

Family Information Guide

2024



HELENE PROVINCE



AVE MARIA COLLEGE
She Who Belongs. She Who Thrives.

MISSION STATEMENT

Ad Veritatem Per Caritatem
“Striving for Truth Through Love”

We follow Mary’s model for life. Mary invites us to trust in the truth of God’s love and the truth within ourselves. In our teaching, learning and relationships, we are seekers of Truth and people of Love. Mary teaches us humility and strength; leading the way to a relationship with God.

We are inspired by a Franciscan way of knowing Jesus. St Francis of Assisi invites us to imitate Jesus who took the side of the vulnerable and drew all into a shared humanity through inclusion and peace. Francis teaches us to delight in God’s gifts to us; shared, grown and sustained for all. Created in God’s image, we are called to see the face of God in others. Drawn from the Gospels, we profess the Franciscan values of peace, justice, simplicity and compassion, such that “All may be One” (John 17:21).

We value Helene de Chappotin’s vision for education; that learning is for fullness of life for all. Learning excellence at Ave Maria is contemporary and collaborative, rigorous and relevant. Every member of our community contributes to a learning culture of endeavour and excellence. Together, we develop a love for learning and a readiness to contribute to the world.

We are strengthened by St Clare of Assisi, a woman of firm faith, commitment and sisterly love. The young women of Ave Maria are educated to develop a strong sense of self, sisterly love for others and generous action in the world. We come to know ourselves in our relationships with each other. This is central to our understanding of wellbeing, resilience and growth.

Together, we strive for Ave Maria College to be a learning community of Truth and Love.

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THE COLLEGE MOTTO AND CREST



The Motto: *Ad Veritatem Per Caritatem* (Striving for Truth through Love)

The Crest: The star represents the Star of the Sea which in Latin is Stella Maris and “Ave Maria Stella” is the favourite hymn of the Franciscan Missionaries of Mary, founders of the College.

The boat sailing through calm waters guided by the star represents the College spreading Christ’s message.

The water symbolises worldwide understanding and peace among nations.

COLLEGE KEY CONTACTS

COLLEGE EXECUTIVE

Principal	Ms Tanya Hutton
Executive Deputy Principal (Learning and Operations)	Mr Dane Calleja
Assistant Principal (Community and Partnerships)	Ms Elaine Dugdale-Walker
Assistant Principal (Students and Engagement)	Ms Leonie Rushbrook
Director of Catholic Identity and Mission	Mr Patrick Hogan
Director of Learning and Pathways	Ms Deborah Bradshaw
Director of Students	Mrs Natalie Meddis
Business Manager	Mrs Deanne Telford
Human Resources and Compliance Manager	Mr Anthony Kirley

DOMAIN LEADERS

Arts	Ms Ngairé Wallace
English	Ms Magda Hoszko
Health and Physical Education (HPE)	Mr Louis Tsui Po
Horizons	Mr Dane Calleja
Humanities	Ms Julia White
Languages	Mrs Marisa D’Astoli Carinci
Mathematics	Mr Ferruccio Servello
Performing Arts	Ms Cassandra Hutchison
Religious Education	Ms Marie-Claire Anastasiadis
Science	Mrs Sarah Kline
STEM and Enterprise Skills/Horizons Leader	Ms Deborah Bradshaw
Technology (Digital and Food)	Ms Carolyn Mills
Careers Leader	Mrs Poppy Ibrahim
VCE and VET Leader	Mrs Zoe Anderson
Vocational Major Leader	Mrs Anne Marie Healy
Co-Curricular Leader	Mr Garry Whicker
Learning Diversity Leader	Mrs Lidia Ficarra-Rametta
Transition Leader	Mrs Joanne Thompson

SUB SCHOOL LEADERS

Junior (Year 7 and Year 8)	Mrs Joanne Thompson (Year 7) and Ms Ramona Areny (Year 8)
Middle (Year 9 and Year 10)	Ms Tamara Lourdes (Year 9) and Ms Louise Crocitti (Year 10)
Senior (Year 11 and Year 12)	Ms Stephanie Farrugia (Year 11) and Ms Lynette Lear (Year 12)

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IMPORTANT DATES 2024

Administration Office Opens	Thursday, 18 January
Australia Day	Friday, 26 January
Term 1 Begins (Years 7, 11 and 12 students)	Thursday, 1 February
Term 1 Begins (Years 8 – 10 students)	Friday, 2 February
Inter House Swimming Carnival	Thursday, 8 February
Ash Wednesday	Wednesday, 14 February
Opening School Mass	Wednesday, 21 February
School Photo Day	Thursday, 22 February
School Photo Catch Up Day	Wednesday, 28 February
Labour Day Public Holiday	Monday, 11 March
Term 1 Ends	Wednesday, 27 March (dismissal time 3.10pm)
Good Friday/Easter Monday	Friday, 29 March and Monday, 1 April
Term 2 Begins	Monday, 15 April
Year 7 - 12 Parent/Teacher/Student (PTS) Conferences (Student Free Day)	Wednesday, 24 April
ANZAC Day	Thursday, 25 April
Inter House Athletics Carnival	Monday, 29 April
King's Birthday Public Holiday	Monday, 10 June
Semester 2 Commences (VCE Unit 2 & 4 Only)	Monday, 17 June
Professional Practice Day (Student Free Day)	Tuesday, 18 June
VCAA General Achievement Test (GAT)	Tuesday, 18 June
Term 2 Ends	Thursday, 27 June (dismissal time 3.10pm)
Term 3 Begins	Monday, 15 July
Senior School Parent/Teacher/Student (PTS) Conferences	Thursday, 25 July (4.00pm to 8.00pm)
College Production	Friday, 2 - Saturday, 3 August
Staff Faith Formation Day (Student Free Day)	Wednesday, 7 August
Ave Maria Day	Friday, 16 August
Year 7 – 10 Parent/Teacher/Student Conferences (Student Free Day)	Wednesday, 21 August (10.00am – 7.30pm)
Term 3 Ends	Thursday, 19 September (dismissal time 3.10pm)
Term 4 Begins	Monday, 7 October
Arts and Technology Festival	Tuesday, 15 October
Curriculum Planning Day (Student Free Day)	Tuesday, 22 October
Mid Term Break and Melbourne Cup Day Holiday	Monday, 4 and Tuesday, 5 November
Professional Practice Day (Student Free Day)	Wednesday, 13 November
Final Day for Year 10 & 11 Students	Thursday, 28 November (dismissal time 12.50pm)
Final Day Years 7-9 Students	Thursday, 5 December (dismissal time 12.50pm)
Academic and Community Awards Night	Thursday, 5 December

NB: These dates are subject to change and are correct as at 18 December 2023.

AVE MARIA COLLEGE HOUSE PATRONS

CLARE: She Who Connects



We are strengthened by St Clare of Assisi, a woman of firm faith, commitment and sisterly love.

St Clare of Assisi is a strong feminine example of Franciscan living. Through her example of poverty and humility she invites us to look beyond the wealth and pleasures of this world and points to a more lasting reality. The Symbol for Clare house is Sister Moon because just as the Moon reflects the light of the Sun, so too does Clare reflect the teachings and example of St Francis, but in a uniquely feminine way. The Moon is a symbol of peace, justice and care of creation. These are some of the values Clare house strives to live out.

MARY: She Who Seeks Truth



We follow Mary's model of life to trust in the truth of God's love.

Mary is the Mother of God and she is our mother. She teaches us how to say 'yes' to God. Her whole life is marked by self-sacrifice. By making her attitude our own, we share in Mary's mission of love and peace. The symbol for Mary house is Sister Water because as a plant is nurtured by water so too does Mary nurture our faith in God. She inspires, renews, and heals us and as she gave life to Jesus, so too are we given the promise of eternal life through the waters of Baptism.

HELENE: She Who Learns



We value Helene de Chappotin's vision for education, which professes learning for all to achieve fullness of life.

Helene de Chappotin is the foundress of the Franciscan Missionaries of Mary. We are grounded in her spirituality and charism. Her flexibility, openness to the world and Gospel fidelity reflect her spirituality. To a world gone mad with power she brings a message of true power: "True power is Jesus – it is love." The symbol for Helene house is Mother Earth because just as she is our home, a symbol of action and of being grounded, so too is Ave Maria our home. We are called to action, and we are grounded in the spirituality and charism of Helene de Chappotin.

FRANCIS: She Who Shares



We are inspired by St Francis of Assisi who invites us to know Jesus and enter into a shared humanity through inclusion and peace.

St Francis of Assisi is our spiritual father. We look to him for inspiration. He is our model of Franciscan living and relationship with God, others and the world around us. His true power does not lie in wealth, but in detachment and love. The symbol for Francis house is Brother Sun because just as the sun gives us light and warmth, St Francis with his enthusiasm and passion lights our way and provides us with a connection to God. It teaches us to show warmth in our relationships and see people as our 'brother' and 'sister'.

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AREAS OUT OF BOUNDS

- Areas for staff use only.
- Stairways and corridors must be kept clear. Students are not to sit on stairs or corridor floors.
- Staff car parks and driveways.
- The area in front of Clydebank, including the veranda and driveway area.
- Specialist rooms unless directly supervised by a staff member.

ACADEMIC SUPPORT

Students are encouraged to communicate with their subject teacher when they are experiencing difficulties or concerns with their learning. In addition, there are support programs and resources that can also be of assistance, including After School Study Club and Absolute Maximum (Mathematics and Science).

ATTENDANCE

Students are required to attend school from 8.40am until 3.10pm Monday to Friday (except Day 8 when students finish at 2.15pm). Classes begin at **8.50am**. An SMS is sent on a daily basis to the parent/carer of any student who is late or absent without notifying the College.

On special days such as Faith Formation days, Swimming and Athletics Carnivals, Ave Maria Day, Mission Action Day, etc students are expected to attend school. Attendance on these days is recorded on Semester Reports and a Medical Certificate or Statutory Declaration is required to explain an absence on these occasions. Failure to provide suitable explanation will result in the issuing of an after-school Detention.

Absence

If a student is not well enough to attend school her parent/carer should notify the College on **9331 9359** or via the [Parent Access Module \(PAM\)](#) **prior to 9.30am** on the day they are absent. A voicemail message should be left stating the student's full name, Mentor Class and reason for absence. You may be asked to provide documentation supporting this absence; VCE students must ensure that they adhere to VCAA attendance guidelines regarding any absence.

When a student is absent it is their responsibility to communicate as soon as possible with subject teachers to determine work missed. If a student is absent on the day an assessment task is due they must communicate their absence to the subject teacher. The Submission of Work Procedure (Appendix A) must be followed.

Extended Absence

Should a student and their family request a leave of absence (a time period of five or more school days), a formal application must be submitted to the relevant Sub School Leader at least one month prior to the requested departure time (except in extenuating circumstances). We ask that this is done by the completion of the **Application for Extended Leave Form** (available via Knowledge Banks). This application form must be signed by each of your daughter's teachers and Sub School Leader.

Late Arrival

Any student who arrives after 8.50am must go directly to Student Services to sign in. A note of explanation from the parent/carer should be provided at this time. Failure to provide a written explanation for lateness will result in the issuing of an incident.

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Early Departure

When a student is required to leave school before afternoon dismissal, they must bring a note of explanation signed by a parent/carer. The student must present this note to her Mentor Teacher **or** Sub School Leader (Years 7-8) and **both** Mentor Teacher **and** Sub School Leader (Years 9-12) on arrival to school. Prior to departure students are required to report to Student Services, present the signed note and sign out via the Kiosk. Under no circumstances are students to leave the College grounds early without written authorisation from a parent/carer. Students who are found to have breached this procedure will be issued an incident or after school Detention.

ASSESSMENT

Assessment of student work occurs regularly throughout each semester. The purpose of assessment is to determine the direction and nature of future learning and teaching, by ascertaining the growth from previous to current achievement levels.

Where formal assessment is conducted, student achievement will be marked and recorded in Ave Learning.

Refer to 'Submission of Work' and Appendix A for further information.

BELL TIMES

Students are expected to be at school by 8.40am. Classes begin at 8.50am and students are expected to be in the classroom at this time. The school day concludes at 3.10pm, except for Day 8 which concludes at 2.15pm.

On days when there are special events, such as a Year Level Assembly, House Assembly or Whole School Assembly, class times are adjusted. We refer to this as an Adjusted Bell Time (ABT). Details of these times and events are published on Knowledge Banks and in Daily Messages.

DAYS 1 to 7, 9, 10		DAY 8	
Mentor Time	8.50am - 9.03am	Period 1	8.50am - 9.35am
Period 1	9.05am - 9.55am	Period 2	9.37am - 10.22am
Period 2	9.57am - 10.47am	Recess	10.22am - 10.42am
Recess	10.47am - 11.07am	Mentor Period	10.42am - 11.27am
Period 3	11.07am - 11.57am	Period 3	11.29am - 12.14pm
Period 4	11.59am - 12.49pm	Lunch	12.14pm - 12.43pm
Lunch	12.49pm - 1.28pm	Period 4	12.43pm - 1.28pm
Period 5	1.28pm - 2.18pm	Period 5	1.30pm - 2.15pm
Period 6	2.20pm - 3.10pm		

CANTEEN

The canteen is open before school, at recess and lunchtime. Parent volunteers work in the Canteen on a roster basis. Lunch orders are available through the Canteen. The College uses [CDFPay](#), an online payment platform providing the ability to place online lunch orders for the canteen. Funds can be added to the CDFPay account enabling the Student ID Card to be used for across the counter purchases. EFTPOS facilities are also available. All lunch orders must be placed in CDFPay by 8.00am.

CAREERS EDUCATION LEADER / CAREERS EDUCATION

The Careers Education Leader can assist students with information about careers and pathway options including university, vocational education, employment and apprenticeships or traineeships.

The College also has its own Careers Website designed to provide students and families with the latest information that will assist with making informed decisions about future careers. Students can visit [Ave Maria Careers](#) to search courses, check prerequisites, find out more about a range of careers. For further information or to make an appointment, call 9331 9328 or email careers@avemaria.vic.edu.au.

CHILD SAFE SCHOOLS

At Ave Maria College we hold the care, safety and wellbeing of children and young people as a central and fundamental responsibility of our school. Our commitment is drawn from, and inherent in, the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the gospel.

As highlighted in the Ave Maria College Child Safety and Wellbeing Policy, we are committed to:

- The safety and wellbeing of all young people enrolled in our school.
- Providing young people with positive and nurturing experiences.
- Taking action to ensure that young people are protected from abuse or harm.
- Ensuring that the needs of all young people enrolled in our school are met, including those who are most vulnerable.
- Recognising the importance of friendships and encouraging support from peers, to help students feel safe and less isolated.
- Teaching young people, the necessary skills and knowledge to understand and maintain their personal safety and wellbeing.

These principles are inherent in the teachings and mission of Jesus Christ with the sanctity of each individual human being at the heart of the Gospel.

In line with Catholic Education Commission of Victoria, Ave Maria College is committed to ensuring a safe and nurturing culture for all young people in Catholic schools.

To read more please visit [Child Safety](#) on our website, this is also accessible through the [Parent Access Module \(PAM\)](#).

CO-CURRICULAR ACTIVITIES

A range of Co-curricular activities exist at the College, these include Catholic Girls Sports Association of Victoria (CGSAV), cultural and social justice activities. These are advertised during the year via Ave Learning Daily Messages. An additional charge may apply for these activities. Students are strongly encouraged to involve themselves in at least one Co-curricular activity per Semester. Students are awarded House points for their participation in such activities. Please refer to 'Sport' for further information on CGSAV and House Sports.

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COMMUNICATION

Communication between home and the College is vitally important. There are a number of channels of communication available to parents. These include:

- **[Parent Access Module \(PAM\)](#)** – PAM is used to access your daughter’s attendance records, authorise upcoming excursions, view all learning and assessment tasks and results and find contact information for teachers. Learner Attributes Progress Reports and Semester Reports are published in PAM.
- **[Audiri App](#)** – This App can be downloaded on any Apple or Android device. Audiri is utilised to send out messages and reminder notifications about upcoming events.
- **College Newsletter** – Issued twice a term, the Newsletter is available on the College website, Audiri App and Parent Access Module (PAM).
- **Ave Belong Magazine** – A bi-annual publication available to all College families via the website.
- **Email** – All staff at the College have an email address. Teacher email addresses can be found on PAM or can be located using your daughter’s device in the College address book
- **[College Website](#)** – Updated regularly with information regarding calendar events and the learning and teaching program. You can also access PAM via the College website www.avemaria.vic.edu.au
- **Phone** – The College reception is staffed from 8.15am – 4.15pm, Monday to Friday. The College phone number is 9331 9300. To report your daughter’s absence use the Absence Line at any time 9331 9359.
- **Follow the College via social media:**

[Facebook](#)

[Instagram](#)

[Twitter](#)

[Linked In](#)

Key Staffing for Communication

- **Mentor Teacher** – First point of contact if you have a concern about your daughter’s wellbeing or transition.
- **Subject Teacher** – First point of contact if you have concerns about your daughter’s learning in a subject.
- **Sub School Leader** – Responsible for overseeing the wellbeing of a particular Year Level.
- **Domain Leader** – Responsible for curriculum development, planning and delivery for a particular Domain.
- **College Senior Leadership** – Made up of the Principal, Executive Deputy Principal (Learning and Operations), Assistant Principal (Students and Engagement), Assistant Principal (Community and Partnerships), Director of Catholic Identity and Mission, Director of Learning and Pathways, Director of Student Wellbeing, Human Resources & Compliance Manager and Business Manager.

CODE OF CONDUCT – STUDENTS

Ave Maria College is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS).

Purpose

Ave College is committed to ensuring a respectful learning environment that is safe, positive and supportive for all students of the school.

It is the intention of Ave Maria College to provide clear guidelines to all students regarding the conduct expected of them while at school, engaging in school-related

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activities or representing the school. Students are expected to uphold the school's core values at all times.

Application

This Code of Conduct applies to all Ave Maria College students. The application of this code is not limited to the school site and school hours. It extends to all activities and events that are school related and when representing or acting on behalf of the school, including, without limitation, at all times when wearing the school uniform. The code also requires that student actions do not bring the school into disrepute at any time, regardless of whether the action occurs within or outside of school activities.

Basic Principles

This Code of Conduct is based on the following principles that everyone at Ave Maria College

- has the right to be safe ·
- has the right to be treated with respect and be valued, even in diversity ·
- has the right to participate within a secure environment without interference, intimidation, harassment, bullying or discrimination ·
- is encouraged to be respectful, polite, courteous and considerate of others ·
- has the right to be supported and challenged as ongoing learners.

Expected Conduct and Bearing of all Students

It is expected that every student will:

- uphold the school's core values at all times ·
- behave in a manner that does not endanger the health, safety and wellbeing of themselves or others
- abide by all health and safety rules and procedures operating within the school and other locations at which the students may visit
- ensure that their actions do not bring the school into disrepute
- respect the authority of members of staff and observe school rules and teacher directions as required
- strictly adhere to the Student ICT Responsible Use Agreement
- be respectful and supportive of the school's beliefs and values
- behave with courtesy and consideration of others
- refrain from all forms of bullying, harassment, racial vilification and discrimination of any nature
- report any behaviour of other students that is harmful to other students, or to the teachers or school
- support other students, or seek help for other students who need assistance or are in a vulnerable situation
- refrain from behaviour which would interrupt the work of any class or hinder the learning
- opportunities of other students
- respect school property and the property of staff, contractors, visitors and other students · be punctual and attend all classes
- remain in the school grounds during the school day unless otherwise approved by the principal
- complete work set by teachers promptly and to the best of their ability and to take full advantage of the educational opportunities offered at the school
- dress neatly and with due regard for health, hygiene and safety in accordance with the school's uniform requirements.

Unacceptable Conduct

Unacceptable conduct includes, but is not limited to:

- touching, handling, pushing or otherwise physically or sexually engaging with students or others in a manner which is not appropriate and may endanger the health, safety and wellbeing of that person
- any form of physical or verbal violence (including fighting, assault or threats of violence, bullying, name calling, racial discrimination or discrimination on grounds of disability, appearance or religion)
- any form of cyber bullying or cyber abuse
- theft or misuse of property belonging to other students or the school
- sending inappropriate, offensive or explicit text messages, photos or videos
- language or conduct which is likely to offend, harass, bully or unfairly discriminate against any student, teacher, contractor or visitor
- the use of inappropriate or profane words or gestures and images
- unacceptable class attendance levels
- being uncooperative with teachers during class or school activities and generally disrupting planned activities.

Supporting Positive Behaviour

The school's Behaviour Management Policy is based on a model of Positive Behaviour Support. This is a model that acknowledges the positive behaviour of the majority of students, and puts strategies into place to model and specifically teach expected behaviours. It targets focused support, including staged sanctions, for the minority of students that do not embrace positive behaviour.

Breach of the Student Code of Conduct

Students who breach this code of conduct may be sanctioned by the class teacher or school principal as deemed appropriate given the nature of breach and the age of the student.

In cases of serious and/or persistent breaches of the student code of conduct, the Ave Maria College Behaviour Management Policy outlines the consequences for student misbehaviour and the management of suspension and negotiated transfer if matters come to those extremes.

In accordance with applicable legislation and the school's Child Safety Policy, the police and/or 'Families and Children's Services' within the Department of Families, Fairness and Housing (DFFH) will be informed of any unlawful breaches of this code.

CODE OF CONDUCT – PARENTS/CARERS (Safeguarding Children and Young People)

Ave Maria College is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS).

Purpose

Ave Maria College is committed to ensuring a respectful learning environment that is safe, positive and supportive for all students, staff and visitors of the school. It is the intention of Ave Maria College to provide clear guidelines to all parents and visitors regarding the conduct expected of them while on the school premises, or at school related places, engaging in school-related activities or representing the school.

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Parents/guardians/carers and visitors are expected to uphold the school's core values at all times.

Application

This Code of Conduct applies to all Ave Maria College parents, guardians, carers and visitors to the school and school related places. The application of this code is not limited to the school site and school hours. It extends to all activities and events that are school-related (examples include, but are not limited to: school fetes, camps or sporting events, online activity etc) and when visiting or representing the school.

Basic Principles

This Code of Conduct is based on the following principles that everyone at Ave Maria College

- has the right to be safe
- has the right to be treated with respect and be valued even in disagreement
- has the right to participate within a secure environment without interference, intimidation, harassment, bullying, discrimination or any harmful, threatening or abusive behaviour
- is encouraged to be respectful, polite, courteous and considerate of others
- has the right to be supported and challenged as ongoing learners.

Expected Conduct and Bearing of all Parents/Guardians/Carers

It is expected that every parent/guardian/carer will:

- uphold the school's core beliefs and values
- behave in a manner that does not endanger the health, safety and wellbeing of themselves or others
- abide by all health and safety rules and procedures operating within the school and other locations at which they may visit while representing the school
- ensure that their actions do not bring the school into disrepute
- respect school staff and accept their authority and direction within the exercise of their duties at the school
- observe all school rules as required
- strictly adhere to the school's policies and procedures as required
- behave with respect, courtesy and consideration for others
- refrain from all forms of bullying and harassment
- refrain from any form of verbal insult or abuse and from any form of physical abuse or intimidation
- refrain from activities, conduct or communication that would reasonably be seen to undermine the reputation of the school, employees or students of the school, including activities on social media
- respect school property and the property of staff, contractors, volunteers and other students
- not be intoxicated by alcohol or under the influence of illicit drugs or other substances harmful to health while visiting the school site, attending school functions or engaging in school-based activities
- respect school staff and accept their authority and direction within the exercise of their duties at the school
- use the school's Complaints Handling Policy to seek resolution for any problems that arise, and accept the school's procedures for handling matters of complaint.

Unacceptable Conduct

- touching, handling, pushing or otherwise physically or sexually engaging with students, children or others in a manner which is not appropriate and may endanger the health, safety and wellbeing of that person
- any form of physical or verbal violence including fighting, assault or threats of violence or behaviour that is otherwise harmful, threatening or abusive
- approaching a child that is not your own with a view to disciplining that child for their behaviour. Such matters are only to be dealt with by school staff
- approaching other school parents to resolve issues arising between students at school. Such matters should be referred to school staff
- any form of cyber bullying or cyber abuse that is directed towards the school, staff members, students or parents or any member connected to the school
- any form of threatening language, gestures or conduct
- language or conduct which is harmful, threatening, abusive or likely to offend, harass, bully or unfairly discriminate against any student, employee, contractor, volunteer or other
- corresponding or communicating with school staff in a manner which is unreasonable (including for example, via email or app's) in terms of the frequency or volume of communications, or the nature or tone of such communications
- theft, fraud or misuse of school resources
- the use of inappropriate or profane words or gestures and images
- visiting school, attending social, sporting or other functions while intoxicated by alcohol or under the influence of illicit drugs or other substances harmful to health
- smoking/vaping on school premises or within immediate environs of the school
- claiming to represent the school in any matter without explicit permission from the school principal to do so.

Breach of the Code of Conduct

Parents/guardians/carers who breach this code of conduct will be contacted by the school principal. Appropriate action, which may include being banned from coming onto school grounds, attending school functions or school-based activities or, setting mandatory parameters around methods and timing of communication, or imposing an Immediate or Ongoing School Community Safety Order is at the discretion of the school principal and other authorised persons.

Parents/guardians/carers who continually breach this Code of Conduct or who engage in a significant and/or serious breach, will be referred to the principal and other authorised persons, who has full discretion to take or to seek the taking of action which may include termination of this enrolment agreement.

Termination of the enrolment agreement may occur in circumstances where any parent/guardian/carer repeatedly breaches the Code of Conduct (after the parent/guardian/carer, or the family collectively, has been warned that any further breach may result in a termination of enrolment), or should any parent/guardian/carer engage in conduct on a single occasion which constitutes a serious breach of the Code of Conduct (involving for example, conduct which poses a serious risk to staff or student health and safety), the circumstances may result in a termination of their child's enrolment.

A decision to withdraw or terminate the enrolment of a student may only be made by the Director, Learning and Regional Services upon consideration of the following:

- the view of the principal of the school
- an objective assessment of all presenting circumstances.

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Before any final decision as to termination of enrolment is made, the student's family will be provided with an opportunity to comment on and/or provide any relevant information for consideration in this regard.

In accordance with applicable legislation and the school's Child Safety and Wellbeing Policy, the police and/or 'Families and Children's Services' within the Department of Families, Fairness and Housing (DFFH) will be informed of any unlawful breaches of this code.

Matters of Concern

If a parent/carer has a complaint, criticism or concern with a member of staff, they should:

- speak to the staff member involved and try to resolve the concern with mutual respect and clear communication.

If it is not possible to resolve the concern in this manner, then raise the matter with the:

1. Sub School Leader for pastoral care concerns
2. Domain Leader for teaching practice concerns.

If the matter still hasn't been resolved, or if the matter is very serious, then make an appointment to speak with the Assistant Principal (Students and Engagement) or the Executive Deputy Principal (Learning and Operations)

If the matter is serious or is covered by the College's Child Safe Policy, the parent will be asked to document the concern in writing.

Conflicts and incidents between students that occur at the school ought to be referred directly to the school for investigation and resolution.

Parents should:

1. never approach a child of another family whilst in the care of the school to discuss or chastise them because of actions towards their own child
2. not approach other families with the intent of managing matters that arise at school
3. raise the concern with their daughter's Mentor Teacher or Sub School Leader.

The Ave Maria College Code of Conduct is meant as a guideline to parents/carers and not an exhaustive list. It is intended to assist parents and carers to engage fully with the College and resolve issues that may arise so that high standards of care and education are maintained, duty of care is fulfilled and interactions between members of the school community are always respectful and in the best interest of our young people.

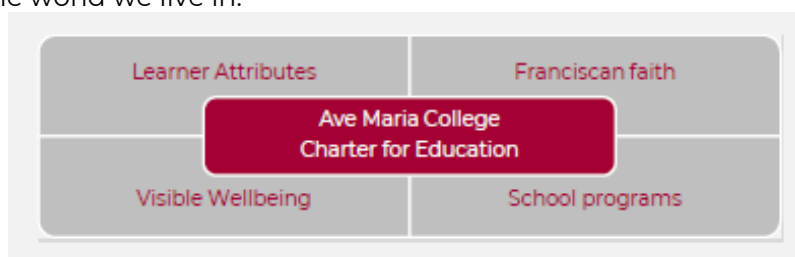
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CHARTER FOR EDUCATION



Our Charter for Education consists of Franciscan beliefs, learner attributes and wellbeing skills, bound by a learning environment which interconnects each element and where there are opportunities for each student to **belong, engage and thrive**.

Our aim is to be guided by the charism, principles, and frameworks that underpin the Charter and ensure that all of the academic and co-curricular programs reflect these. In doing so all members of our community can build their knowledge, develop their skills, and apply this to the world we live in.



STUDENT COUNSELLOR

The Student Counsellors are available to meet with individual students for support with any wellbeing issues. Appointments can be made in a number of ways. Parents or teachers can refer students, or the student can make an appointment themselves. This can be done in person, by phone or by emailing counsellingservices@aveamaria.vic.edu.au.

Appointments are usually 30-40 min and can be made before/ after school and at lunchtime if a student prefers not to miss time in the classroom.

A copy of the [Student Counselling Policy](#) is available on our website.

Why see the Student Counsellor?

There are times when students seek counselling without parents being aware. However, it is important for young people to seek help if things are not going very well and it's great that students can do this in the safety of a school setting. There are lots of reasons why a student might seek counselling. For example, she may need assistance with managing stress, feeling overwhelmed, have low mood, worries or friendship difficulties.

Confidentiality and Duty of Care

Our Student Counsellors are very respectful of the confidentiality and dignity of the student. We take a team approach that ensures that students are well supported inside and outside the school. Any risk of harm is acted upon in order to ensure that students are safe and protected. This is in accordance with school protocols, the PROTECT Protocol and our professional duty of care which places the interests of the student at the heart of our practice.

Tips for students to get the most out of sessions:

1. Write things down that you wish to discuss beforehand to help jog your memory.
2. It's OK to ask lots of question too.
3. Be honest and direct.
4. Have a positive attitude and be open-minded. Give it a go!
5. Remember the Psychologist is here to help you find solutions to any issues you may have.

CONFIDENTIAL INFORMATION

Confidential student / family information must be kept up to date at all times. This includes Asthma Action plans, Anaphylaxis Action plans or any other medical management plans.

Parents are asked to verify and validate all medical details via PAM for their daughter's at the start of each year.

If there is any change to your daughter's medical/health information throughout the year details are to be amended through the Parent Access Module (PAM).

Any legal matters concerning custody of students at Ave Maria College should be reported in writing along with all related documentation.

Changes to phone numbers, addresses or family situations should be communicated to the Administration Department via email avemaria@avemaria.vic.edu.au.

DAILY MESSAGES

Daily Messages inform staff, students and parents/carers about the day's activities. It is the responsibility of each student to know what is in the Daily Messages. Students are expected to familiarise themselves with the Daily Messages which is accessible on Ave Learning.

DETENTION

Parents of students who are issued with an after-school Detention will receive email notification. Failure to attend will result in a parent communication/meeting. . Students who receive multiple detentions within a term will be required to meet with the Assistant Principal (Students and Engagement) and may be placed on a Behaviour Support Plan at a parent and student meeting.

EXAMINATIONS

Examinations are conducted at the end of each Semester for Years 10 and 11, and at the conclusion of Semester 2 only for Year 9.

Examination timetables are published to students via Ave Learning.

VCE Units 3 & 4 Examinations are as per the VCAA published examination timetable.

EXIT PROCEDURES

At least ten weeks' notice, wholly within school term in writing of the proposed last day of attendance must be given by parents/carers to the Principal if a student is leaving the College. Where less than ten weeks' notice of the last day of attendance is provided, a fee equal to one quarter of a years school fees will be charged. Please see the [Fee Policy](#), found on the College Website. An 'Exit Form', available from the College Registrar must be completed and an interview with the Principal may be requested.

EXPECTATIONS FOR THE APPROPRIATE USE OF ICT AND DEVICES

Ave Maria College recognises the constant development of Information and Communication Technologies (ICT) that provide increasingly rich and diverse opportunities in teaching and learning. We acknowledge there are a range of platforms, software and applications that provide opportunities for students to interact and develop academic and social skills that are relevant to people growing up and living in a technologically rich environment. In accordance with this the College provides all students with access to the College ICT infrastructure; this includes a personal learning device (laptop), access to the College Intranet (Ave Learning) via the College network, as well as the external internet. Access to the College ICT infrastructure is in accordance with the "Ave Maria College Student Use of ICT agreement". These documents are issued at the time of enrolment and remain valid until enrolment at the College ceases. These documents cover the expectations for use and consequences for breaches in full.

Outlined below are some of the key expectations that must be adhered to by students:

At all times:

- Everyone is responsible for maintaining the integrity and security of their network access (i.e. login) and usage, as well as maintaining their device and accessories in good condition.
- Use of the College Intranet, the Internet (including social media platforms) and email is for educational purposes only. Access to websites or platforms that are not secure and / or host inappropriate material is strictly prohibited. This includes downloading pirated material such as songs, movies and TV shows.
- The publication of any images of staff or students, or their work in any format, must be with the consent of the staff member or student and should be for approved educational purposes only.

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- To prevent plagiarism, students should acknowledge all sites and materials, including

those obtained electronically, using an approved citation system, as outlined in the Information Literacy pages of the Student Planner. Please note: the copying of Copyright protected material is illegal if not acknowledged by citation.

At no time should a student:

- directly, through their network access, display, post or disseminate any inappropriate representation of Ave Maria College on the internet.
- post, display, disseminate, like or share inappropriate or false opinions, statements, perspectives or media (including photographs, video or audio) on the internet regarding any staff member or student of Ave Maria College.
- wilfully and intentionally damage, sabotage or compromise in any fashion the computing facilities, infrastructure and hardware of the College.
- compromise another student's network or device security by obtaining and / or using their username and password.

Students should also ensure that:

- they bring their laptop to school fully charged each day. No charging of laptops is permitted at school. Any issues associated with the battery life should be reported to IT services immediately.
- any software loaded onto a laptop is licensed to the College or have a legitimate licence (i.e. iTunes).
- the use of other devices, mobile phones, iPad, etc, complies with the student use of ICT agreement and Learning Device agreement, in particular that is for authorised Educational purposes only (generally this is authorised with the permission of the subject teacher).

At all times the College reserves the right to remove the student learning device and/ or access to the College network. IT Services is also responsible for monitoring the appropriate use of the College network and devices.

FEES AND LEVIES

Accounts for College fees are forwarded regularly throughout the school year. A variety of payment options are available. Please contact the Finance Office on 9331 9307 for further details or refer to the Finance Guide at the front of this booklet.

HELENE LIBRARY

The Helene Library is available to all students for research, study and recreational reading. The Library staff willingly assist students, and in turn students are expected to respect the rights of others when using the Library.

If a student needs to use the Library during class time, she must have a Helene Library pass from her subject teacher. The pass gives her permission to be in the Helene Library without the supervision of her subject teacher.

Students may borrow most items from the Helene Library for three weeks. Non-fiction items may be borrowed for two days. Material in demand may be on restricted loan. Overdue lists are distributed via the Mentor Teacher once a week. Students with overdue books have borrowing rights suspended until books are returned. Students may receive an incident for overdue books and lost or damaged material must be paid for.

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Hours: 8.00am to 5.00pm, Monday to Thursday (2.15pm close on Day 8)
8.00am to 4.00pm Friday

Borrowing period: Three weeks Fiction, two days Non-fiction

HOME STUDY

Home study is an essential element of education, as it will allow your daughter to consolidate, reinforce, practise, and extend upon learning conducted in class. The setting of home study also provides opportunities for your daughter to

- establish good habits of study, concentration and self-discipline,
- refine planning, organisational and time management skills, and
- develop skills in identifying, using and critiquing information sources

These skillsets will serve your daughter well as she becomes more independent and responsible for her own learning. Home study also provides parents and carers with insights into what is being taught in the classroom and the progress of their daughter.

Home study could be considered as being grouped into four main types:

Preparation	Students may be asked to independently watch videos or complete reading on topics they have yet to be explicitly taught. This flipped learning approach enables students to use class time to apply the theory and concepts discussed in the videos or pre-reading to extend their understanding.
Revision	In general, revising (learning/memorising) information about a current topic recently covered in class. This should be ongoing and could include organisational skills. Time should be spent to review the new knowledge acquired in class. A regular program of revision should be a part of the daily life as a student (non-assessable).
Set Tasks:	This is tasks set by the teacher which provide students with the opportunities to apply new knowledge, or review, revise and reinforce newly acquired skills. The idea is to consolidate and reinforce work covered in class and as such should be directly related (may be assessed/graded).
Assignments:	These are tasks which teachers require students to complete or partially complete at home but which contribute towards the student's overall assessment for the study and encourage the pursuit of knowledge and understanding individually (always assessed / graded).

General Principles:

The total amount of time spent on home study that students are expected to do per week is set in accordance with the following guidelines:

Year 7	6 – 7 hours per week	(approx. 45 - 55 minutes per subject per week)
Year 8	8 – 10 hours per week	(approx. 75 minutes per subject per week)
Year 9	10 – 12 hours per week	(approx. 90 minutes per subject per week)
Year 10	12 – 14 hours per week	(approx. 2 hours per subject per week)
Year 11	15 – 18 hours per week	(approx. 3.5 hours per subject per week)
Year 12	22 – 25 hours per week	(approx. 5 hours per subject per week)

Further information regarding Home Study can be found in your daughter's Student Planner

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HOUSE

Every student and staff member belong to one of four houses (refer to House Patrons pg 17). Students and staff are awarded points for the House for participation in events and activities.

ILLNESS

If a student is unwell or requires medical assistance/first aid whilst at school, she must report to the Health Centre in the first instance. **Students are not to contact parents directly.**

If illness or injury occurs during class time she must inform her subject teacher. If a student is not well enough to remain at school parents will be notified by a staff member and asked to collect their daughter from Reception.

INSTRUMENTAL MUSIC

In 2024, tuition in Guitar (Acoustic and Electric), Bass Guitar, Piano/Keyboard, Voice (contemporary and classical) are offered to students from Year 7 to Year 12. These lessons are during school hours and available on a user pay basis. We are also able to provide information of external tutors for other instruments not currently offered upon request. For further information including an enrolment form, please contact the classroom music teacher at music@avemaria.vic.edu.au

LEAVING THE CLASSROOM

When a student leaves the classroom during a class, her subject teacher must sign her Student Planner. This signature indicates the teacher has given the student permission to leave the class.

LOCKERS

Each year students are issued with a locker for securely storing their school materials. Schoolbags must be stored in the locker. Lockers may only be visited during scheduled break times and must be kept clean and tidy. A personal combination lock is issued to each student upon commencement at the College. **The combination number must be kept private, and the lock must be securely closed at all times.** Students retain this lock for the duration of their enrolment. The locker remains the property of the College at all times and any issues with the lock or lockers should be directed to the Mentor Teacher, Maintenance Staff or Student Services.

LOST PROPERTY

Enquiries regarding lost property are to be directed to Student Services. Articles which are found at school are to be handed to Student Services.

All uniform items and articles of equipment should be clearly marked with the student's full name.

MEDICATION

Students requiring medication to be taken at school, camps or excursions must have a signed note stating;

1. The type of medication.
2. The reason for its administration.
3. The dose and time to be taken.

Medication is to be in original container obtained from the pharmacist or medical practitioner. The container must clearly show student's name and dosage. The medication is to be handed in to Student Services (or Teacher in Charge of a camp or excursion) upon arrival at school and is to be collected after afternoon dismissal. It is the student's responsibility to come to Student Services at the correct time for medication.

Please Note: Asthma inhalers are EXEMPT from this rule.

Please note; Paracetamol is not kept at the College and cannot be distributed to students at school.

All Allergy / Anaphylaxis medication must be submitted to Student Services at the beginning of the school year, or as soon as diagnosed. This must include a colour photograph and original copy of the student's Action Plan.

Students must carry an additional dose / device with them at all times.

MENTOR TIME

All students are allocated a Mentor Class with each group having a Mentor Teacher. Matters regarding absence, uniform, general behaviour, wellbeing matters and study progress are referred initially to the Mentor Teacher. Parents can access their daughter's Mentor Teacher details via the [Parent Access Module \(PAM\)](#).

MOBILE TELEPHONES / ELECTRONIC DEVICES

Mobile telephones and other electronic devices (such as earpods) must be turned off and kept securely in the student's locker during school hours (8.40am until 3.10pm).

Students not observing these rules will have an incident recorded and will have their phone confiscated until the end of the school day.

- Mobile phones are only permitted in the classroom with teacher consent and for educational purposes
- Phones are not permitted to be used between 8.40am and 8.50am, at Recess or Lunchtime. Unauthorised use will result in an incident and the device being confiscated for the remainder of the day.
- Headphones/ear buds should not be worn during school hours unless with teacher permission

NEWSLETTER

The College Newsletter is available on the College website, Audiri App and [Parent Access Module \(PAM\)](#). An alert is sent through Audiri App when the Newsletter is published.

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PARENT INVOLVEMENT

THE COLLEGE RECOGNISES THE IMPORTANCE OF PARENTAL INVOLVEMENT IN THE COLLEGE LIFE AND PROVIDES A NUMBER OPPORTUNITIES TO BECOME INVOLVED, INCLUDING:

Canteen	MACSIS Surveys
Mother's and Father's Day Breakfast	Family Mass Evenings
Board of Governance	Parent/Teacher/Student (PTS) Conferences
Year Level Liturgies	Parent Information Nights
College Social Events	Awards Ceremonies

You are welcome to contact the College with other ideas/ feedback as we work towards continuous improvement.

PRINTING / COPYING

The general student levy includes a component for print/copy charging. Students may top up their accounts at Student Service. Each student is given an initial balance of \$30.00 Years 7-9, \$40.00 for Year 10 and \$50.00 in Years 11-12. In 2020, the College will introduce the ability to add Printing funds to a student account via CDFPay.

A4 BW 10 cents per side	A4 colour 40 cents per side
A3 BW 20 cents per side	A3 colour 80 cents per side

REPORTS / PARENT/TEACHER/STUDENT (PTS) CONFERENCES

Written Student Reports are issued at the end of each Semester. Learner Attribute Progress Reports are issued at the end of Terms 1 and 3. Both are accessed via the [Parent Access Module \(PAM\)](#). No formal reports are issued for Year 12 students throughout Semester 2. Students and families will receive targeted and individualised feedback on all assessment etc.

A notification is sent via the Audiri App when reports are available.

Parent/Teacher/Student (PTS) Conferences are held mid-semester. The dates of these events are published in the College Newsletter, College Website, the Ave Learning Calendar, and are outlined under Important Dates 2024. Bookings are made via the [Parent Access Module \(PAM\)](#).

SOCIAL JUSTICE

The Faith and Social Justice Group, which includes the Faith and Social Justice Leaders from each Year Level meets on a fortnightly basis. The meetings are open to all students and staff. The Faith and Social Justice Group actively works in the College to celebrate our Catholic faith tradition and support each Year Levels' social justice focus, inspired by the Franciscan charism.

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SPORT

Ave Maria College is a member of the Catholic Girls Sports Association of Victoria (CGSAV). The aims of the Association are to promote and conduct various forms of inter-school sporting activities. Membership of the CGSAV is restricted to Catholic Secondary Schools which caters for girls events only. CGSAV sport forms part of our Extra-Curricular programme.

Throughout the year Ave Maria College participates in the following inter-school activities:

- Term 1 Swimming, Tennis, Indoor Cricket
- Term 2 Basketball, Cross Country, Athletics, Indoor Soccer (Futsal), Badminton, Hockey
- Term 3 Soccer, Netball, Volleyball, AFL
- Term 4 Softball, Table Tennis

Selection to the above activities is open to all students. Selection and training dates are advertised in Daily Messages via Ave Learning. Selection is based on ability, skill and attendance at training. A student's attendance record and commitment to their studies may be a factor in their selection. Training often occurs out of school hours.

At every sporting event, each player is expected to display sportswoman-like qualities. A high standard of conduct by players and spectators is expected at all times both on and off the field. The correct HPE or team uniform must be worn for all competitions.

Ave Maria College also conducts its own House Swimming and Athletics Carnivals. These are compulsory school days. All students from the College are expected to participate fully in these events. A Medical Certificate or Statutory Declaration is required in the event of absence.

ST CLARE CHAPEL

The St Clare Chapel is located on the ground floor of Clydebank and open for quiet reflection and prayer during school hours.

STILLPOINT

One minute of silence is built into the timetable and allows staff and students to recognise the profound value of silence whereby a moment is taken to reflect, practice mindfulness and gratitude, allowing us to take comfort in knowing that God is with us in our journey.

STUDENT PLANNER

A Student Planner is provided to each student at the beginning of the school year. The Student Planner provides a ready guide to the school and is a place to record Home Study set. It is also a means of communication between teachers and parents/carers. **For your convenience, you will find perforated notes at the rear of the Planner to notify absences, late arrival or early departures.** Parents should check their daughter's Planner regularly to ensure that it is being utilised correctly and appropriately. The Planner is to be used for school related matters only. It is to be kept in an orderly manner.

SUBMISSION OF WORK

It is expected that students submit Home Study and set assessable work (Graded Assessment Tasks – GAT or School Assessed Coursework - SAC) by the due date set by the class teacher. In general, set assessable work is handed in to the class teacher during class time. There are occasions when the student can submit the work to their teacher via Student Services or online. This may be by arrangement, or if the student was absent the day the work was due.

Non-Submission/Completion of set Home Study (not assessable)

If a student does not submit non-assessable Home Study, the subject teacher will have a restorative conversation with the student and then will contact home if a pattern is emerging.

Non-submission of Graded Assessment Task (GAT) Years 7-10

Each student is expected to complete and submit all assessable (ie: all assessable work) work relating to a course of study in accordance with the dates and timelines set by the subject teacher or College. From time to time students may not be able to submit a Graded Assessment Task (GAT) on time. Where this is the case, the Non-submission of Graded Assessment Task procedure must be followed. The Rescheduled Assessment form is available *AMC - College Community Team (general > Student Forms)*, and needs to be submitted to the Director of Learning and Pathways by **2.45pm Wednesday**. Students are expected to engage in a conversation (in person or via email) with their Subject Teacher if the completion of a task is at risk.

- The role of the parent/carer in supporting their daughter to complete graded assessment tasks is an important one; where a student will knowingly be absent when an assessment task is due the student and/or parent should notify the College as soon as possible.
- Subject Teachers will take into consideration any special circumstances a student may be experiencing when making a decision about the allocation of an N.
- Non-submission of School Assessed Coursework or Task (VCE)
- A student enrolled in a VCE Unit 1, 2, 3 or 4 must adhere to the published VCAA Guidelines for submission of work and consequences for non-submission.

RESCHEDULED SAC (VCE) / GAT (YEAR 7 - 10) PROCESS

When a student misses a SAC or GAT, they must follow the following process:

1. Obtain a Medical Certificate or Statutory Declaration on the day of absence;
2. Print an Application to Reschedule SAC/GAT form from *AMC - College Community Team (general > Student Forms)*;
3. Complete the application form, including a signature from a parent and get it signed by their subject teacher within 24 hours of returning to school;
4. Submit the application form to the Director of Learning and Pathways by **2.45pm Wednesday**
5. Attend the reschedule assessment session on Thursday afternoon.

TRANSPORT

Students who travel to the College via bus or train are expected to behave in a responsible manner. These expectations are consistent with those which apply to all forms of public transport. Students who fail to meet these expectations may be fined by the relevant authorities or suspended by the College from using this transport.

Note: Students must wear full and correct school uniform whilst on public transport to and from school.

TURNING OFF TECHNOLOGY

Turning off technology such as your mobile phone and laptop is about your mental wellbeing. Being connected all the time is affecting our health. We need to think about our mental health in the same way that we think about our physical health. Phones and social media are addictive, so take time to “turn off, go offline and switch off”.

1. Put all phones and computers away and out of reach before bed. Out of sight, out of mind.
2. Only use one piece of technology at a time.
3. Check your phones only at certain times of the day, not all day

Tell your friends when you will be unavailable online. Turning off technology such as your mobile phone and laptop is about your mental wellbeing.

UNIFORM - College Wardrobe

A school uniform provides a sense of identity and belonging. The College uniform should be worn with pride. Each student is expected to maintain a high standard of personal appearance. It is the responsibility of parents/carers and students to check that the uniform is worn in accordance with the regulations of the College.

If the incorrect/incomplete uniform is worn, it is expected that a written note of explanation to the Mentor Teacher is provided. Any breach of the uniform regulations will result in a conversation with the Mentor teacher. Repeated breaches will result in a meeting with the Year Level Sub-School Leader and/or the Assistant Principal (Students and Engagement).

The College uniform is seasonless. This means students can select the wardrobe of their choice each day. Students need to wear the complete wardrobe and not mix and match. HPE uniform is only to be worn on timetabled HPE days. The College blazer is compulsory for Term 2 and Term 3 and for formal occasions such as Whole School Assemblies.

Wardrobe 1



DRESS LENGTH is knee length.

FOOTWEAR Long white ribbed socks. **Plain black lace-up school shoes**, to provide best foot support and protection. (No buckle, no T-bar, no yellow stitching nor runner type shoes such as Airforce 1).

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Wardrobe 2



SKIRT LENGTH is knee length.

FOOTWEAR BLACK STOCKINGS/TIGHTS minimum 40 denier. **SOCKS MUST NOT BE WORN WITH SKIRT.** Plain black lace-up school shoes, to provide best foot support and protection. (No buckle, no T-bar, no yellow stitching nor runner type shoes such as Airforce 1).

Wardrobe 3



FOOTWEAR Black socks. Plain black lace-up school shoes, to provide best foot support and protection. (No buckle, no T-bar, no yellow stitching nor runner type shoes such as Airforce 1).

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Wardrobe 4



FOOTWEAR Long white ribbed socks. **Plain black lace-up school shoes**, to provide best foot support and protection. (No buckle, no T-bar, no yellow stitching nor runner type shoes such as Airforce 1).

Health and Physical Education (HPE) Uniform

only to be worn on timetabled HPE days



FOOTWEAR White ribbed ankle sports socks. Lace up runners which provide orthopaedic support. *Street shoes, skater shoes, canvas runners, high tops or similar fashion shoes are not permitted e.g. Converse, Vans*

SCARF Scarf cannot be worn during HPE practical classes.

HPE uniform can only be worn on designated days of Health and Physical Education (HPE) practical classes for students in Years 7-12. Student timetables can be checked on the [Parent Access Module \(PAM\)](#), to determine what days specific classes are held.

It is a College expectation that the HPE uniform is worn neatly, i.e. hems on pants need to be properly maintained. Pants should not be rolled up.

Visible additional clothing items worn under or over the summer, winter uniform (e.g. long sleeve or short sleeve t-shirts) are not permitted.

Personal Grooming and Accessories

Hair

- Neat and well groomed
- Hair that is shoulder length or longer must be neatly and securely tied back
- Accessories must be plain black or white in colour (i.e., ribbons, clips, headbands, hair ties, scrunchies and hair slides)
- Hair to be of natural colour - not dyed different colours

Nails

- Nails should be trimmed and short
- Nail polish is not permitted
- False nails and nail extensions are not permitted

Makeup

- Makeup is not permitted
- False eyelashes and eyelash extensions are not permitted

Tattoos

- Tattoos are not permitted

Jewellery

Students are permitted to wear:

- A watch
- A small holy medal or cross, worn under clothing
- School badges, as approved and issued by the College. College badges must relate to the year being a Leader
- One matching pair of stud earrings, worn anywhere in the ear. Studs may be any colour and any shape, provided that the diameter or length is not greater than 5mm
- Sleepers/hoop earrings are not permitted
- Facial piercings are not permitted

College Scarf

- The College scarf can be worn with all uniforms, however it cannot be worn during HPE practical classes

Blazer and Jumper

Students are required to wear the blazer to and from school during Terms 2 and 3.

- The blazer is required to be worn on official occasions
- The jumper is not permitted to be worn as the outer garment outside of the school grounds at any time
- Visible additional clothing items are not to be worn under any uniform

School Bags



- Art folios are not to be used as a school bag

Students at Ave Maria College wear their uniform with pride.

Students who do not actively support and engage with the College uniform expectations will be supported to achieve this and be part of the Ave Maria community

VALUABLES

Large sums of money and valuables should not be brought to school. If it is necessary to do so then the student can take them to Student Services for safe keeping. The College does not accept responsibility for the loss of money or valuables not deposited for safe keeping.

SENIOR ACADEMIC INTERVENTION PROCESS

The College is committed to progressing each student in her academic pursuits. The Senior Academic Intervention Process seeks to make students accountable for their own progression based upon their performance and commitment to their studies.

The need for academic intervention can be considered within three categories: low performance, underperformance, and attendance. Where a student's work or commitment is identified in any one of these categories, being below that which is expected, it is incumbent on the teaching staff of the College to intervene. Descriptions of the three categories are as follows:

Low performance: a student's course work is deemed to be of poor standard, ie below 50% of the maximum score available, or unsatisfactorily meets the outcome(s) associated with the task(s).

Underperformance: the Subject Teacher deems a student's work to be well below the level of the student's known capabilities and has supporting evidence suggesting the student has not applied herself to the task.

Attendance: a student's attendance in class has dropped below 90% without approval and/or notice.

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The College uses three levels of intervention to ensure that students are accountable for their learning process.

Level 1: a student may need to be supported by their Subject Teacher. The Subject Teacher is required to inform the parents of the student's progress in their subject, either by phone (preferred) or email.

Level 2: a student may need to be supported by either the appropriate Domain Team Leader or their Sub School Leader. The leader is required to send a formal notice, Notice of Academic Concern letter, to the student's parents informing them of the student's learning progress and the teacher(s) concerns.

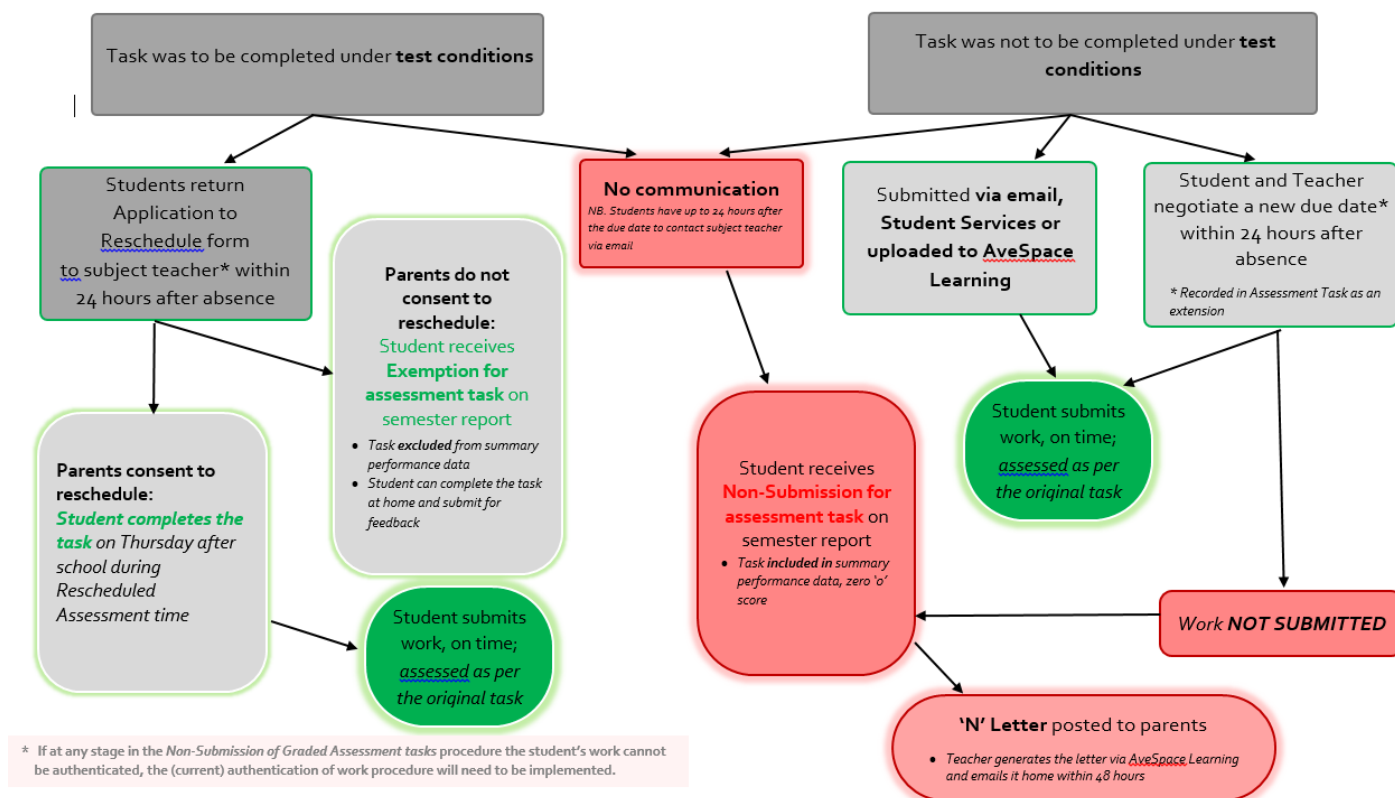
Level 3: a VCE Panel Meeting is carried out. The Panel will be convened by the Executive Deputy Principal, , Director of Learning and Pathways, VCE and VET Leader and will be attended by the student, her parent(s), the Year Level Sub School Leader and the student's Mentor Teacher.

VOLUNTEERS

Volunteers are required to complete a Volunteers agreement on an annual basis, hold a valid Working With Children's Check and agree to the terms of the [Child Safety Code of Conduct](#).

APPENDIX A - SUBMISSION OF WORK FLOWCHART

This process is to be followed if a student is absent when a graded assessment task is due. Students who do not submit Home Study will be given an incident.



School Philosophy Statement



Introduction

The constitution of Melbourne Archdiocese Catholic Schools Ltd (MACS) contains a Statement of Mission, which provides the expectations of the sole member of MACS, the Archbishop of the Catholic Archdiocese of Melbourne (Member), for Catholic schooling and the identity and work of a Catholic school. The Statement of Mission positions MACS firmly in the reality of the Eucharistic character of the Catholic school, affirming that its enterprise is one that builds community and provides opportunity for personal transformation.

With parents and parishes, Catholic schooling seeks to fulfil this mission by providing an environment in which students are enabled to:

- *encounter God in Christ and deepen their relationship with him*
- *pursue wisdom and truth encouraged by a supportive academic culture*
- *grow in the practice of virtue, responsible freedom and serving the common good.*

A Catholic school:

- *is actively embedded in the life of the faith communities of the local Church, which in turn is tangibly manifested in the life of each school*
- *is an essential place for the evangelising of children and young people*
- *exists to assist students, and their families, to integrate faith, reason, life and culture*
- *is conspicuously Christian in outlook, explicitly Catholic in faith and practice, and intentionally missionary in orientation*
- *cultivates spiritual, social and emotional growth in a safe and protective environment*
- *provides a learning environment in which the whole educational community is formed to embrace life in all its fullness (Jn 10.10)*
- *offers a human formation that has the intellectual, practical and moral excellence of learners at its heart*
- *forms consciences, fosters peace and develops respectful dialogue, at the service of intellectual charity*
- *encourages the discovery of Catholic cultural heritage, especially in art, music, literature and architecture.*

Ave Maria College is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by MACS.

Ave Maria College is a Catholic girl's secondary school which has been established to provide quality education in the Catholic doctrine for families in the inner Northern Suburbs of Melbourne.

Mission

We follow Mary's model for life. Mary invites us to trust in the truth of God's love and the truth within ourselves. In our teaching, learning and relationships, we are seekers of Truth and people of Love. Mary teaches us humility and strength; leading the way to a relationship with God.

We are inspired by a Franciscan way of knowing Jesus. St Francis of Assisi invites us to imitate Jesus who took the side of the vulnerable and drew all into a shared humanity through inclusion and peace. Francis teaches us to delight in God's gifts to us; shared, grown and sustained for all. Created in God's image, we are called to see the face of God in others. Drawn from the Gospels, we profess the Franciscan values of peace, justice, simplicity and compassion, such that "All may be One" (John 17:21).

We value Helene de Chappotin's vision for education; that learning is for fullness of life for all. Learning excellence at Ave Maria is contemporary and collaborative, rigorous and relevant. Every member of our community contributes to a learning culture of endeavour and excellence. Together, we develop a love for learning and a readiness to contribute to the world.

We are strengthened by St Clare of Assisi, a woman of firm faith, commitment and sisterly love. The young women of Ave Maria are educated to develop a strong sense of self, sisterly love for others and generous action in the world. We come to know ourselves in our relationships with each other. This is central to our understanding of wellbeing, resilience and growth.

Together, we strive for Ave Maria College to be a learning community of Truth and Love.

Vision

At Ave Maria College we strive to educate strong women of Truth and Love.

Values

Ave Maria College is a welcoming and nurturing environment for young women, guided by the Franciscan values of Truth, Love, Peace and Compassion. Our College motto of '*Striving for Truth through Love*' - inspires us to learn about ourselves, our relationships with others and the world around us, so that we can belong, engage, grow and thrive.

Objectives

At Ave Maria College, we foster a culture of rigorous academic achievement, underpinned by self-confidence and a deep relationship with God. It is through these principles and the pillars of faith, learning, community and growth that our students leave the College thriving – both personally and professionally – empowered to shape their own pathway and future.

Philosophy enactment

At Ave Maria College our school philosophy, which includes the vision, mission, values and objectives, will be central to all our policies, practices and teaching and learning programs. The school's philosophy is published on our school website as well as in our key policies such as our enrolment policy.

Reporting

The MACS Board will ensure schools have implemented a contextualised school philosophy using this template through the annual report to the school community and regular school review processes (at least once every four years).