



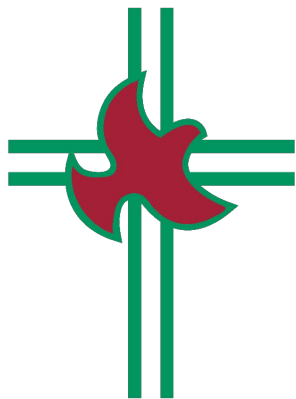
HOLY SPIRIT  
CATHOLIC COLLEGE LAKEMBA

# 2024 STUDENT DIARY

Name:

Homeroom:





# HOLY SPIRIT

## CATHOLIC COLLEGE LAKEMBA

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Holy Spirit Catholic College is a faith-filled community that is:

**RESPECTFUL**

of self, others and the community

**REFLECTIVE**

acting on feedback for learning growth

**RESPONSIBLE**

owning engagement in active learning opportunities

**INQUISITIVE**

acting on curiosity with creativity

**ASPIRATIONAL**

being hope-filled, resilient and adaptable

**COLLEGE BELL TIMES**

<b>Monday - Wednesday and Friday</b>		<b>Thursday</b>	
Move to Class	8:45 am	Move to Class	8:45 am
Morning PC	8:50 am - 9:00 am	Morning PC	8:50 am - 9:10 am
Period 1	9:00 am - 10:00 am	Period 1	9:10 am - 10:00 am
Period 2	10:00 am - 11:00 am	Period 2	10:00 am - 10:50 am
Recess	11:00 am - 11:30 am	Recess	11:50 am - 11:10 am
Period 3	11:30 am - 12:30 pm	Period 3	11:10 am - 12:00 pm
Period 4	12:30 pm - 1:30 pm	Lunch	12:00 pm - 12:30 pm
Lunch	1:30 pm - 2:00 pm	Sport	12:30 pm - 2:30pm
Period 5	2:00 pm - 3:00 pm		

## COLLEGE BUILDINGS AND LOCATIONS

The following buildings and locations were named in 2002. A consultative process involving students, parents and staff began in 1999 and culminated in the following dedications:

**BURFORD:** This building is named in recognition of the founding Principal of MacKillop Girls' High, Sr. Kath (Raymond) Burford rsj. Sr. Burford was the Principal from 1966 until 1969.

**COUANI:** This building is named in recognition of the founding Principal of Holy Spirit Catholic College, Mr. John Couani. Mr Couani was the last Principal of both MacKillop Girls' High and Saint John's College, Lakemba. He was Principal of Holy Spirit Catholic College from 1999 until 2001.

**EORA:** This building is named in honor of the local Indigenous people of the Sydney region. The name "Eora" means "here" or "from this place". Local Indigenous people used this word to describe to the British where they came from. "Eora" was then used to define the Indigenous people themselves.

**FLORENCE:** This building is named in recognition of the founding Principal of Saint John's College, Br. Florence Edward fsc. Br Florence was the Principal of Saint John's College from 1954 until 1960.

**HARGRAVE:** This building is named in recognition of Lawrence Hargrave 1850 - 1915. Hargrave was the Australian inventor of the box kite. His invention gave rise to the theoretical wing model that allowed the development of the first generation of European and American aircrafts.

**RAWSON:** The Rawson Centre is named in recognition of Fr. Garry Rawson, parish priest of St. Therese Lakemba, in honor of his 25th anniversary of service in priesthood. The Rawson Centre was specifically designed to cater for Creative Arts and Technology and Applied Science subjects.

**OLD PRIMARY LAWN:** This grassed area is named after the original use of the area. It was the playground for the primary students who attended the Primary Division of Saint John's College between 1954 and 1996.

**MOYLAN MEADOW:** This grassed area was originally a paddock that was bought from Canterbury Council in 1954 by the De La Salle brothers. It was then named in honour of Br. Austin Moylan who cleared the land and created the handball courts in order for the boys to have a play area.

**SACRED HEART AMPHITHEATRE:** This area of the College was originally where a statue of the Sacred Heart stood and was called "The Sacred Heart Lawn". Refurbishment of the site in 1999 saw the current amphitheatre constructed.

**THE MACKILLOP CENTRE:** The newest building opened in 2011 and was named after St. Mary of the Cross MacKillop. It houses the College Hall, MacKillop Theatre, Music rooms, Drama rooms, Canteen and Bookroom facilities.

In 2019 the College named Sr. Berenice Gallery, in the MacKillop Centre, in recognition of the long standing service of Sr. Berenice Cornish. Sr. Berenice served the College community for over 20 years. Sr. Berenice was initially a teacher at MacKillop Girl's High in 1980 and returned in 1999 - 2019 to be the College liaison with families.

**ST JOHN'S OVAL:** Originally part of St John's Bowling Club. This site was purchased by Sydney Catholic Schools in 2009. The Sproule Streetcar park sits on the site of the old Bowling Club. The bowling greens were cleared, and this is now St John's Oval.

## COLLEGE HOUSES

**CAMPBELL**                      **Colour:** Orange                      **Symbol:** the AIF sun

Campbell House is named in honour of Alec Campbell. He was the last surviving ANZAC who served at Gallipoli. He died in May 2002 aged 103. He was 16 when he enlisted and spent two months on the Gallipoli peninsula. After the war he led an active life as a builder and sailor. He believed in the importance of education achieving an Economics Degree in the 1950s and continued giving to the Australian community by working for the Heart Foundation until the age of 80. The house colour is orange and is significant with the rising and setting sun and is linked to the insignia of the AIF, the rising sun.

**CHISHOLM**                      **Colour:** Gold                      **Symbol:** a sailing ship

Caroline Chisholm arrived in Australia in 1838. She was repulsed by the used and abused women living and begging in the streets. She persuaded Governor Gipps to use an old immigration barracks as a women's home. She housed and found jobs for over 11 000 immigrants. Gold is symbolic of the wheat that dominated the Australian rural landscape. The ship represents Australia's link with overseas immigration.

**LA SALLE**                      **Colour:** Red                      **Symbol:** a tower

Saint John Baptist de la Salle was the founder of the of De La Salle brothers, who were initially educators of the young urban poor. The colour red comes from the La Salle family Coat of Arms. The tower is a symbol of steadfastness, also coming from the La Salle family Coat of Arms.

**MACKILLOP**                      **Colour:** Blue                      **Symbol:** AM + JJJ

Blessed Mary MacKillop was the founder of the Sisters of St. Joseph who were initially educators of young rural poor. The symbol of the house is a combination of the A and M of Ave Maria and Jesus, Joseph and John the Baptist. The house colour is blue. Both colour and symbol are central to the Josephite Crest.

**McCORMACK**                      **Colour:** Purple                      **Symbol:** a laurel

Sister Irene McCormack was an Australian Josephite nun and missionary. She was executed on the 21st May 1991 by terrorists in Peru for feeding the poor. The house colour is purple and is one of the symbolic colours linked with St. Joseph. The laurel is found on the National Flag of Peru.

**THERRY**                      **Colour:** Green                      **Symbol:** a shamrock

Father John Therry was the first official Catholic Priest in the Colony of New South Wales. He founded the first Catholic school in the colony and purchased the site on which St. Mary's Cathedral now stands. The house colour is emerald green and the symbol is the shamrock, both symbolising his Irish heritage.

## EXPECTATIONS OF STUDENTS

In line with the College values, students are expected to:

- Show **Respect** to all members of our community
- **Respect** College property and the environment
- Follow instructions from staff (**Respect**)
- Engage positively with learning opportunities (**Responsible**)
- Arrive on time and prepared for class with all required equipment, including a charged laptop (**Responsible**)
- Act in a manner that supports both their own learning and the learning of others (**Responsible**)
- **Reflect** on feedback for learning and personal growth.
- Demonstrate a curious approach to learning, exploring new concepts and solving problems (**Inquisitive**)
- Strive to improve (**Aspirational**)
- Show perseverance to overcome difficulties and setbacks (**Aspirational**)

## HOMEWORK

Homework is an extension of the learning process that occurs during school lessons. It builds on the 'partnership' between school and home.

Regular homework will:

- Improve your marks
- Make school more enjoyable
- Improve your memory
- Reduce anxiety during exams
- Develop the important skill of self-discipline

Based on educational research, daily homework hours suggested by the College are:

- Year 7 & 8: 1 - 1½ hours
- Year 9 & 10: 1½ - 2 hours
- Year 11 & 12: 2 - 3 hours

### Homework Club

- Homework Club occurs in the library on Mondays, Tuesdays and Wednesdays from 3.10 - 4.30pm.
- Teachers and ex-students supervise and are available to assist students

### There is always homework!

It can consist of:

- Completing set work for the subject
- Working on assessment tasks
- Reading ahead
- Revision of content
- General reading for enjoyment

### Non-completion of homework

Students are responsible for completing all set homework. If homework is not completed, the consequences may include:

- A warning
- A caution
- Completing the homework during recess / lunch
- An email to parents
- A phone call to parents

Further action may be required by the College in cases of repeated non completion of homework.

### Plagiarism / Acknowledging sources.

- See the assessment handbook for detail



## AWARD SYSTEM

<b>MERIT</b>	You can earn merits from teachers and other staff for a range of achievements, behaviour, effort, leadership and community service. These will be recorded via Compass and parents will receive a notification.
<b>BRONZE</b> 15 merits	When you have earned 15 merits you will be issued a Bronze Award which will be awarded to you in Homeroom.
<b>SILVER</b> 60 merits	When you have earned 60 merits you will be issued a Silver Award which will be presented to you in a Year Assembly.
<b>GOLD</b> 180 merits	When you have earned 180 merits you will be issued a Gold Award which will be presented at a College Assembly.
<b>AQUINAS</b> 15 merits	These awards are for students that have completed an outstanding academic achievement or shown significant improvement in regards to their regular class Assessment Tasks or class work ethic. An Aquinas award is equivalent to ONE Bronze Award and will be awarded to you in a Year Assembly.
<b>HOLY SPIRIT GIFTS AWARD</b> 15 merits	<p>These awards recognise a student who has demonstrated the gifts received at Holy Spirit Catholic College by behaving in a way which can be considered:</p> <ul style="list-style-type: none"> <li>• Respect</li> <li>• Reflective</li> <li>• Responsible</li> <li>• Inquisitive</li> <li>• Aspirational</li> </ul> <p>A Holy Spirit Gifts Award equivalent to ONE Bronze Award and will be awarded to you in a Year Assembly.</p>

## CONSEQUENCES

When students do not meet the College expectations, consequences may include:

- Verbal warning
- Cautions (six cautions automatically triggers a Tuesday detention)
- Removal from the yard for recess / lunch
- Contact with parents (phone or email)
- Tuesday detention for 60 minutes
- Friday detention for 90 minutes
- Behaviour check sheets
- Removal from class for a period of time
- External suspension

## UNIFORM

The following uniform expectations apply for students while at school and when the students are in public, including while travelling to and from the College.

Summer Uniform - Terms 1 & 4	Winter Uniform - Terms 2 & 3
<p style="text-align: center;"><b>JUNIOR GIRLS</b></p> <ul style="list-style-type: none"> <li>White, maroon and green dress (worn to the knee)</li> <li>Maroon College jumper (optional)</li> <li>White fold down or ankle socks</li> <li>Black leather lace up shoes with a block heel</li> </ul>	<p style="text-align: center;"><b>JUNIOR GIRLS</b></p> <ul style="list-style-type: none"> <li>White College blouse</li> <li>Maroon, green and grey skirt (worn to the knee)</li> <li>College blazer</li> <li>Maroon College jumper (optional)</li> <li>Grey stockings OR white fold down or ankle socks</li> <li>Black leather lace up shoes with a block heel</li> </ul>
<p style="text-align: center;"><b>SENIOR GIRLS</b></p> <ul style="list-style-type: none"> <li>White College blouse</li> <li>Maroon, green and grey skirt (worn to the knee)</li> <li>Maroon College jumper (optional)</li> <li>White fold down or ankle socks</li> <li>Black leather lace up shoes with a block heel</li> </ul>	<p style="text-align: center;"><b>SENIOR GIRLS</b></p> <ul style="list-style-type: none"> <li>White College blouse</li> <li>Maroon, green and grey skirt (worn to the knee)</li> <li>College blazer</li> <li>Maroon College jumper (optional)</li> <li>Grey stockings OR white fold down or ankle socks</li> <li>Black leather lace up shoes with a block heel</li> </ul>
<p style="text-align: center;"><b>JUNIOR BOYS</b></p> <ul style="list-style-type: none"> <li>White College shirt (tucked in)</li> <li>Grey trousers</li> <li>Black belt</li> <li>Maroon College jumper (optional)</li> <li>Grey or black socks</li> <li>Black leather lace up shoes with a block heel</li> </ul>	<p style="text-align: center;"><b>JUNIOR BOYS</b></p> <ul style="list-style-type: none"> <li>White College shirt (tucked in)</li> <li>Maroon tie with green and grey stripes</li> <li>College blazer</li> <li>Grey trousers</li> <li>Black belt</li> <li>Maroon College jumper (optional)</li> <li>Grey or black socks</li> <li>Black leather lace up shoes with a block heel</li> </ul>
<p style="text-align: center;"><b>SENIOR BOYS</b></p> <ul style="list-style-type: none"> <li>White College shirt (tucked in)</li> <li>Senior tie</li> <li>Grey trousers</li> <li>Black belt</li> <li>Maroon College jumper (optional)</li> <li>Grey or black socks</li> <li>Black leather lace up shoes with a block heel</li> </ul>	<p style="text-align: center;"><b>SENIOR BOYS</b></p> <ul style="list-style-type: none"> <li>White College shirt (tucked in)</li> <li>Senior tie</li> <li>College blazer</li> <li>Grey trousers</li> <li>Black belt</li> <li>Maroon College jumper (optional)</li> <li>Grey or black socks</li> <li>Black leather lace up shoes with a block heel</li> </ul>
<p><b>OTHER UNIFORM CONSIDERATIONS</b></p> <ul style="list-style-type: none"> <li>Sport jacket is only to be worn on Thursdays</li> <li>Tattoos are to be covered</li> <li>Undershirts must be white</li> <li>College cap</li> <li>Dark green woollen scarf</li> <li>Year 12 jersey can be worn as part of the sports uniform on Thursdays only</li> <li>The College bag</li> </ul>	

## SPORT AND PE UNIFORM

- Maroon College shorts with green and white stripes
- White College polo shirt
- College tracksuit pants and jacket (optional)
- College cap (optional)
- White ankle socks (visible)
- Lace up sports shoes. No casual or canvas type shoes.

## HAIR AND PRESENTATION

### BOYS

- Hair is to:
  - be the student's natural colour
  - be neat and tidy
  - finish above the collar
  - not cover the eyes
- Differences in length must occur gradually and blend in
- Extremes of fashion are not permitted, including but not limited to; rat tails, mullets, undercuts, steps, lines, cornrows, braids, etc
- Hair is not to be tied back
- Use of gel/wax is to be minimal
- Boys are to be clean shaven

### GIRLS

- Hair is to:
  - be the student's natural colour
  - be neat and tidy
  - be off the face
- Shoulder length hair is to be tied back
- Make up is not to be worn
- Nails and eyelashes are to be natural.

Note - Not all scenarios can be listed, in all of these matters the decision of the Leader of Learning - Wellbeing is final.

## JEWELLERY

### BOYS

- A watch and one small ring are permitted
- Piercings or earrings are not permitted
- Necklaces and religious symbols are to be worn under the uniform and should not be visible

### GIRLS

- A watch and one small ring are permitted
- Girls may wear up to two sleepers or studs in each ear lobe
- No other piercings or earrings are permitted
- Necklaces and religious symbols are to be worn under the uniform and should not be visible

## INFORMATION FOR PARENTS AND STUDENTS

Absence	<p><b>Entering parent approval for an unexplained absence:</b> In the <b>My News</b> section of the Compass home screen, look for the notice; <b>Attendance: Attendance note required.</b> Click on the link just below the notice.</p> <p>The unexplained attendance tab then opens:</p> <ul style="list-style-type: none"> <li>• Tick the boxes on the left side to select each attendance requiring approval</li> <li>• Press the Explain with Note Approval button</li> </ul> <p>The Attendance note editor window opens:</p> <ul style="list-style-type: none"> <li>• Select a reason for the absence</li> <li>• Enter a brief description of the absence</li> <li>• Press Save</li> </ul>
Absence from assessment	Follow the procedures in the Assessment Handbook
Accident or illness at school	Report to the office. Minor injuries are treated at school. Staff will contact parents/carers if students are to leave school.
After school detention	<ul style="list-style-type: none"> <li>• After school detentions are held in C22 On Tuesday from 3.10 - 4.10pm and on Friday from 3.10 - 4.40pm.</li> <li>• Both the student and parent will receive an email when a detention is issued.</li> <li>• Students who do not attend a Friday detention will not return to class until contact has been made with a parent/carer</li> </ul>
Attendance exemption	For 5 or more days of leave, parents/carers are to complete an application for extended leave form (A1). Email completed forms to <a href="mailto:info@holyspiritlakemba.catholic.edu.au">info@holyspiritlakemba.catholic.edu.au</a>
Banned substances	Smoking/vaping or the possession of cigarettes/vape(s) will result in suspension.
Bullying	See the Anti Bullying Policy on the College website
Chewing Gum	Results in a caution being issued
College Newsletter	Posted on Compass and available on the College website
Counselling	Students (and their parents) can request an appointment with the School Counsellor through their Wellbeing Coordinator
Early Departure	A Parent/carer communicates this through a written note or email. The student is to have this approved by their Wellbeing Coordinator before signing out at the office. If the parent cannot collect their child,

	permission to make their own way home must be in the written communication.
Electronic devices	The College cannot be held responsible for the loss or damages of electronic items at school. Acceptable use of technology agreement
Hands off Policy	See the Hands-Off Policy on the College website.
Late arrival	Sign in through the Compass kiosk and take the receipt to your teacher. Repeated late arrivals will accumulate to letters home and detentions.
Lockers	See your Wellbeing Coordinator to request a locker. Supply your own padlock.
Lost Compass card	Order a new card through the Compass settings tab. Cost \$10
Medication / Medical plans	Complete the appropriate paperwork available through the office. Action Plan to supplied annually.
Mobile Phons	See the Mobile phone/devices Policy.
Prohibited items.	Possession of knives, weapons (including replica weapons) laser pointers, alcohol or illegal drugs will result in a suspension.
Trading at school	The buying, swapping or selling of items on school grounds is not permitted.
Travel	College expectations apply whenever the College uniform is worn. This includes travel to and from the College.

## SPORT

Sport occurs from 12.30pm each Thursday. Year 11+12 students are in supervised study if not representing the College.

Students should not make medical or other appointments during sport time Full sports uniform is to be worn every Thursday

### **Representative Sport**

- Each term, students are invited to try out to represent the College in the SCS sporting competition
- Once the teams are selected, training will occur weekly on a day and time determined by the coach
- Respect is to be shown to referees, the opposition and teammates, aligning with the College values
- Once arriving at the venue, the representative uniform for the relevant sport is to be worn in its entirety

### **Internal Sport**

- Every 5 weeks students will be given the opportunity to rotate and take part in different sports.
- If unable to participate in sport, a note is to be given to the Sport Coordinator before 8.45am on Thursday