of the 5 semesters.  
Units are grouped within key learning areas.

### What Will It Mean For Students?

The advantages of such an organisation for students include the following:

- A course of study can be planned on an individual student basis allowing for accelerated progress or repetition, as required.
- Progression is not automatic through the years but depends on performance.
- The variety of subject choice is expanded and can be adjusted for each semester, depending on staffing, resources and demand.
- Groupings can be varied to suit individuals and/or course priorities, i .e. ability, interests, maturity, etc.
- Traditional extra-curricular activities or new curriculum demands can be easily integrated without disruptions.
- Students, with parents, plan an overall course which can be re-evaluated and changed as needed, in an ongoing manner.
- Because the course is divided into independent units of study a variety of progress paths are possible.
- Acceleration and enrichment are far more possible for the talented student.





# Clairvaux MacKillop College

## Vertical Curriculum in the Junior School cont...

### How Can We Be Sure Students Will Choose Their Units Wisely?

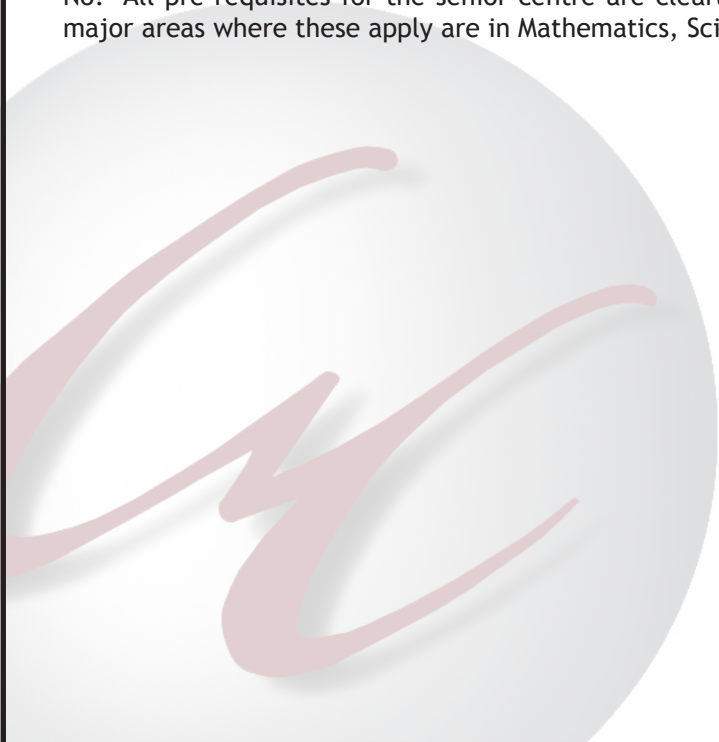
The curriculum which has been developed consists of units from each of the following learning areas [bands]:

- Language
- Mathematics
- Science and Technology
- Religion
- Social Education
- Practical and Performing Arts

Students must choose units from each of these areas during 4 of the 5 semesters. A student handbook has been published and students follow an extensive process of guidance, involving parents, pastoral care teachers and course consultants.

### Will Vertical Organisation Cause Any Problem For Students Moving From The Junior School To The Senior School?

No! All pre-requisites for the senior centre are clearly outlined in the Vertical Curriculum Handbook. The major areas where these apply are in Mathematics, Science and Language.





# Clairvaux MacKillop College

## Curriculum

In **Years 8 To 10**, students enter a vertically organised curriculum, where progression in each subject is independent of other subjects. Hence, students can progress quickly in subjects at which they excel, and spend more time mastering the subjects in which they encounter more difficulty. There are guidelines built around the six subject bands [Religion, Language, Maths, Science, Social Science, and Practical and Performing Arts] which ensure a balance to each student's course. Subject mastery and curricular flexibility are two advantages of the vertically organised curriculum.

In **Years 11 And 12**, students enter the senior phase of learning, where they accept a larger degree of responsibility for their own learning. Here, they can choose a course of study from a wide range of QSA approved subjects and/or from a number of School-based subjects [many of which have National Modules embedded in them] with the aim of achieving an OP or for working towards a goal related to vocational education and training. Currently, students must study an English, a Maths, a Religion, and four further subjects of their own choice. All offerings are shown in the accompanying table overleaf.

### Year 8

Religious Education  
English  
Japanese  
German  
Chinese  
Mathematics  
Science

Social Science  
Home Economics  
Art  
Health and Physical Education  
Technology Education  
Music

### Year 9 and 10

Religious Education  
English (Enrichment/Extension)  
Mathematics (Enrichment/Ext.)  
Science (Enrichment/Ext.)  
Japanese  
German  
Chinese  
History  
Geography  
Social Science  
Home Economics  
Health and Physical Education

Technology Education  
Computer Education (including Word Processing)  
Business Principals  
Art  
Music  
Speech and Drama

• *These subjects are delivered in Semester Units that make up the Vertical Curriculum.*



# Clairvaux MacKillop College

## Curriculum cont...

### Years 11 and 12

Accounting	Information Processing and Technology
Ancient History	Introduction to Fashion
Art+	Introduction to Industry
Biological Science	Japanese
Business Studies	Japanese for Business and Tourism
Certificate III in Children's Services (Child Care)	Legal Studies
Chemistry	Logic
Chinese	Marine Education
Computer Studies - Communication	Mathematics A
Design in Art	Mathematics B
Drama	Mathematics C
Economics	Mathematics Studies
Engineering Technology	Modern History
English	Multistrand Science
English Communication	Music
Geography	Physical Education
German	Physical Recreation Studies
Graphics	Physical Recreation-Sports Studies
Home Economics	Physics
Horticulture	Religious Studies
Hospitality Practices	Study of Religion
Human Biology	Technology Studies
Industrial Skills (Autocad)	Tourism Studies

All students participate in a **Life Skills** program. Students in Years 8-10 also have a **sport** program.

In Terms II and III the whole college participates in the local district **Winter Sport Competitions**.

Students in the Senior school are also able to be involved in **Industry Placement**.



# Clairvaux MacKillop College

## Discipline Policy

The College Code sets out the values that underpin our discipline policy. The College's school wide behaviour management strategy is based on the Responsible Thinking Process. While these values will not be negotiated, our discipline policy is subject to review.

### College Code

*We acknowledge and accept our College Mission Statement and we will strive to:*

- *value and respect ourselves and others.*
- *extend courtesy to all members of the College and wider community.*
- *do our best in all things.*
- *respect the rights of others as learners.*
- *accept responsibility for our own actions and decisions.*
- *enhance the good reputation of the College.*
- *respect the property of ourselves and of others.*
- *care for and respect our environment.*

### Rationale

We live in a time of ongoing change. Systems, including discipline systems, need to be responsive to change. However, there are underlying values that appear to be the cornerstone to individual and community growth. The system of discipline should contribute to the education of the whole person recognising their ability to make choices and developing their capacity for self-discipline. Such a process requires the school and the home to work collaboratively to help the individual to think realistically about their options and to make appropriate choices for themselves and the community to which they belong.

**“Love is patient and kind” [ 1 Cor. 13:4 ]**



# Clairvaux MacKillop College

## Discipline Policy cont...

### Purpose

- 1 To ensure members of our school community have a clear statement of Discipline Policy.
- 2 To articulate expectations of students, parents and teachers.
- 3 To promote justice.
- 4 To develop self-discipline.
- 5 To enhance learning.
- 6 To encourage safety.
- 7 To allow people to enjoy their time whether in learning or at play, while at school.

### Guidelines

- 1 While the gospel values implied in our discipline policy remain consistent throughout the college community, the policy recognises flexibility in expectations and responses commensurate with individual levels of development.
- 2 The implementation of our common policy should be in keeping with the ideals of Christian Justice and should be seen to enhance [and not reduce] the students' self esteem.
- 3 Our discipline policy promotes the idea that students accept responsibility for their own actions and behaviour at their appropriate level of development. Ultimately, true discipline is self-discipline.
- 4 While the pastoral care system encourages the fostering of close relationships between pastoral care teachers and students, pastoral care teachers need to recognise and respect the freedom of students to choose to seek help from any staff member.
- 5 Our discipline policy acknowledges that the possibility for extenuating circumstances exists, and an openness to this is necessary for justice to occur. Any discipline measure therefore must provide space for compassionate assessment of the situation.
- 6 One of the main aims of the college is to develop a sense of mutual respect among all members of the community.

This College recognises the value of role modeling in promoting the true spirit of discipline. It should be remembered that parents and staff are role models for the members of our school community. Similarly, students in the upper grades are seen as role models for students in lower grades.



# Clairvaux MacKillop College

## Responsible Thinking Process

This process is intended to educate students to think about their actions and what they really want to achieve.

### The beginning assumptions are:

- ◆ The classroom, library, labs etc. are for learning in safety.
- ◆ The yard, verandahs etc. are for movement, play and relaxation in safety.
- ◆ Students are able to choose to act in ways that support these purposes.

### The consequences of these assumptions are:

- ◆ Students who choose to act in ways that disrupt these purposes in these areas are not entitled to be in these areas.
- ◆ The only safe and acceptable place for students to be if they disrupt is the Responsible Thinking Classroom.
- ◆ The procedures of the Responsible Thinking Classroom are designed to facilitate student thinking about what they really want at school.
- ◆ Students not prepared to take the Responsible Thinking Process seriously, will not be able to remain at school.
- ◆ Parental involvement is necessary when a student goes home and when a student returns to school.

### Outcomes

The intended outcomes of this process are:

- ◆ Students in the classrooms, library, labs etc., will be learning in safety.
- ◆ Students in the yard etc. will be able to move, play and relax in safety.
- ◆ Student who chooses to disrupt will be given the opportunity to plan how to be more successful at school or more aware of others' rights.
- ◆ Students who repeatedly disrupt and who don't want to work at being more successful at school, won't be able to stay at the College.

### Community Service

As a result of the shift to the Responsible Thinking Process, we are moving away from detentions. For major infractions or continued violation of school rules, students will be required to attend community service as part of their plan. The time for community service is determined by the supervising Administration Team person and the RTC teachers. Students need to report in full school uniform for community service which will take priority over other activities such as sports, work, clubs, excursions. Notices will be sent home.